

**GRADUATE COUNCIL (GC)****Policy for Graduate Group Bylaws**

Approved by Graduate Council on May 14, 2014

All graduate programs must have approved bylaws. Graduate programs may not operate under bylaws that have not been reviewed and approved by Graduate Council. The Policy Subcommittee, a subcommittee of the Graduate Council, reviews and forwards bylaws to Graduate Council for approval. Graduate Council developed this policy to expedite the development, revision and review of bylaws.

**Format**

The bylaws should be prepared as a Word document and be formatted according to the layout and order of information in the guidelines, and in the template (for bylaws developed after April 2, 2014). For bylaws developed before April 2, 2014, GC recommends that groups consider adoption of the current Graduate Group Bylaws template, but at the very least, groups should have the information that is specifically outlined in the template.

A cover memo from the program chair and the bylaws in Word format should be forwarded by email to the Graduate Council Analyst in the Academic Senate Office. Please consult the [staff directory](#) to find the email address of the Graduate Council Analyst. The cover memo from the graduate program Chair or delegated faculty member should include:

1. The date and manner in which the program approved the proposed bylaws changes, (e.g., in a program meeting or by an e-mail ballot), including the vote.
2. If the proposed changes are in response to a recommendation in the program's recent Program Review Oversight Committee (PROC) report, address this in the memo and provide the date of the PROC report.
3. Bylaws approved after April 2, 2014: Provide a summary of the revisions.
4. Bylaws approved prior to April 2, 2014: a summary is not required as the whole document will be reviewed to assure compliance with the Guidelines and with the policies and procedures of the Graduate Council and the Office of Graduate Studies.

**Review Process****1. Policy Subcommittee Review**

The Graduate Council Analyst will review the revised document for compliance with the Guidelines and will either return to the program for revisions, or forward to the Policy Subcommittee. The Subcommittee reviews bylaws in the order received. If

revisions or clarifications are required, the Subcommittee will communicate with the graduate program Chair. Once the Subcommittee has completed the review, the document will be forwarded to Graduate Council for final review and approval.

*Informal review:* A program may request an informal review of their bylaws before submitting them to their faculty for vote. The Graduate Council Analyst will conduct this review and provide feedback. Please note: this is not a formal review by the Committee.

## **2. Graduate Council Review**

Graduate Council, as a whole, will conduct a final review of the bylaws transmitted by the Committee. Council may approve the document as submitted or may request additional edits. In the case that the bylaws are approved contingent upon the edits being made, the graduate program Chair will be notified of Council's action. Once the program has complied with Council's request, the document is then considered approved.

The final approved document, reflecting Council's approval date, will be forwarded to the program via email with a cover memo from Graduate Council approving the document. The program will be instructed to maintain a copy of the bylaws and Council's approval letter in their files.