

**BY-LAW EXTRACT REGARDING MEMBERSHIP, MEETINGS, FUNCTIONS  
AND POWERS OF SENATE**

---

**Table of contents**

[Senate membership](#)

[Meetings of Senate](#)

[Functions and powers of Senate](#)

---

**SECTION 11  
MEMBERSHIP OF SENATE**

**Article 62**

The Senate shall be composed of fifty-three (53) voting members and eleven (11) non-voting members, as follows:

**Voting members**

- a) The President and Vice-Chancellor;
- b) The Provost and Vice-President, Academic;
- c) The Vice-President, Research and Graduate Studies;
- d) The Dean of the Faculty of Arts and Science;
- e) The Dean of the Gina Cody School of Engineering and Computer Science;
- f) The Dean of the Faculty of Fine Arts;
- g) The Dean of the John Molson School of Business;
- h) The Dean of Graduate Studies;
- i) The University Librarian;
- j) Fourteen (14) faculty members who shall be appointed from among the faculty of the Faculty of Arts and Science, one of whom shall be a part-time faculty member;
- k) Five (5) faculty members who shall be appointed from among the faculty of the Gina Cody School of Engineering and Computer Science, one of whom may be a part-time faculty

member, unless the number of course sections taught by part-time faculty members surpasses 30% of the total, in which case one of the five shall be a part-time faculty member;

- l) Four (4) faculty members who shall be appointed from among the faculty of the Faculty of Fine Arts, one of whom shall be a part-time member;
- m) Four (4) faculty members who shall be appointed from among the faculty of the John Molson School of Business, one of whom shall be a part-time faculty member;
- n) One (1) librarian who shall be appointed from among the professional librarians;
- o) Twelve (12) undergraduate students who shall be appointed by the Concordia Student Union, with representation from each Faculty;
- p) Four (4) graduate students who shall be appointed by the Graduate Students' Association, with representation from each Faculty whenever possible;

Non-voting members

- d) The Vice-President, Advancement;
- r) The Vice-President, Services;
- s) The Chief Financial Officer;
- e) The Chief Communications Officer;
- f) The University Registrar;
- g) The Deputy Provost;
- h) The Executive Director, Centre for Continuing Education;
- i) The Secretary-General;
- j) Two (2) members of the administrative and support staff, appointed in accordance with the procedures used to appoint the representatives of the administrative and support staff of the Board;
- k) One (1) part-time faculty member who shall be appointed from among the Gina Cody School of Engineering and Computer Science, unless the number of course sections taught by part-time faculty members surpasses 30% of the total, in which case the part-time member shall be appointed a voting member in accordance with Article 62 k).

**Article 63**

Senators who are ex-officio as provided under Article 62 a) through i) and q) through x) shall be Senators for the duration of their term of office.

Senators who are appointed under Article 62 j) through n), y) and z) shall serve for a term of three (3) years or less, as stipulated in the resolutions of appointment. Senators who are appointed under Article 62 o) and p) shall serve for a term of one (1) year or less, as stipulated in the resolutions of appointment.

Senators who are appointed under Article 62 j) through n), y) and z) may serve a maximum of two consecutive terms, following which one (1) year shall elapse before they become eligible for reappointment. Senators who are appointed under Article 62 o) and p) may serve a maximum of three consecutive terms, following which one (1) year shall elapse before they become eligible for reappointment.

The term of any Senator appointed under Article 62 j) through n), y) and z) which is two (2) years or less, and of any Senator appointed under Article 62 o) and p) which is six (6) months or less, shall not be taken into account in the application of this restriction on length of continuous membership.

Senators shall remain in office until replaced by their successors.

**Article 64**

Eligibility to serve on Senate is subject to the following requirements:

- u) Faculty members and librarians elected to Senate who take a leave during their term of office shall be replaced by their Faculty Council for the duration of their leave, or by the professional librarians, in the case of librarians.
- v) Students elected to Senate shall be registered in at least six (6) credits in the then-current academic year and shall meet one of the following requirements:
  - i) be in acceptable standing in their undergraduate program or in good standing in their graduate program; or
  - ii) have successfully completed, in the previous academic year, a minimum of nine (9) credits in the case of undergraduate students or six (6) credits in the case of graduate students.

Notwithstanding the above, no more than two (2) undergraduate student Senators and no graduate student Senator may be independent students.

The credits specified in this article shall be taken at Concordia University.

Registration, credits and standing shall be verified by the Secretary of Senate at least twice a year, normally in September and January.

Upon graduation, any student elected to Senate ceases to be eligible and may no longer serve on Senate.

- w) Suspension or expulsion from the University shall immediately render students ineligible to serve on Senate. Suspension or termination of employment at the University shall immediately render faculty members, librarians and members of the administrative and support staff ineligible to serve on Senate. Constituencies that appoint individuals as their representative members are expected to conduct appointment processes in view of the duties and obligations of Senators specified in the *Code of Ethics and Conduct applicable to Members of Senate and Members of Committees Established by Senate* (US-1). A constituency may request, in writing, that the seat of one of its appointees be vacated. Vacated seats shall be filled as specified in Article 62.
- x) The part-time faculty member appointed under article 62 z) shall have taught at least one course in the Gina Cody School of Engineering and Computer Science in the last twelve months prior to being appointed and shall teach at least one course in the Gina Cody School of Engineering and Computer Science in each of the first two years of his or her three-year term.

## SECTION 12 MEETINGS OF SENATE

### Article 65

Senate shall meet regularly at least once a month during the academic year of the University, although the President and Vice-Chancellor, in consultation with the Steering Committee, may decide to dispense with the regular meeting in any given month.

Items deemed to be confidential, including but not limited to matters relating to the approval of the graduation list and nominations, shall be discussed in closed session.

Senators are bound to respect the confidentiality of proceedings of closed session meetings as well as any information or documents obtained at those meetings, as stipulated in the *Code of Ethics and Conduct applicable to Members of Senate and Members of Committees Established by Senate* (US-1).

Special meetings of Senate may be called at any time by the President and Vice-Chancellor.

All meetings of Senate shall be chaired by the President and Vice-Chancellor. In their absence or inability to act, the Provost and Vice-President, Academic shall chair the meetings of Senate. In the absence or inability to act of the Provost and Vice-President, Academic, the Vice-President, Research and Graduate Studies shall chair the meetings of Senate.

**Article 66**

A majority of voting members of Senate shall constitute a quorum for all regular or special meetings held from September 1 to June 30 of each year. Ten (10) voting members of Senate shall constitute a quorum for any special meeting held from July 1 to August 31.

**Article 67**

Notices calling meetings of Senate shall be sent by internal mail, messenger or reliable electronic means to each Senator at his or her last known address, at least five (5) days prior to the date of the meeting. When it is deemed to be urgent the Senators may be summoned to a special meeting on twenty-four (24) hours' notice.

**Article 68**

Discussions at meetings of Senate shall be guided by the procedures and rules set out in the document entitled *Summary of Procedures at Senate Meetings and Rules of Order*.

**Article 69**

A thirty (30) day written notice from the President and Vice-Chancellor, on behalf of the Steering Committee, shall be given to any Senator whose removal from office is being considered under Article 71 m). The Senator shall be given an opportunity to present his or her case to Senate.

A two-thirds (2/3) majority of votes cast by Senators shall be required for any motion to remove a Senator from office under Article 71 m).

Motions concerning all other business at a meeting of Senate shall be carried by a majority of votes cast by Senators.

**SECTION 13  
FUNCTIONS AND POWERS OF SENATE**

**Article 70**

Senate shall establish procedures for the governance of its own affairs and, subject to Article 40, shall be the final authority in all matters pertaining to the academic regulations and programs of the University. In all other matters, Senate may make whatever recommendations it deems appropriate to the Board of Governors. Recommendations from Senate shall be conveyed to the Board of Governors by the President and Vice-Chancellor.

**Article 71**

In particular, Senate shall have the power to:

- a) determine the conferment of certificates, diplomas, degrees, excluding honorary degrees, as

well as the recipients of the special graduation prizes, medals or other awards granted at convocations;

- b) recommend to the Board of Governors the conferment of honorary degrees and Faculty awards of Distinction;
- c) recommend to the Board of Governors the establishment of new University-wide awards to be granted at convocations;
- d) recommend to the Board of Governors the establishment, name change, discontinuance, restructuring or consolidation of academic units;
- e) initiate the consideration of any matter pertaining to the academic program of the University, or require that any of the bodies reporting to it undertake such consideration;
- f) delegate any of its responsibilities to the Faculty Councils and the Council of the School of Graduate Studies; receive, consider, and act upon the reports of those bodies;
- g) establish the appropriate committees, boards or other bodies, appoint their membership and delegate any of its responsibilities to them;
- h) appoint the Senate representatives to the joint Board-Senate committee that proposes candidates for honorary degrees;
- i) consider and approve or deny recommendations from the Faculty Councils and the Council of the School of Graduate Studies concerning academic programs in the following regards:
  - any changes, additions or deletions in the curriculum for degrees, diplomas or certificates, whether graduate or undergraduate;
  - any changes, additions or deletions in honors, major or other programs, whether graduate or undergraduate;
  - any changes, additions or deletions in course offerings, whether graduate or undergraduate;
  - any changes, additions or deletions to the name of programs, whether graduate or undergraduate.

In these matters, Senate may amend recommendations from the Faculty Councils and the Council of the School of Graduate Studies but no amended recommendation shall take effect until it has been accepted by the body that originated it.

- j) establish academic standards, including the standards for admission and for the evaluation of student performance at all levels of the University.

- k) exercise appellate jurisdiction over the decisions and actions of the Faculty Councils and the Council of the School of Graduate Studies, and committees created by them and of the committees of Senate;
- l) establish policies and procedures for appealing academic decisions;
- m) remove a Senator from office.

The Faculty Councils and Council of the School of Graduate Studies, with their own special powers, report to Senate.

Senate shall determine the reporting requirements for all councils.