Coastal Carolina University
Graduate Council Bylaws

Article I – Name and Purpose

Section 1 – Name: The name of the organization that oversees graduate education at Coastal Carolina University will be the Graduate Council.

Section 2 – Purpose: Graduate Council considers any academic matters related to graduate education at the University. Specific areas of consideration for the Council include new degree program proposals and new graduate courses; changes in degree programs or courses; new and existing policies, procedures, and assessment related to graduate study. Actions taken by the Council related to these matters are forwarded to the Faculty Senate for consideration.

Article II – Membership

Section 1 – Eligibility for membership: Only tenure-track, full-time faculty are eligible for membership on the Graduate Council.

Section 2 – Membership:
Voting Membership: Eight faculty members (two elected from each College), Director of Graduate Studies (Ex Officio) and the Registrar (Ex Officio). The Director of Graduate Studies serves as Chair of Graduate Council and votes only in case of a tie.
Non-Voting Membership: Graduate Coordinators/Directors, a Faculty Senate Representative, and a Library Representative.

Section 3 – Term of service: Three years for elected members.

Section 4 – Chair of Graduate Council: The Chair will be the Director of Graduate Studies; he or she will vote only in the case of a tie.

Section 5 – Election of Members: Two faculty members each will be elected from the Spadoni College of Education, the Edwards College of Humanities and Fine Arts, the Wall College of Business, and the College of Science in the spring for a term of three years. Newly elected members shall begin service at the beginning of the subsequent fall semester. Representatives must be tenure-track, full-time faculty and may be from any department, regardless of whether that department awards an advanced degree or not. Administrators are ineligible to serve as elected members.
Terms of membership within each college will be staggered. No more than one member may serve from any individual department. If a member is unable to complete a term, the Dean of that college shall appoint a faculty member from that college to serve for the remainder of the academic year, with any remainder of the unexpired term to be filled the following year by election.

Article III – Meetings

Section 1 – Regular meetings: Meetings of Graduate Council will be held the first Wednesday of each month, normally at 11:30 a.m., during the academic year (September-May). Special meetings may be called by the Director of Graduate Studies by circulating a written notice and agenda to members at least seven days prior to the meeting day. The Director of Graduate Studies also must call a meeting within 30 days if requested in writing by at least four members of Graduate Council.

Section 2 – Graduate Council action between academic years: Graduate Council will function only during the academic year (September-May). At other times, the Director of Graduate Studies will render ad hoc decisions on policy matters until such time as the Council resumes its meetings. Such decisions will not necessarily serve as precedents for subsequent actions by the Council.

Section 3 – Quorum and voting: A quorum of the Council will consist of a majority of the voting membership of the Council (i.e., five of nine members), and the affirmative vote of a majority of the quorum shall be necessary to evoke action (i.e., a minimum of three of five voters present). The Director of Graduate Studies will vote only in the case of ties.

Section 4 – Parliamentary Authority: Business of Graduate Council will follow modified Robert’s Rules of Order as interpreted by the Chair of Graduate Council.

Article IV - Amendments

Section 1 – Amendments: Amendments to these bylaws may be proposed by voting members of Graduate Council or by the Director of Graduate Studies. Proposed amendments will be presented to the Council and approved with a majority of all voting members. Amendments must be approved by the Provost and President.

Article V – Adoption and Implementation

These bylaws were approved at a meeting of the Graduate Council by a majority vote on November 3, 2010.