

GRADUATE SCHOOL OF ARCHITECTURE COUNCIL CHARTER (Clean copy)

I DEFINITION AND RESPONSIBILITY

The Graduate School of Architecture Council shall be the representative body of the faculty and students of the Graduate School of Architecture, whose responsibility shall be to establish, implement, review and develop all aspects of the school's academic and administrative policies as authorized by the University of Utah Policy and Procedures Manual.

II MEMBERSHIP

A. Eligibility

Membership in the Graduate School of Architecture Council shall consist of the dean, all full-time and part-time faculty members, staff, and one student representative from each of the following: the first year of the major; the second year of the major; M.Arch. program graduate students not taking Master's Project; M.Arch. program graduate students taking Master's Project; M.S. students in architectural studies; the president of the A.I.A.S. chapter; and the representative of other constituencies within the school which may be recognized by vote of the council on a yearly basis.

B. Chair

The dean of the school shall serve as the chair of the council. In the absence of the dean, she/he shall designate a chair pro tem from the council membership.

C. Student Representatives

Student representatives shall be elected by their respective classmates during the first week of the academic year, normally to serve for the duration of the that year. Alternates shall be elected at the same time to represent their respected classes in the absence of the regular representatives. It will be the responsibility of the student representatives to maintain a well-functioning communications channel between their respective classes and the faculty and staff in all school matters.

III MEETINGS

A. Meeting Schedule

Unless otherwise announced, the schedule meeting time shall be every third Wednesday during the academic term at the noon hour in the school conference room. Additional meetings may be called by the dean *or* at the request of any five members of the council.

B. Agenda

Major agenda items must be submitted to the [school secretary] dean no later than two days preceding the meeting date when such items are to be discussed.

C. Voting

All members shall have full discussion and voting privileges, except for matters relating to appointment, retention, tenure, or promotion, for which voting eligibility is otherwise prescribed by the University of Utah Policy and Procedures Manual; the dean shall only vote to break an equal division of the council. A majority of members of the council shall constitute a quorum for the transaction of business, and all actions or recommendations of the council shall be my majority vote of the members present, unless otherwise determined herein. Voting shall be by secret ballot if requested by any member of the council.

D. Minutes

Minutes shall be taken at all council meetings by [the school secretary] a council member designated by the dean, to be circulated to all faculty, staff, and student representatives prior to the next meeting date.

IV REPEAL

Any action by this council may be repealed by a simple majority vote of those in attendance at a subsequent council meeting. For such a meeting a quorum shall consist of at least two-thirds of the total number of eligible members of the council.

V COMMITTEES

The council shall appoint such standing committees and ad hoc committees it deems necessary to prepare and administer its program and policies effectively.

VI AMENDMENTS

This charter may be amended by simple majority vote of those in attendance at a meeting of the council. For such a meeting a quorum shall consist of at least two-thirds of the total number of eligible members of the council. All amendments must be reported to the Executive Committee of the Academic Senate.

Date: March 12, 1975
Approved: University Senate 1/6/75
Approved: Institutional Council 1/13/75

Revised: March 1, 2000

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The Graduate School of Architecture Council shall be the representative body of the faculty and students of the Graduate School of Architecture, whose responsibility shall be to establish, implement, review and develop all aspects of the school's academic and administrative policies as authorized by [Faculty Regulations] *the University of Utah Policy and Procedures Manual*.

II MEMBERSHIP

A. Eligibility

Membership in the Graduate School of Architecture Council shall consist of the dean, all full-time and part-time faculty members, *staff*, [one student representative of each of the six class levels within the school, and the student AIA liaison representative.] *and one student representative from each of the following: the first year of the major; the second year of the major; M.Arch. program graduate students not taking Master's Project; M.Arch. program graduate students taking Master's Project; M.S. students in architectural studies; the president of the A.I.A.S. chapter; and the representative of other constituencies within the school which may be recognized by vote of the council on a yearly basis.*

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Unless otherwise announced, the schedule meeting time shall be every *third* Wednesday during *the academic term* at the noon hour in the school conference room. Additional meetings may be called by the dean *or* at the request of any five members of the council.

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