



SENATE BYLAWS

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I. DEFINITIONS

1. “Act” means the *University of Saskatchewan Act, 1995*;
2. "Board" means The Board of Governors of the University of Saskatchewan;
3. “Bylaws” means the bylaws of the university and includes, the bylaws of the Senate, the bylaws of the Board and the bylaws of the Council;
4. “Chancellor” means the Chancellor of the University;
5. “Convocation" means the Convocation of the University of Saskatchewan with membership, pursuant to section 10 of the University Act, to include the Chancellor, the Senate, and all graduates of the University;
6. “Convocation list” means the names and addresses of all members of Convocation;
7. "Council" means The University of Saskatchewan Council;
8. “Executive” means the Executive Committee of the Senate;
9. “Ex officio” means a person who holds office because of his/her position;
10. “Minister” means the member of the Executive Council of the Provincial Government to whom for the time being the administration of the University of Saskatchewan Act is assigned;
11. “President” means the University of Saskatchewan President;
12. “Secretary” means the University of Saskatchewan Secretary;
13. “Senate" means the University of Saskatchewan Senate;
14. “University” means the University of Saskatchewan.

II MEMBERSHIP OF SENATE

1. The following persons are members of Senate by reason of their office:
 - (a) The present and former Chancellors;
 - (b) The President and the Vice-President or Vice-Presidents of the University;
 - (c) The Minister;
 - (d) The Deputy Minister of the department over which the Minister presides;
 - (e) The Chairperson of the Education Council continued pursuant to *The Education Act*;
 - (f) The principals of federated or affiliated colleges of the University;
 - (g) The deans or acting deans of colleges that are established by the University;
 - (h) Any other deans of academic and students affairs and directors who are nominated by the President and approved by the Senate.
2. 14 members elected by the Convocation to represent electoral districts established by the Senate;
3. 14 members-at-large elected by the Convocation;
4. Six students who are registered in colleges other than the College of Graduate Studies and Research and who are elected by students registered in those colleges;
5. One student who is registered in the College of Graduate Studies and Research and who is elected by students registered in that college; and
6. One representative from each professional society or other organizations admitted in accordance with the provisions of Section XII of the Bylaws.

III. ELECTIONS AND MEMBERS OF SENATE

1. With the exceptions of students, ex officio and appointed members, election of members of Senate and appointment or reappointment of the Chancellor shall be completed by June 30 in every year in which an election is required to be held. The following table summarizes dates for nominations, elections and start and length of terms for members of Senate:

	Chancellor	Elected Members Districts (14)	Elected Members At Large (14)	Students (6+1)	Appointed Members (Professional Societies & Organizations)	Ex Officio
Deadline for nomination	January 15	March 1	March 1	N/A	N/A	N/A
Election/ appointment to be finalized by:	Spring meeting of Senate	June 30	June 30	N/A	N/A	N/A
Start of term	July 1	July 1	July 1	May 1	*July 1	Upon appointment
Length of term	3 years	3 years	3 years	1 year	3 years	Duration of appointment
One renewable term	Yes	Yes	Yes	Yes	Yes	N/A

*Or date of appointment.

The Secretary shall be responsible to distribute the necessary information for the election of members of the Senate, or as may be required by resolution of the Senate.

2. Appointment or reappointment of Chancellor

Eligibility

- (a) Members of Senate are eligible to vote to appoint or reappoint the Chancellor.

Submission of Candidates for Nominations

- (a) The names of candidates for nomination to the position of Chancellor must be proposed in writing, endorsed by 7 members of Convocation, and submitted to the Secretary. The submission must include the written consent of the person being proposed.

- (b) Only persons who have been members of the Convocation for at least 10 years prior to the date for filing submissions are eligible to be appointed or reappointed as Chancellor.

Appointment or reappointment

- (a) The Chancellor shall be appointed or reappointed by a majority vote at a duly constituted meeting of Senate, on the recommendation of the joint nominations committee, in accordance with Section 17 of the Act.
- (b) If the nomination is not approved by a majority of those voting, then the joint nominations committee will be asked to put forward an alternative nomination at the next meeting of the Senate.

3. Election of Members of Districts

- (a) The boundaries of the 14 electoral districts are as set forth in Appendix A, and may from time to time be amended by Senate.
- (b) Only one member of Senate is to be elected from each electoral district pursuant to section 24 (2) of the Act.

Eligibility

Only members of Convocation residing in the electoral district are eligible to vote for the member of Senate to represent the electoral district.

Nominations

- (a) To be valid, a nomination for a District Member of Senate must be in writing and endorsed by 3 members of Convocation. The nomination must include the written consent of the person being nominated.
- (b) The nominee must be a resident of that District.

Election

If only one person is nominated from an electoral district, the Secretary shall declare that person elected.

4. Election of Members-at-Large

Eligibility

All members of Convocation are eligible to vote for Members-at-Large.

Nominations

To be valid, a nomination for a member of Senate must be in writing and endorsed by three members of Convocation. The nomination must include the written consent of the person being nominated.

Election

If the number of persons nominated is equal to the number of members to be elected, the Secretary shall declare those persons elected.

5. Election of Senate Representative to the Board of Governors

Senate representatives to the Board of Governors, who may or may not be members of Senate, must be nominated by two senators and elected by Senate.

6. Equality of Votes

In the case of equality of votes for a member of Senate, and the Senate representative to the Board of Governors, the Secretary, in the presence of scrutineers, shall determine by lot the person(s) to be declared elected.

7. Students

(a) Six students shall be elected by students registered in Colleges other than the College of Graduate Studies and Research. The election procedures shall be determined by the students.

(b) One student registered in the College of Graduate Studies and Research shall be elected by students registered in that College. The election procedures shall be determined by the students in the College of Graduate Studies and Research.

8. Appointed Members

One representative appointed by each professional society or other organization which has been granted membership.

9. Ex Officio

Persons who are members of the Senate by virtue of their office pursuant to Section 24(1) (a) of the Act, and those nominated by the President as provided in Section II 1.(h) of the Bylaws and approved by Senate.

10. Appeals and Complaints

(a) All appeals and complaints respecting the election of members of the Senate of the University shall be in writing, and shall be filed with the Secretary within thirty days after the declaration of election provided for in Section 38 of the Act.

- (b) Every appeal or complaint shall be signed by at least three members of Convocation and shall in each case set out the reasons for appeal or the grounds of complaint.
- (c) Every such appeal or complaint shall be heard and finally determined by a committee of the Senate to be called the Membership Committee.
- (d) The Committee may make such rules and regulations as it may deem necessary for carrying out the provisions of the complaints and appeals.

IV. MEETINGS OF THE SENATE

1. There shall be a meeting of the Senate in the spring and in the fall, at a time and place to be indicated in a public notice sent by the Secretary to each member at least ten days prior to the date of the meeting.
 - (a) The spring meeting shall be no later than Spring Convocation. The fall meeting shall be no later than Fall Convocation.
 - (b) The Senate Executive Committee shall meet as necessary at a time and place to be determined by the Chair.
2. There shall be public notice of each regular meeting and meetings will be open to members of the University community, the general public and the news media as visitors and without voice. Confidential items, as determined by the Senate, will be considered during a closed part of the meeting. The Secretary will be responsible for release of the public notice of the meetings.
3.
 - (a) The Chair may, and shall, whenever so requested in writing by at least twenty-five members, call a special meeting of the Senate. Such request shall state the purpose of the meeting called.
 - (b) Notice in writing stating the purpose of such special meeting shall be sent by the Secretary to each member at least ten days before the date thereof.
4. Fifty members shall constitute a quorum for any meeting of the Senate.
5. With the notice of any meeting a copy of the agenda and the agenda papers to be considered at the meeting, shall be sent to each member.
6. Notice of any motion to be submitted at a meeting, other than a motion arising out of the business of the meeting, shall be given to the Secretary in time to enable a copy thereof to be sent to each member with the notice of the meeting.

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7. (a) With the consent of those present any member of Senate may request that an item to be voted on be placed on the agenda at that meeting of Senate.
 8. Normally, voting shall be by show of hands at the meeting unless a poll vote is requested by at least 25 voting members.
 9. In lieu of a meeting, a vote may be taken by mail on the initiative of the Executive Committee.
 - (a) A decision by mail vote shall require a 80% return of ballots and a 75% majority of those voting is required to constitute a majority.
 - (b) Fifteen days from date of mailing shall be allowed to complete the vote.

V. COMMITTEES OF THE SENATE

1. Nominations Committee

The members of the Nominations Committee shall be nominated by the Executive Committee and elected annually by Senate.

(a) Membership

The Committee shall be composed of:

- (i) The Chair of the Executive Committee or a designate from the Executive Committee;
- (ii) Four members of Senate; and
- (iii) The Secretary (non-voting member).

(b) Term

The term of a Senate member on the Committee is one year, renewable annually for up to two additional years, for a maximum of three years. The term of the Chairperson will be one year, renewable annually for up to two additional years for a maximum of three years.

(c) Chair

The Chairperson shall be appointed on the recommendation of the Executive Committee.

(d) Duties and Powers

- (i) To recommend annually to the spring meeting of the Senate individuals for membership on the Executive Committee.
- (ii) To recommend annually at the spring meeting of Senate individuals for membership on, and chairs of other standing committees of Senate, and Senate representatives on other committees.
- (iii) To make appointments to standing committees of Senate and for Senate representation on other committees when vacancies arise between meetings of the Senate, and to report these to Senate at its next meeting.
- (iv) In the year before the final year of the Chancellor's term, to recommend to the fall meeting of the Senate individuals for appointment to a joint nominations committee for Chancellor.
- (v) In the event of a vacancy in the office of the Chancellor or if it is known there will be a vacancy within the academic year, to recommend to the next meeting of the Senate individuals for appointment to the joint nominations committee for Chancellor.
- (vi) To receive nominations from the Executive Committee for Senate representatives on the Board of Governors, and to present the nominees for election by the Senate, and to establish procedures for presenting background information on the nominees to Senators prior to the election.
- (vii) To nominate a roster of six (6) members of Senate to serve for three years, from which members may be selected to serve on Boards for Student Discipline and Appeal Boards.
- (viii) To nominate two (2) members of Senate to serve on University Council pursuant to section 54(j) of the *University of Saskatchewan Act, 1995* as non-voting members for a one year term, renewable annually for up to two additional years to a maximum of three years.

2. Executive Committee

(a) Membership

The Committee shall be composed of:

- (i) The Chancellor;
- (ii) The President or a designate;
- (iii) Two ex officio members of Senate;
- (iv) Three appointed members of Senate;
- (v) Three elected members of Senate;
- (vi) One student member selected annually by the student members of Senate; and
- (vii) The Secretary (non-voting member).

(b) Term

The term of a Senate member on the Committee is one year, renewable annually for up to two additional years, for a maximum of three years. The Chancellor and President are members for the duration of their terms.

(c) Chair

The Chancellor shall serve as Chair and the President shall serve as Vice-Chair.

(d) Duties and Powers

- (i) To determine the agenda for all meetings of Senate.
- (ii) To appoint task forces or special committees composed of members of Senate with power to investigate and report on matters of interest and concern to Senate.
- (iii) To consider all major reports being submitted to Senate.
- (iv) To consider and report on policy matters relating to the Senate.
- (v) To perform other duties as the Senate may from time to time direct.
- (vi) To recommend to Senate individuals for membership on the various Boards of Examiners for Professional Examinations; and to recommend to Senate on matters of policy with respect to Boards of Examiners, and on the establishment of new Boards of Examiners, when necessary.
- (vii) To act on behalf of Senate in special circumstances to provide approval of honorary degrees.
- (viii) To consult, through the Chancellor and the President with the Chair of the Board of Governors to ascertain the qualifications and qualities most needed by the Board when a vacancy arises, and to consider the name and backgrounds of potential candidates and present nominations to the Nominations Committee.

3. The Membership Committee

(a) Membership

The Committee shall be composed of:

- (i) Chair of the Executive Committee or a designate from the Executive Committee;
- (ii) Four elected members of Senate; and
- (iii) The Secretary (non-voting member).

(b) Term

The term of a Senate member on the Committee is for one year, renewable annually for up to two additional years, for a maximum of three years. The

term of the Chair will be one year, renewable annually for up to two additional years for a maximum of three years.

(c) Chair

The Chair shall be appointed on the recommendation of the Nominations Committee.

(d) Duties and Powers

- (i) To consider applications for membership on the Senate and make recommendations thereon to the Senate and to recommend the removal of associations from Senate.
- (ii) To hear appeals and complaints respecting the election of members of Senate as shall be appropriately filed with the Secretary, pursuant to Section III of these Bylaws.
- (iii) To review and update, as necessary, the Senate Bylaws respecting affiliation and federation, and make recommendations thereon to the Senate.
- (iv) To receive proposals respecting the affiliation or federation of any educational institutions with the University and make recommendations thereon to the Senate.

4. Honorary Degrees Committee

(a) Membership

Membership on the Committee shall be composed of:

- (i) The Chancellor;
- (ii) The President;
- (iii) The Provost and Vice-President (Academic);
- (iv) Two ex officio members;
- (v) Two appointed members of Senate;
- (vi) Two elected members of Senate;
- (vii) One student member of Senate; and
- (viii) The Secretary (non-voting member).

(b) Term

The term of a Senate member on the Committee is one year, renewable annually for up to two additional years for a maximum of three years. The Chancellor, President and Provost are members for the duration of their terms as long as they hold office.

(c) Chair

The President will serve as Chair and the Chancellor as Vice-Chair.

(d) Duties and Powers

- (i) To encourage nominations and recommend nominees for honorary degrees.
- (ii) To submit names to the Senate for consideration at its next meeting or in special circumstances to the Executive Committee for consideration between Senate meetings.

5. Board for Student Discipline and Appeal Board

- (a) Student appeals in non-academic matters shall be in the form as prescribed in the *Non-Academic Student Discipline and Appeals* regulations.
- (b) Membership of the Board for Student Discipline and Appeal Board shall be drawn from:
 - (i) A roster of six (6) members of Senate nominated by the Nominations Committee to serve for three years.
 - (ii) A student member of Senate selected by the Secretary to serve as required.

6. Round Table on Outreach and Engagement

(a) Membership

Membership on the Committee shall be composed of:

- (i) The President
- (ii) Four District Senators (Regional Advisory Council Chairs)
- iii) Four members of the General Academic Assembly appointed by Council
- (iv) Four staff members involved in Outreach and Engagement appointed by the President
- (v) Four Community Leaders appointed by the President
- (vi) One Undergraduate student appointed by the USSU
- (vii) Vice-President University Advancement or designate to serve as Secretary (non-voting member)

(b) Term

The term of a Senate member on the Committee is for one year, renewable annually for an additional two years up to a maximum of three years.

(c) Chair

The President will serve as Chair. The Committee will choose a Vice-Chair.

(d) Duties and Powers

- (i) Nurture and support the University's outreach and engagement efforts.
- (ii) Convene a university-community symposium on engagement, with broad participation from many communities and parts of campus.
- (iii) Honour and celebrate existing initiatives.
- (iv) Build awareness and understanding of the concept of engagement.
- (v) Begin the process of identifying future areas of need and priority.
- (vi) Invite leading public scholars to share their experiences in Outreach and Engagement with the Round Table.
- (vii) Sponsor community lectures and/or workshops.
- (viii) Sponsor clinics to support the work of faculty involved in Outreach and Engagement activities.
- (ix) Submit regular reports to Council.

7. Joint Nomination Committee for Chancellor(a) Membership

In accordance with Section 17 of the *University of Saskatchewan Act 1995*, the committee shall be composed of three members of the Senate and two members of the Board. The Board shall be invited to nominate two persons. The members of the Senate shall be nominated by the Nominations Committee as follows:

- (i) The President, in his capacity as vice-chancellor and vice-chair of the Senate.
- (ii) Two members of the Senate who have been elected under Section 24(1)(b) or 24(1)(c) of the *Act*.

(b) Term

The Joint Nomination Committee for Chancellor will be struck in the fall of the third year of the chancellor's term, or in the event of a vacancy in the office of Chancellor, or if it is known there will be a vacancy in the academic year. Members' terms will coincide with the selection process for the Chancellor.

(c) Chair

The joint committee shall determine its own procedures and shall select its chair from among the five members of the committee.

(d) Duties and Powers

- (i) To invite submissions for candidates for nomination for the position of Chancellor from members of Convocation.
- (ii) To review the submissions and select one name for presentation to Senate at the spring meeting prior to the expiry of the incumbent Chancellor's term.
- (iii) If the name of the proposed candidate in (ii) above is not accepted by the Senate, to put forward an alternative nomination no later than the next meeting of the Senate.

VI. HONORARY DEGREES

1. The following Honorary Degrees may be granted by the University:

Doctor of Civil Law, honoris causa – D.C.L.
Doctor of Laws, honoris causa – LL.D
Doctor of Science, honoris causa – D.Sc.
Doctor of Letters, honoris causa – D.Litt

2. Degrees *honoris causa* may be conferred at any Convocation provided that the names of such persons shall have been considered and approved by the Committee on Honorary Degrees, and shall have been recommended by the Senate.
3. The Senate may revoke an honorary degree and all the rights and privileges connected therewith.

VII. DISESTABLISHMENT

Decisions of the University Council to authorize the disestablishment of any college, school, department, chair, institute or endowed chair are to be reported to the Senate at its next meeting. Such decisions are not to be implemented until either the Senate confirms the decision or 12 months have passed following the end of the fiscal year in which the decision was made, whichever is the earlier.

VIII. ADMISSION AND CLASSIFICATION OF STUDENTS

1. Decisions of the University Council to change the number of students who may be admitted to any college or program of study are to be reported to the Senate at its next meeting. Such decisions are not to be implemented until either the Senate confirms the decision or 12 months have passed following

the end of the fiscal year in which the decision was made, whichever is the earlier.

2. Decisions of University Council to change academic and other qualifications required for admission as a student are to be reported to the Senate at its next meeting. Such decisions are not to be implemented until either the Senate confirms the decision or 12 months have passed following the end of the fiscal year in which the decision was made, whichever is the earlier.

IX. ACADEMIC COSTUMES OF MEMBERS OF SENATE

Members of Senate shall be entitled to wear the gown of the Doctor's degree, together with the hood appropriate to the degree which they may have severally received.

X. AFFILIATION

1. Proposals respecting the affiliation of any educational institution with the University will be referred to the Membership Committee for consideration and recommendation to the Senate, which will upon resolution advise the Board and the Council whether or not the proposed affiliation should be accepted.
2. The Senate may consider and recommend to the Board and the Council whether or not any affiliation of the University with another educational institution should be dissolved.
3. Decisions of the University Council to authorize the dissolution of any affiliation are to be reported to the Senate at its next meeting. Such decisions are not to be implemented until either the Senate confirms the decision or 12 months have passed following the end of the fiscal year in which the decision was made, whichever is the earlier.

XI. FEDERATION

1. Proposals respecting the federation of any educational institution with the University will be referred to the Membership Committee for consideration and recommendation to the Senate, which will upon resolution advise the Board and the Council whether or not the proposed federation should be accepted.
2. The Senate may consider and recommend to the Board and the Council whether or not any federation of the university with another educational institution should be dissolved.
3. Decisions of the University Council to authorize the dissolution of any federation are to be reported to the Senate at its next meeting. Such decisions are not to be implemented until either the Senate confirms the decision or 12 months have passed

following the end of the fiscal year in which the decision was made, whichever is the earlier.

XII. REPRESENTATION OF PROFESSIONAL ENTITIES AND ORGANIZATIONS

1. Pursuant to Section 24 (3) of the Act, Senate may consider for membership professional societies groups, or other organizations that:
 - (a) contribute in a significant way to the social, economic and cultural welfare of Saskatchewan; and
 - (b) have a demonstrated interest in furthering the goals of higher education and research at the university.
2. Each of the professional societies, groups organizations and entities granted membership shall in any year in which a representative is to be appointed or in which a vacancy arises, appoint such a representative.
3. Such appointment shall be certified to by the President or Secretary of the professional society, group, organization or entity and a notice of appointment shall be forwarded to the Secretary.
4. Membership on Senate shall be as set out in Appendix B and reviewed at regular intervals by the Membership Committee in accordance with Section 24 (4) of the Act.

XIII. PROFESSIONAL EXAMINATIONS

1. Appointments of examiners for professional societies or other bodies as required by any Act, shall be for at least one year and until their successors are appointed. Examiners shall be eligible for reappointment unless there is express provision to the contrary.
2. The Registrar of the University or an assigned deputy shall be the Secretary of each Board of Examiners.

XIV. ADVISORY COUNCILS

1. The Senate may authorize the establishment of an advisory council for any college, school or department and determine the composition, duties and powers of an advisory council.
2. The Senate may discontinue an advisory council for any college, school or department.

APPENDIX A

Map of Boundaries of the 14 Senate Districts

APPENDIX B

Organizations represented on Senate

Each of the following professional societies, groups, organizations and entities shall be entitled to one representative on the Senate:

1. The Institute of Chartered Accountants of Saskatchewan
2. The Saskatchewan Association of Architects
3. The College of Dental Surgeons of Saskatchewan
4. The Association of Professional Engineers & Geoscientists of Saskatchewan
5. The Saskatchewan College of Pharmacists
6. The College of Physicians and Surgeons of Saskatchewan
7. The Saskatchewan Institute of Agrologists
8. The Saskatchewan Association of Rural Municipalities
9. The Saskatchewan Urban Municipalities Association
10. The Saskatchewan School Trustees Association
11. The Saskatchewan Registered Nurses Association
12. The Saskatchewan Veterinary Medical Association
13. The Saskatchewan Registered Music Teachers' Association
14. The Saskatchewan Association of Optometrists
15. The University of Saskatchewan Alumni Association
16. The Saskatchewan Dietetic Association
17. The Association of Saskatchewan Home Economists
18. The Saskatchewan Chamber of Commerce
19. The Chiropractors' Association of Saskatchewan
20. The Society of Management Accountants of Saskatchewan
21. The Saskatchewan College of Psychologists
22. The Provincial Council of Women of Saskatchewan
23. Saskatchewan Physiotherapy Association
24. The Federation of Saskatchewan Indian Nations
25. The Association of Professional Community Planners of Saskatchewan
26. The Ukrainian Canadian Congress (Saskatchewan Provincial Council)
27. The University of Regina Alumni Association
28. Saskatchewan League of Educational Administrators, Directors and Superintendents (LEADS)
29. Saskatchewan Women's Institutes
30. Association of Saskatchewan Regional Colleges
31. Saskatchewan Association of School Councils
32. Interior Designers Association of Saskatchewan
33. Saskatchewan Society of Occupational Therapists
34. Saskatchewan Association of Recreation Professionals
35. Saskatchewan Library Trustees' Association
36. The Law Society of Saskatchewan
37. Canadian Federation of University Women (Sask. Council)
38. Saskatchewan Teachers' Federation
39. Registered Psychiatric Nurses' Association of Saskatchewan
40. Saskatchewan Association of Speech-Language Pathologists and Audiologists
41. Certified General Accountants Association

APPENDIX C

Affiliated, Federated and Junior Colleges

The following colleges are affiliated with the University:

1. College of Emmanuel and St. Chad
2. Lutheran Theological Seminary
3. St. Andrew's College
4. Horizon College and Seminary
5. Gabriel Dumont College of Metis Studies and Applied Research
6. Briercrest College and Seminary

The following college is federated with the University:

1. St. Thomas More College

The following college is a Junior College affiliated with the University:

1. St. Peter's College