



**One University. One World. Yours.**

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# SAINT MARY'S UNIVERSITY

## SENATE BY-LAWS

NOTE: These By-Laws and Rules of Procedure shall replace all such By-Laws and Rules of Procedure previously adopted.

### 1 ELECTION TO SENATE

#### 1.1 Election of Students

Five students elected by the students (Act, 13, (1) f)

1.1.1 The five student members of Senate shall be elected according to the rules and procedures established by the Students' Association.

1.1.2 These rules and procedures shall be made known to Senate and are subject to Senate's approval. Proposed amendments that are approved by the Students' Association shall be submitted to Senate on an annual basis at the first meeting in September and shall also be subject to Senate's approval.

1.1.3 Any student who is registered in at least one full-credit course (or equivalent) shall be entitled to participate in Senate Elections, i.e., to vote and stand for office.

#### 1.2 Election of Academic Staff

Fifteen members elected by the academic staff (Act, 13(1) g).

#### 1.3 Term of Office

1.3.1 The elected members shall serve for a term, not exceeding three years, and shall be eligible for re-election or re-appointment.

1.3.2 To ensure continuity of membership, as far as possible, one-third of the elected or appointed members shall be replaced each year.

1.3.3 Student members of Senate shall serve for a one-year term commencing May 1<sup>st</sup> and concluding April 30<sup>th</sup> of the following calendar year.

#### 1.4 Eligibility to Vote

1.4.1 In the nominations for and elections to the University Senate of fifteen members to be elected by academic staff, all members of academic staff as defined in the Saint Mary's University Act of July 1970, 2 (a) shall be eligible to vote.

- 1.4.2 “‘Academic staff’, for the purposes of nominations and voting for University Senate members to be elected by academic staff, means the full-time faculty members employed by the University to carry out teaching or research responsibilities (or both), and such other employees of the University as may be given academic status by the By-Laws. This does not include part-time faculty or students employed as teaching or research assistants or otherwise.”
- 1.4.3 All members of Senate, including the Chairperson but excluding student members (see 1.1), shall be eligible to vote.
- 1.4.4 Members of academic staff on approved leave of absence or on sabbatical shall not be included in the circulation of ballots prior to nominations and elections unless they specifically request such inclusion.
- 1.4.5 Professors emeriti and retired professors who fulfill the definition of ‘academic staff’ given above (1.4.2) shall be eligible to vote.

## **1.5 Eligibility to Serve**

- 1.5.1 The ‘fifteen members’ to be elected by academic staff shall be interpreted to mean full-time faculty members.
- 1.5.2 Full-time faculty members shall be eligible to serve on Senate after two years full-time service. No qualifications as to rank are required. Two years’ service is interpreted to have been completed in the spring of the members’ second year at the University.
- 1.5.3 A faculty member who will be going on an approved leave of absence which would prevent his/her active participation in Senate is eligible to vote in the Spring election prior to his leave of absence, but is not eligible to stand for election to Senate.
- 1.5.4 A faculty member on approved leave of absence at the time of an election and who is eligible to serve on Senate must indicate in writing to the Secretary of Senate his/her willingness or unwillingness to serve.
- 1.5.5 Faculty members terminating their services at the University are not eligible for nomination to Senate.
- 1.5.6 Professors emeriti and retired professors who fulfill the definition of ‘academic staff’ given above (1.4.2) shall not be eligible for nomination to Senate.
- 1.5.7 Full-time faculty members shall be such persons who are full-time members of academic staff who are members of the Assembly of Faculty.

## **1.6 Vacancies and By-elections**

- 1.6.1 An elected member of Senate who for whatever reason shall be unable to fulfill his/her duties for a period of six months or more shall have his/her unexpired term filled by a by-election.
- 1.6.2 If an elected member of Senate for whatever reasons fails to attend four consecutive regular meetings of Senate, Senate by resolution may declare that member’s seat vacant and call for a by-election to fill the vacancy.

## **1.7 Senate year**

1.7.1 The Senate year begins with the first regular meeting of Senate in September.

## **1.8 Retirement**

1.8.1 One third of the elected faculty members shall retire each year.

1.8.2 Retiring Senator's responsibilities terminate at the end of the day directly preceding the first regular meeting of Senate in September.

1.8.3 Members of faculty retiring from Senate shall be eligible for re-election.

## **1.9 Time of Elections**

1.9.1 Regular elections shall be held in the spring of the academic year, and shall commence by March 1st.

## **1.10 Election Procedures**

1.10.1 An Election Committee comprising five members of Senate appointed by Senate from among the elected faculty members of Senate continuing in office will conduct the complete nomination and election procedure. In conducting the business of the committee, the Chairperson and three members will constitute a quorum.

1.10.2 At the beginning of each calendar year, the Secretary of Senate shall consult with Human Resources Payroll to develop an updated list of academic staff, showing each member's faculty and department affiliation(s), and revised in accordance with Senate resolutions and By-Laws. The reconstituted list shall constitute the electorate.

1.10.3 The Secretary of Senate shall circulate the list of the electorate to the Elections Committee, Department Chairs, and Program Coordinators, and indicate those eligible for nomination (no later than) one week prior to the issuance of Nomination Forms. All corrections must be made known to the Secretary of Senate within this week and no later.

1.10.4 Each eligible elector shall be provided with the corrected list of those eligible for nomination to Senate. Accompanying the list shall be a Nomination Form.

1.10.5 The Nomination Form shall provide for:

1. A number of nominations equal to the number of vacancies to be filled, and
2. The signature(s) of the nominee(s) to indicate their intention to stand for office.

1.10.6 To be valid, the Nomination Form must be signed by two members of the electorate and must contain a number of nominations not greater than the number of vacancies to be filled.

1.10.7 The Election Committee shall be responsible for receiving the Nomination Ballot.

1.10.8 The Election Committee shall draw up an Election Ballot containing the names and departments of all those who have been nominated. The names shall be listed on the Election Ballot in random order. The Election Ballot shall be distributed to all eligible voters.

- 1.10.9 Those nominees receiving the largest number of votes on Election Ballots shall be elected to Senate.
- 1.10.10 To be valid, Election Ballots must not contain a number of votes greater than the number of vacancies to be filled.
- 1.10.11 Wherever possible, the Elections Committee shall utilize the Senate approved electronic voting system to conduct the elections. The integrity and anonymity of the voting process will be maintained.
- 1.10.12 Where a manual, hard copy election process is required, the Senate approved manual voting process shall be used. The integrity and anonymity of the voting process will be maintained.
- 1.10.13 A sealed ballot box shall be used, and for the convenience of the electorate, this box shall be placed in a location accessible to all of the electorate.
- 1.10.14 In accordance with Roberts Rules of Order Newly Revised, the Chairperson of the Election Committee shall cast the deciding vote in the event of a tie in the election.
- 1.10.15 The Chairperson of the Election Committee shall forward a signed copy of the vote tabulation report indicating the names of those elected to the Elections Committee, and a copy of that report together with the pertinent documents of the election to the Secretary of Senate.
- 1.10.16 The Secretary of Senate shall post, on the Senate website, the name of the election that has concluded and the name(s) of those elected.
- 1.10.17 The Senate shall have the sole right to determine any question concerning the election of any elected member of Senate or the right of any person to sit or be or act as a member of Senate and the decision of Senate in any such matter shall be final.
- 1.10.18 The procedures listed under 1.10.1-1.10.17 may be changed by Senate resolution carried by simple majority.

## **2 Conduct of Meetings**

### **2.1 General Rules and Procedures**

- 2.1.1 The meetings of Senate shall be conducted in accordance with the normal rules of parliamentary procedure, except where Senate may otherwise specify.
- 2.1.2 Points of procedure not covered by existing Senate rules shall be determined according to the latest available edition of Robert's Rules of Order.
- 2.1.3 A quorum for all meetings of Senate will consist of a simple majority of Senate.

### **2.2 Meetings**

- 2.2.1 Senate shall meet during the academic year at least once a month on a regular basis at a time convenient to its members.
- 2.2.2 Special meetings of Senate for urgent reasons may be called by the Chairperson, or in their absence, by the Vice-Chairperson.
- 2.2.3 A special meeting of Senate may be called if requested by written petition signed by at least one-third of the members of Senate.

- 2.2.4 The Chairperson may cancel a regularly scheduled meeting of the Senate upon consultation with the Senate Agenda Committee (or in compliance with University Policy 5-1002 Policy on Unscheduled Closure and/or Cancellation of Classes, Section 4.1).
- 2.2.5 The regular meetings of Senate shall be conducted within a period of two and one-half hours. The business of the meeting shall terminate not later than 15 minutes before the end of this period in order to allow for items under the Agenda Item, 'Other Business'.
- 2.2.6 At the end of the two and one-half-hour period, the Chairperson shall call for a motion to adjourn, or as circumstances dictate, for a motion to prolong the meeting for a specified length of time.
- 2.2.7 The meetings of Senate, unless Senate by accepted motion shall declare otherwise, or unless the agenda includes confidential business (see 2.8.4), shall be open to members of the University community who are not members of Senate, as observers.
- 2.2.8 Non-members of Senate, unless present by express invitation of Senate, shall not take part in the discussions, nor shall any non-member of Senate be entitled to vote.

### **2.3 Passage of Motions**

- 2.3.1 A member may not speak a second time on a motion until all other members who wish to speak have spoken.
- 2.3.2 No member may speak a third time to a motion except by majority approval of Senate.
- 2.3.3 A motion is to be considered as deferred if more than 50 per cent of the members present have abstained from voting.
- 2.3.4 Voting on motions shall be by show of hands, unless a simple majority of members by motion decide in any particular case that the vote should be taken by ballot.
- 2.3.5 Motions shall be carried by a simple majority vote of the members present and voting at a meeting. (An abstention is not a vote.)

### **2.4 Agenda**

- 2.4.1 Preparation
  - 2.4.1.1 The preparation of the agenda shall be the responsibility of the Agenda Committee.
  - 2.4.1.2 The Agenda Committee shall draw up the Agenda on items submitted to it in writing.
  - 2.4.1.3 It shall be the duty of the Agenda Committee to establish priorities from these items.
  - 2.4.1.4 All unfinished items of business shall appear on the Agenda on the next regular meeting of Senate.

- 2.4.1.5 The Agenda for each regular meeting along with the minutes of the previous meeting shall be circulated to all members of Senate at least (7) days prior to the meeting.
- 2.4.1.6 All documentation relative to the business of Senate shall be forwarded to the Secretary of Senate in time for distribution with the Agenda.
- 2.4.1.7 The Agenda Committee shall refer, at its discretion, to the appropriate Committee or body matters brought before it and, where this is done, report such action to the next meeting of Senate.
- 2.4.1.8 The Agenda Committee shall establish and maintain a calendar on the progress of Senate Committees and on other matters of Senate business which have been designated for further consideration or action.

## **2.5 Senate Order of Business**

- 2.5.1 The Form of Senate Agenda shall be as follows:
  - 1. Call to Order
  - 2. Acknowledgement of presence in the territories of the Mi'kmaw People.
  - 3. Report of Agenda Committee
  - 4. President's Report (10 min)
  - 5. Vice-President's Report (10 min)
  - 6. SMUSA President's Report (5 min)
  - 7. Question Period (length at discretion of the Chair based on business volume)
  - 8. Minutes of Previous Meeting
  - 9. Business Arising
  - 10. Outstanding Items from Previous Agendas
  - 11. Report of Standing Committees
    - a) Academic Appeals
    - b) Academic Discipline
    - c) Academic Discipline Appeal Board
    - d) Academic Planning
    - e) Academic Regulations
    - f) Accessibility
    - g) Agenda
    - h) By-Laws
    - i) Curriculum
    - j) Election
    - k) Executive
    - l) Learning and Teaching
    - m) Library
    - n) Academic Literacy Strategy
    - o) Student Discipline
  - 12. Faculty Councils (who shall be governed by their Constitution)
  - 13. Report of Ad Hoc Committees
  - 14. Report of Joint Committees
    - a) Honorary Degrees

- b) Joint Academic Committee of the Atlantic School of Theology (AST) and Saint Mary's University (SMU)
- 15. Presidential Committees
  - a) University Budget Committee
- 16. New Business from:
  - a) Floor (not, involving notice of motion)
  - b) Floor (involving notice of motion)
  - c) Chair
- 17. Adjournment

## **2.6 Notices of Motion.**

- 2.6.1 All notices of motion must be presented at a meeting of Senate and shall be governed by the following considerations:
- 2.6.2 They will be introduced under the 'New Business' portion of the Agenda.
- 2.6.3 Notices of Motion circulated according to subsection 2.4.1.5, will be on the agenda, require a seconder and will be debatable at that time.
- 2.6.4 Notices of Motions not circulated according to subsection 2.4.1.5, will require a seconder and will not be debatable at that time, except by special consent of the assembly.
- 2.6.5 The position on a subsequent Senate agenda, of items described in 2.6.4, will be the responsibility of the Agenda Committee.

## **2.7 Minutes of Meeting**

- 2.7.1 The Secretary of Senate shall be responsible for the recording, publication and distribution of the minutes of all meetings of Senate.
- 2.7.2 The minutes of the meeting shall be available to the University community through the Library Repository.
- 2.7.3 The minutes of Senate shall record motions, results of motions and any statement or vote made by a senate member who wishes what he/she said to be placed on record.
- 2.7.4 The minutes of Senate shall indicate the number of the meeting, its date, time and place, the names of members present. Each item shall be given a five digit number, the first two digits of which shall indicate the calendar year, the following three the item's chronological sequence in that year.
- 2.7.5 For the sake of uniformity members' surnames will be used when recording Senators' remarks or motions or votes.

## **2.8 Confidential Business**

- 2.8.1 Items of Business that may require confidential treatment by Senate may be either of an impersonal business nature (such as budgetary considerations) or of a personal nature affecting a specific person or persons.
- 2.8.2 Items of an impersonal business nature shall be presented in the usual way through the Agenda Committee, and shall appear on the agenda under the heading "Confidential Business".

- 2.8.3 Items of a confidential nature affecting a specific person or persons shall be introduced through the chair under New Business and be accepted by Senate resolution for confidential discussion.
- 2.8.4 All confidential items and their pertinent documentation shall be discussed only in closed meetings of Senate.
- 2.8.5 The minutes shall indicate the general nature of the confidential items and the reasons for them being so considered, but the confidential business itself shall be recorded in an Appendix to the minutes, accessible only to members of Senate.
- 2.8.6 A breach of confidentiality by any member of Senate shall be considered a breach of the rights of Senate and may be subject to disciplinary action by Senate.

### **3 Duties and Responsibilities of Officers**

#### **3.1 Chairperson**

- 3.1.1 The Senate shall annually elect, via electronic ballot prior to the last meeting of the academic year, one member of its academic staff as Chairperson of Senate. The newly-elected Chairperson will assume their duties at the first meeting of the following academic year. Incoming Senators scheduled to begin their terms at the first meeting of the following academic year will be eligible to vote and to be elected as Chairperson, whereas outgoing Senators finishing their term and stepping down from Senate at the end of the current academic year will not be eligible to vote or to be elected as Chairperson. The Chairperson of Senate is elected for a term of one (1) year and may be re-elected for a maximum of four (4) additional consecutive terms.
- 3.1.2 The Chairperson of Senate ordinarily shall preside over all meetings of Senate.
- 3.1.3 The Chairperson of Senate shall call special meetings of Senate as circumstances dictate, and if so requested in a written petition signed by at least one-third of the members of Senate.
- 3.1.4 The Chairperson of Senate shall cast a vote only in the event of a tie in the number of votes on a motion before Senate.
- 3.1.5 The Chairperson of Senate shall be ex-officio a member of all committees of Senate.
- 3.1.6 The Chairperson or his/her designate shall serve as the Marshall of Convocation.

### **3.2 Vice-Chairperson**

- 3.2.1 The Senate shall annually elect, via electronic ballot prior to the last meeting of the academic year, one member of its academic staff as Vice-Chairperson of Senate. The newly elected Vice-Chairperson will assume their duties at the first meeting of the following academic year. Incoming Senators scheduled to begin their terms at the first meeting of the following academic year will be eligible to vote and to be elected as Chairperson, whereas outgoing Senators finishing their term and stepping down from Senate at the end of the current academic year will not be eligible to vote or to be elected as Chairperson. This election is to be held in conjunction with the election of the Chairperson as specified in By-Law 3.1.1.
- 3.2.2 The Vice-Chairperson shall preside at meetings of Senate in the absence of the Chairperson.
- 3.2.3 The Vice-Chairperson shall be ex officio a member of all committees of Senate.

### **3.3 Secretary**

- 3.3.1 Senate shall annually at its initial meeting of the academic year appoint a Secretary of Senate. An incumbent secretary may be re-appointed.
- 3.3.2 The Secretary of Senate shall be responsible for recording, publishing and distributing the minutes of Senate, and of the Executive Committee of Senate.
- 3.3.3 The Secretary shall be responsible for distributing to members of Senate who are absent from meetings any documentation presented at such meetings.
- 3.3.4 The Secretary of Senate shall provide to Senate and post for Faculty and students a list of the current committees of Senate, along with their membership, as soon as possible after Senate's decision on these matters.
- 3.3.5 The Secretary shall maintain a list of the members of Senate. The list shall also show the dates of election of elected members and the expiry dates of their terms of membership.
- 3.3.6 The Secretary shall forward copies of the minutes of Senate to the Students' Association.
- 3.3.7 The Secretary should also be aware of duties listed in By-Laws 3.4, 3.5.3 and 5.1.
- 3.3.8 The appointment of the Secretary shall terminate at the beginning of the initial Senate meeting of the academic year.

### **3.4 Archivist**

- 3.4.1 The Secretary of Senate shall be the Archivist and shall be responsible for maintaining the Index to the minutes of Senate, and for information retrieval.
- 3.4.2 The Archivist shall be responsible for keeping the records of Senate, including the minutes and pertinent documentation.

### **3.5 Parliamentarian**

- 3.5.1 The Senate shall annually at its initial meeting of the academic year elect a parliamentarian. An incumbent parliamentarian may be re-appointed.

- 3.5.2 The Parliamentarian shall assist in clarifying questions of Senate procedure and points of order which may arise in the conduct of Senate meetings.
- 3.5.3 The Parliamentarian may be called upon by the Chairperson to count the vote manifested by show of hands, or by secret ballot. In the latter case he/she shall be assisted by the Secretary.
- 3.5.4 The appointment of the Parliamentarian shall terminate at the beginning of the initial Senate meeting of the academic year.

## **4 RESPONSIBILITIES OF SENATE**

The Saint Mary's University Act 1970 [No. 13. (2) (a) to (g)] gives to Senate the following responsibilities:

### **4.1 Educational Policy**

Subject to the powers of the Board, the Senate shall be responsible for the educational policy of the University, and, without limiting the generality of the foregoing:

- 4.1.1 May create, maintain and discontinue such faculties, departments, schools, or institutes and establish such chairs as it may determine and may fix the duties of those employed therein;
- 4.1.2 May recommend to the Board the affiliation or discontinuance of the affiliation of or with other colleges or universities;
- 4.1.3 May determine the courses of study, admission standards, qualifications for diplomas, certificates and degrees, examinations, scholarships and bursaries and may issue university calendars and other official publications;
- 4.1.4 May create such committees as it deems necessary or useful;
- 4.1.5 Shall be responsible for the library;
- 4.1.6 Shall be responsible for student discipline;
- 4.1.7 May make regulations governing the matters that are assigned to it by this section.

Pursuant to and in keeping with the above powers and responsibilities, Senate shall have the following particular responsibilities:

### **4.2 Degrees**

- 4.2.1 Senate shall provide for and grant all degrees, diplomas, certificates in all faculties and schools.
- 4.2.2 Senate shall provide for and grant all honorary degrees whose recipients shall be recommended to Senate by the Joint Nominating Committee for Honorary Degrees.

- 4.2.3 The Joint Nominating Committee for Honorary Degrees shall comprise two (2) members appointed by the Board of Governors, and two (2) members appointed by the Senate, and one (1) member appointed by the Students' Association. The Committee will elect one of its members to chair the Committee.
- 4.2.4 This Committee shall report recommendations to both the Senate and the Board of Governors. Any recommendation to the Senate or Board of Governors shall only be made when an agreement of 75 per cent of the Committee has been reached. Upon approval of the respective bodies, the proposed recipient shall be approached by the Board of Governors
- 4.2.5 The degrees to be granted by the University shall be those listed in the Academic Calendar, along with their designations, and any other degrees as may from time to time be designated by Senate.
- 4.2.6 The diplomas and certificates to be granted by the University shall be those listed in the Academic Calendar, along with their designations, and any others as may from time to time be designated by Senate.

### **4.3 Convocations**

- 4.3.1 Senate shall convene and conduct convocations requisite for the purposes set out in 4.2.5 and 4.2.6 above.
- 4.3.2 Convocation shall consist of the members of the Board of Governors, the members of Senate, members of academic staff, and students.

### **4.4 Miscellaneous**

- 4.4.1 Senate shall determine the composition, format, language and all similar details pertaining to all degrees, diplomas, and certificates granted by the University.
- 4.4.2 Senate shall determine the regulations regarding academic dress, the design, colours and such matters proper to the dress indicative of the degrees granted by the different faculties of the University.
- 4.4.3 Senate may grant more than one degree to a student on any one occasion, except that no two degrees may be granted simultaneously where one is a prerequisite for the other.
- 4.4.4 Students who complete their degree requirements by the end of April shall have their degrees granted by Senate in a May meeting.
- 4.4.5 Students who complete their degree requirements by the end of August shall have their degrees granted by Senate in an October meeting.
- 4.4.6 Students who complete their degree requirements by the end of December shall have their degrees granted by Senate in a January meeting.

### **4.5 Academic Awards and Prizes:**

Senate's policy shall be as follows:

- 4.5.1 Senate shall approve the recipients presented by the Registrar for annual awards and prizes given at convocation.

- 4.5.2 Eligibility for such awards and prizes shall be determined on the same basis as eligibility for distinctions in the general undergraduate degree and diploma programs.
- 4.5.3 Averages shall be determined on the same basis as for the general undergraduate degree distinctions. In the case of a tie, Senate shall decide the recipient.
- 4.5.4 No distinction shall be made between full-time and part-time students in the granting of awards and prizes.
- 4.5.5 Students obtaining a second Bachelor's degree shall not be eligible for awards and prizes.

## **5 COMMITTEES OF SENATE**

### **5.1 General Terms of Reference**

- 5.1.1 The chief object of the committees of Senate shall be to provide, according to each committee's terms of reference, formulations of policy for Senate's consideration and decision.
- 5.1.2 Each committee in carrying out its particular terms of reference shall bear in mind the relation of its problems to other relevant parts of the University and shall secure the necessary liaison with other committees or officials dealing with the same or related problems.
- 5.1.3 The terms of membership on any committee of Senate for elected or appointed members shall be for three years.
- 5.1.4 Committee membership shall ordinarily terminate at the beginning of the initial Senate meeting of the academic year.
- 5.1.5 To ensure continuity of membership, as far as possible, one-third of the elected or appointed members shall be replaced each year.
- 5.1.6 The Chairperson shall serve for a term of one year, and shall, where possible, be selected from those who have been members the previous year.
- 5.1.7 The seat of any elected or appointed member of a Senate committee or subcommittee shall be declared vacant if the member is absent without explanation for three consecutive regular meetings of the committee or subcommittee of which he is a member.
- 5.1.8 All full-time members of Faculty, not on approved leave, are eligible for membership on the committees of Senate within the committees' terms of reference.
- 5.1.9 Senate shall insofar as possible, appoint a member of Senate to serve as Chairperson of each committee.
- 5.1.10 For every committee of Senate a quorum at meetings shall be a simple majority of the membership. Unless explicitly named to a committee, the Chairperson and Vice-Chairperson of Senate shall not be counted for purposes of a quorum.
- 5.1.11 Unless otherwise specified, the committees of Senate shall be responsible to Senate and shall report directly to it.

- 5.1.12 Each committee of Senate shall report in writing to Senate before October 31 on its activities for the previous academic year. As a minimum the following information shall be given:
  1. Membership.
  2. Number of meetings.
  3. Activities/Business covered.
  4. Annual evaluation of the Committee Terms of Reference (see 5.2 Standing Committees) to ensure they reflect current practice.
- 5.1.13 Copies of the minutes of all committees of Senate shall be sent to the Secretary of Senate, where they shall be kept on file and available for scrutiny for a minimum of two years.
- 5.1.14 The Chairperson of each committee shall call meetings of his/her committee at least once in each semester.
- 5.1.15 The conduct of meetings shall follow as far as is applicable Robert's Rules of Order.
- 5.1.16 If a secretary has not been designated by Senate, each Committee shall appoint or elect a secretary who shall fulfill the normal duties of this office.
- 5.1.17 The Chairperson of each committee shall be responsible for the preparation of any necessary report, including the annual report to Senate prior to October 31, and also for the prompt communication of any decision to the appropriate University officials.
- 5.1.18 Standing Committees of Senate shall be those committees named to function throughout the year, and which shall have the particular responsibilities assigned in the terms of reference that follow in the By-Laws under 5.2.
- 5.1.19 Ad Hoc Committees of Senate shall be those committees appointed or elected by Senate to perform some special task, to secure more information, to investigate a situation, and to bring back a report or recommendation to Senate, and shall cease to function when they have completed their duties and brought in a report.
- 5.1.20 Joint Committees shall be those committees whose membership and responsibilities Senate shall share with some other body or group in the University Community, such as the Board of Governors or the Students' Association. Such committees may be either Standing or Ad Hoc committees, and shall have the responsibilities assigned either according to existing By-Laws, or according to the particular terms of reference assigned by the participating bodies or groups.
- 5.1.21 Presidential Committees shall be those committees whose membership is partly the responsibility of Senate but which report to the President.

## **5.2 Standing Committees**

### Particular Terms of Reference

#### 5.2.1 Committee on Academic Appeals

- 5.2.1.1 The Committee on Academic Appeals shall be responsible for hearing appeals from students on academic matters and other related issues, to exclude appeals concerning graduation, handled by the Executive Committee of Senate.
- 5.2.1.2 On all appeals the Committee shall follow the procedures set forth in the Calendar under the heading Academic Appeals.
- 5.2.1.3 Decisions of the committee which are exceptions to established academic regulations or the decision of a Dean shall be reported to Senate. The relevant section of Senate's minutes shall be forwarded to the Chairperson of the Committee on Academic Appeals.
- 5.2.1.4 Should the Chairperson of the committee not be a member of Senate, he/she shall be invited to attend all meetings of Senate at which matters concerning the committee's decisions are discussed.
  - 1. Should any of the parties directly concerned in an appeal believe that the procedures set down in this By-Law or in the Academic Regulation have been breached or have been applied unfairly; an appeal on procedural grounds may be carried to the Executive Committee of Senate.
  - 2. Except in the case of an appeal for a change of grade, the parties directly concerned shall have the right to appeal an adverse decision on grounds of substance to the Executive Committee of Senate.
  - 3. In all appeals, the procedures set forth in the Academic Calendar shall be followed.
- 5.2.1.5 The composition of this committee shall be as follows:
  - 1. Chairperson of Senate or designate (who shall chair);
  - 2. Three faculty members, one from each of the Faculties of Arts, Business and Science, elected by Senate;
  - 3. A representative from Graduate Studies (for graduate appeals only);
  - 4. One student (The President of the Saint Mary's University Students' Association or a student appointed by the Students' Association);
  - 5. The Registrar or Associate Registrar; and
  - 6. Secretary of Senate (secretary).

## 5.2.2 Academic Discipline Committee

- 5.2.2.1 The Academic Discipline Committee shall:
  - 1. Coordinate adjudication training for the Academic Integrity Officers, Academic Discipline Officer and members of the Academic Discipline Appeal Board once a year at minimum.
  - 2. Monitor academic disciplinary process and outcomes
  - 3. Review Academic Regulation #18 annually and submit any policy recommendations to Senate.
- 5.2.2.2 The composition of this committee shall be as follows:
  - 1. The Chairperson of Senate or designate (who shall chair);
  - 2. The Academic Integrity Officers;

3. The Academic Discipline Officer;
4. One representative from the Academic Discipline Appeal Board;
5. One representative from the Registrar's Office;
6. One student appointed by the Students' Association; and
7. Secretary of Senate (secretary).

### 5.2.3 Academic Discipline Appeal Board

#### 5.2.3.1 The Academic Discipline Appeal Board shall:

1. Hear appeals from decisions of the Academic Integrity Officers (AIO), Academic Discipline Officer (ADO), and Senate Executive on the following grounds:
  - a) A failure to follow the "rules of natural justice";
  - b) A failure to follow University rules, regulations or policies;
  - c) Compelling new evidence not considered by the AIO, ADO, or Senate Executive which may have, in the opinion of the Chair of the Board, altered an earlier decision(s);
2. Have the responsibility to ensure the execution of its decisions.

#### 5.2.3.2 The composition of the Academic Discipline Appeal Board shall be as follows:

1. Six (6) representatives of the Faculty elected by Senate. For cases involving a graduate student, one of these will be appointed by the Dean of Graduate Studies. No more than two (2) representatives from each of the Faculties of Arts, Business and Science shall be elected, with no two (2) Faculty representatives from the same Department;
2. Two (2) students appointed by the Students' Association. In cases involving a graduate student, one of these will be a graduate student.
3. The Chair of Senate will chair the Board.

### 5.2.4 Committee on Academic Planning

5.2.4.1 The Committee on Academic Planning shall annually endeavour to assess the impact of program reviews and new program proposals on the University's resources and constraints and establish short and long term goals, policies and procedures, both general and specific, relating to the viability, quality, expansion or contraction of its academic programs and to the overall direction of growth, and make appropriate recommendations to Senate.

#### 5.2.4.2

1. To this end, the committee shall consider recommendations for any new programs or for the discontinuance of all existing programs and shall formulate policies and priorities for submission to Senate. The committee may also initiate such recommendations on its own.

2. To this end the committee shall be responsible for the detailed oversight of the Undergraduate and Graduate Program Review processes. In all matters concerning the above, the “Senate Policy on the Review of Programs at Saint Mary’s University” shall apply.
  3. To this end, the Manager Program Review and the Senate Office shall collaborate to prepare annual Faculty specific reports (September 1 to August 31) of all program review recommendations of a budgetary, financial, or resource nature. This report will be circulated to the VPAR and Deans for review and further consideration.
  4. To this end, the Committee shall make recommendations to Senate on the establishment, operation, and termination of Institutes and Centres. In all matters concerning the above, the procedures specified in the Senate document “Senate Policy Governing the Establishment, Reporting and Review of Research Institutes and Centres at Saint Mary’s University” shall apply.
- 5.2.4.3 The committee shall recommend to Senate priorities among its recommendations and the impact of its recommendations on faculty positions and other resources, such as space, library acquisitions, audio visual, lab requirements, classroom and office space.
- 5.2.4.4 The committee shall assist in the coordination and preparation of University reports and submissions to the Maritime Provinces Higher Education Commission and other such bodies or agencies.
- 5.2.4.5 The committee shall be particularly mindful of By-Law 5.1.2 and accordingly maintain close liaison with the Budget and Curriculum Committees of Senate.
- 5.2.4.6 The composition of the committee shall be as follows:
1. The Vice-President, Academic and Research who shall chair the committee;
  2. The Associate Vice President Academic & Enrolment Management.
  3. The Dean of each Faculty;
  4. Three faculty members, one from each Faculty, including as far as possible one who is also a member of the Budget Committee and one who is also a member of the Curriculum Committee;
  5. The University Librarian;
  6. The Associate Vice-President, Teaching and Learning;
  7. One student appointed by the Students’ Association; and
  8. Secretary of Senate (secretary).

## 5.2.5 Committee on Academic Regulations

5.2.5.1 The Committee on Academic Regulations shall be responsible for the annual review of the general academic regulations as these appear in Section 2 of the Undergraduate and Graduate Academic Calendars (Academic Regulations and Admission Requirements), and shall recommend policy on them to Senate. The Committee may also recommend policy to Senate on activities or processes associated with areas governed by these regulations.

5.2.5.2 The composition of this committee shall be as follows:

1. The Vice-President, Academic and Research, or his/her designate, who shall chair the committee;
2. Three Deans, or their designates;
3. Three faculty members, one from each of the Faculties of Arts, Business and Science, appointed by Senate;
4. One student appointed by the Students' Association;
5. The Dean, Graduate Studies and Research for meetings to discuss revisions to academic regulations impacting graduate studies;
6. The Registrar;
7. The Director of Admissions for meetings to discuss Admission requirements; and
8. Secretary of Senate (secretary).

#### 5.2.6 Accessibility

5.2.6.1 The primary mandate of the committee is the development and implementation of a Senate Policy governing student accessibility and accommodations as outlined in the Senate Ad-Hoc Committee's report.

5.2.6.2 The committee will liaise with the relevant university committees on issues relevant to teaching and learning

5.2.6.3 This committee will also:

1. Identify and prioritize issues of accessibility with regard to all aspects of teaching and learning.
2. Through regular liaising with the relevant university committees, maintain Senate's awareness of developments and timelines for compliance with provincial and federal legislation.
3. Collect and share resources pertaining to accessibility, accommodations, and inclusive teaching; this will be part of the committee's regular reports to Senate.

5.2.6.4 Senate committee should meet with the relevant university committees at least once a term.

5.2.6.5 The committee's chair will also sit on the relevant university committee.

5.2.6.6 The composition of this committee shall be as follows:

1. At least one member will be an elected member of Senate;

2. One faculty member from each of the four Faculties of Arts, Science, Sobey School of Business and Graduate Studies and Research;
3. Two students appointed by the Students' Association;
4. A representative from the Studio for Teaching and Learning;
5. A representative from the Library;
6. A representative from the Fred Smithers Centre; and
7. Secretary of Senate (secretary).

#### 5.2.7 Agenda Committee

- 5.2.7.1 The Agenda Committee shall be the steering committee for Senate's business, and its responsibilities shall be as listed in the By-Laws of Senate (2.4).
- 5.2.7.2 The Agenda for meetings of Senate shall be drawn up according to the Senate Order of Business, By-Law 2.5.
- 5.2.7.3 Notices of Motion shall be governed by the By-Laws under this heading, By-Law 2.6.
- 5.2.7.4 The composition of this committee shall be as follows:
  1. Three faculty members of Senate, one of whom shall chair the committee;
  2. One student senator appointed by the Students' Association.
  3. The Secretary of Senate (secretary).

#### 5.2.8 By-Laws Committee

- 5.2.8.1 The Committee shall be responsible for reviewing Senate and Senate Committee documentation (including annual reports), and meet at least once annually to ensure the Senate By-Laws accurately reflect approved changes and current practices.
- 5.2.8.2 The composition of the committee shall be as follows:
  1. The Parliamentarian;
  2. An elected faculty member of Senate who shall chair the committee;
  3. An elected faculty member appointed by Senate;
  4. One student, appointed by the Students' Association; and
  5. The Secretary of Senate.

#### 5.2.9 Committee on Curriculum

- 5.2.9.1 The committee on Curriculum shall:
  1. Review submissions for new courses and changes in existing programs and courses presented to it by the Deans;
  2. Report on submissions to Senate with recommendations; and
  3. Have the editorial responsibility for those sections of the University Calendar that relate to curricula and programs.
- 5.2.9.2 Submissions respecting new courses and changes to existing programs and courses shall adhere to the "Senate Policy on Submissions to the Senate Curriculum Committee".

- 5.2.9.3 The committee shall pay particular attention to the relationship of proposed new courses to existing courses offered by the same or other departments so that needless duplication may be avoided.
- 5.2.9.4 Should the authorization of new courses become necessary during the summer months, the committee shall forward its recommendations to the Executive Committee for approval. The Executive Committee shall report any such approvals to the first meeting of Senate in the next academic year.
- 5.2.9.5 The committee shall examine existing programs of study and recommend to Senate on their effectiveness or feasibility. In this context, the committee shall, if it deems necessary, initiate an examination of and report to Senate on
1. Core programs;
  2. Interdisciplinary studies;
  3. Specialized programs or projects.
- 5.2.9.6 The committee shall examine the requirements for degrees, diplomas (certificates) and recommend changes in these requirements to Senate.
- 5.2.9.7 The committee, in its examination of programs and courses, shall bear in mind the academic objectives of the University and the overall direction of its growth.
- 5.2.9.8 The committee shall investigate and report on the budgetary implications of all new courses and course changes.
- 5.2.9.9 The chairperson shall be elected by the committee to serve a term of one year, and shall, where possible, be selected from those who have been members the previous year.
- 5.2.9.10 The composition of this committee shall be as follows:
1. The Vice-President, Academic & Research or a Dean (ex-officio);
  2. One faculty member from each Faculty, elected by Senate;
  3. One student appointed by the Student's Association;
  4. The Registrar;
  5. One representative, Studio for Teaching & Learning;
  6. Secretary of Senate (secretary).
- 5.2.10 Elections Committee  
For the By-Laws concerning this Committee, see By-Law 1.10.
- 5.2.11 Executive Committee
- 5.2.11.1 The Executive Committee shall be empowered to act for Senate when necessary, including the summer months when meetings of Senate as a whole are suspended.
- 5.2.11.2 The committee shall serve as the Nomination Committee to Senate for all committees of Senate.

- 5.2.11.3 The committee shall from time to time review the composition, terms of reference, procedures, vitality and effectiveness of each committee of Senate, and shall make recommendations regarding the discontinuance or modification of any of its committees, or the establishment of new committees.
- 5.2.11.4 In the event that an elected member of the committee shall be absent from a scheduled meeting, the committee shall be empowered to replace the absent member on a temporary basis with another member chosen by it from the elected members of Senate according to the composition described in 5.2.11.7.
- 5.2.11.5 The committee shall hear appeals from students on academic matters other than those against grades, and shall follow the procedures set forth in the Calendar. The committee's decisions on such appeals shall be final.
- 5.2.11.6 All decisions of the committee other than those on academic appeals shall be subsequently ratified at the next regular meeting of Senate
- 5.2.11.7 The composition of this committee shall be as follows:
1. The Chairperson of Senate, who shall chair;
  2. The Vice-Chairperson of Senate, who shall chair the committee in the absence of the Chairperson of Senate;
  3. The President of the University;
  4. The Vice-President, Academic and Research;
  5. The Deans;
  6. The Secretary of Senate (secretary);
  7. The Registrar;
  8. Two members and two alternates from the elected faculty members of Senate. Should the elected member be unavailable for a meeting their alternate shall attend;
  9. One student senator, appointed by the Student's Association.
- 5.2.12 Learning and Teaching Committee
- 5.2.12.1 The Committee on Learning and Teaching shall function as an advisory committee to Senate on policies and practices relating to teaching and learning at Saint Mary's University
- 5.2.12.2 To this end, the Committee provides governance oversight and shall advocate for and support the development of learning and teaching excellence at the University.
- 5.2.12.3 To this end, the Committee shall, in its annual report, and at other times deemed necessary, recommend to Senate actions designed to promote excellence in learning and teaching within the University.
- 5.2.12.4 In this capacity, the Committee oversees and advises on learning and teaching research initiatives, and supports learning and teaching initiatives undertaken by faculty and professional librarians.

5.2.12.5 The Committee works in a close and collegial relationship with the Studio for Teaching and Learning. In this capacity, it operates as an Advisory Board in connection with Studio initiatives and provides guidance to the Studio with particular reference to its policies and programs. The Studio provides administrative support for the work of the committee.

5.2.12.6 The Committee constitutes a faculty-led adjudication body that establishes the criteria for and makes decisions concerning funding support and Scholarship of Teaching and Learning recognition in the form of:

- a. Scholarship of Learning and Teaching Project and Travel Awards (reviewed on a competitive basis);
- b. Funding for learning and teaching initiatives and events in conjunction with the Studio;
- c. The Geraldine Thomas Educational Leadership Award.

5.2.12.7 The composition of the committee shall be as follows:

1. The Vice-President, Academic and Research (ex officio);
2. The Associate Vice-President, Teaching and Learning (or designate) (ex officio);
3. One representative from the Studio for Teaching and Learning;
4. One faculty member from each of the four Faculties of Arts, Science, Sobey School of Business and Graduate Studies and Research, nominated by the Committee;
5. One part-time faculty member nominated by the Committee;
6. A representative of the Library nominated by the University Librarian;
7. One student appointed by the Students' Association;
8. One faculty member of the Senate;
9. Up to four additional members nominated by the Committee, defined by two through six above; and
10. Secretary of Senate (secretary).

### 5.2.13 Library Committee

5.2.13.1 The Library Committee shall:

1. advise the University Librarian on priorities and policies regarding library resources and services at the university;
2. examine library policies and advise the University Librarian in the carrying out of these policies;
3. consider other matters that have a bearing on the teaching and research support provided by the Library.

5.2.13.2 The composition of this committee shall be as follows:

1. The University Librarian;
2. One faculty member from each of the four Faculties of Arts, Science, Sobey School of Business and Graduate Studies and Research;

3. One representative, Studio for Teaching and Learning
4. One student, appointed by the Students' Association.
5. One graduate student appointed by the Students' Association.

#### 5.2.14 Committee on Academic Literacy Strategy

- 5.2.14.1 The Committee on Academic Literacy Strategy shall monitor and regularly review the academic literacy strategy as approved by Senate.
- 5.2.14.2 To this end the Committee shall coordinate with the Faculty Council to review the academic Departments' activities and recommendations in relation to academic literacy.
- 5.2.14.3 The Committee shall monitor and regularly receive updates from the Writing Centre Advisory Committee.
- 5.2.14.4 The composition of the committee shall be as follows:
  1. The University Librarian (who shall chair);
  2. Three faculty members, one from each of the Faculties of Arts, Business and Science (one of whom shall be a member of Senate);
  3. Two representatives, Studio for Teaching and Learning; and
  4. One student, appointed by the Students' Association.

#### 5.2.15 Scholarship Committee

- 5.2.15.1 The Scholarship Committee shall examine policy on awards, scholarships and bursaries at the undergraduate level and make recommendations to Senate.
- 5.2.15.2 The committee shall annually review and submit its budget recommendations to the Budget Committee.
- 5.2.15.3 The committee shall be attentive to ways and means of attracting gifted students to the University.
- 5.2.15.4 The composition of the Scholarship Committee shall be as follows:
  1. Director of Admissions (ex officio);
  2. Three faculty members, one from each of the Faculties of Arts, Business and Science, at least one of whom shall be an elected member of Senate, who shall be appointed to chair the committee;
  3. One student, appointed by the Students' Association;
  4. The Financial Aid Officer who shall be Secretary of the Committee, and who shall not have a vote.

#### 5.2.16 Student Discipline

- 5.2.16.1 The Committee on Student Discipline shall recommend to Senate policy on student discipline and on the structures and procedures governing it.
- 5.2.16.2 The Committee shall at least annually review the policies, structures and procedures of the existing Student Disciplinary System and make recommendations to Senate.
- 5.2.16.3 The composition of the Committee on Student Discipline shall be as follows:

1. Three members appointed by Senate, one of whom shall chair the committee, and, one of whom shall be the faculty member appointed by Senate to the Disciplinary Appeal Board;
2. Two students appointed by Students' Association.

### **5.3 Ad Hoc Committees**

To be appointed when necessary.

### **5.4 Joint Committees**

#### 5.4.1 Honorary Degrees

(see By-Law 5.1.20) (also By-Laws 4.2.3 and 4.2.4)

#### 5.4.2 Joint Academic Committee of the Atlantic School of Theology (AST) and Saint Mary's University (SMU)

- 5.4.2.1 The Joint Academic Committee, appointed by the Senates of AST and SMU shall identify and promote cross-listing of courses and opportunities for other joint academic programs.
- 5.4.2.2 The Joint Academic Committee shall consists of a minimum of 6 members appointed as follows:
  1. AST: The Academic Dean of AST  
Two members of the full-time faculty of AST
  2. SMU: The Chair of the Religious Studies Department  
Two members of the Faculty of Arts, one of whom shall be a member of the Religious Studies Department.
- 5.4.2.3 The chair of the Joint Academic Committee will normally alternate annually between the Academic Dean of AST and the Chairperson of the Religious Studies Department of SMU.
- 5.4.2.4 Ad Hoc Members: The Committee may invite other faculty to work with the Joint Academic Committee from time to time as required for joint academic planning.

### **5.5 Presidential Committees**

(see By-Law 5.1.20)

#### 5.5.1 University Budget Committee

- 5.5.1.1 The University Budget Committee shall make comprehensive recommendations to the President on the annual allocation of the University's financial resources.
- 5.5.1.2 The University Budget Committee membership is appointed by the President with the exception of:
  1. Two Faculty Members and two alternates appointed by Senate. (appointments are for the current budget period. Members may be reappointed). Should an elected member be unavailable for a meeting, the alternate shall attend.

## **6 AMENDMENTS AND SUSPENSION**

### **6.1 Repeal, amend or suspend**

- 6.1.1 Except where otherwise noted in this document, these By-Laws may be repealed, amended or temporarily suspended by a 2/3 vote or a simple majority of the entire membership at any meeting of Senate called in whole or in part for that purpose, seven-day notice having been given.

**Version History**

<b>Version . #</b>	<b>Date Changed</b>	<b>Updated by</b>	<b>Description of Change</b>
1.0	April, 1973	Kevin J. Cleary	Original Version
2.0	August 24, 1976	Kevin J. Cleary	Section 5.000 Committees of Senate – 5.200 Ad Hoc Committees of Senate added
3.0	July, 1977	Kevin J. Cleary	Changes to: 2.321 Form of Senate Agenda, 4.000 Responsibilities of Senate, 4.110 Degrees Granted, Section 4.2 Appointments deleted, 5.300 Joint Committees – delete 5.315 Calendar, Section 5.100 Standing Committees – delete 5.1043, 5.105 Committee on Academic Regulations – numbered listing inserted, 5.1052 Committee composition expanded, 5.1255 expanded, 5.1256 new text inserted and old 5.1256 changed to 5.1257, 5.160 Scholarship – add list item 4 to 5.1620, 5.165 Student Discipline – expanded,
4.0	January, 1979	Kevin J. Cleary	Beginning note expanded, 1.700 Election Procedures – delete 1.720, 2.200 Passage of Motions, 2.205 – add (an abstention is not a vote), 2.320 Senate Order of Business – expanded, 3.100 Chairman, 3.200 Vice-Chairman, 3.300 Secretary – expand duties of all three positions, 4.100 Degrees – add 4.104, 4.110 – add S.T.M. degree, change M.Sc. to M.S.A. degree, 5.100 Standing Committees – expand, 5.200 Ad Hoc Committees – delete Elections in list, 5.300 Joint Committees – add 5.320 Convocation, 5.103 Committee on Academic Planning added, 5.123 Election Committee added, 5.125 Executive Committee – 5.1257 expanded, 5.1325 Graduate Studies added, 5.170 Student Participation Committee – 5.1701 (1) remove reference to 2 <sup>nd</sup> year, 5.225 Election Committee deleted, 5.300 Joint Committees added.
5.0	Mar 13, 1981	Kevin J. Cleary	1.050 Elections to Senate – add 1.053, 1.400 Senate year changed to start in Sept, 1.700 expanded and reworded, 2.320 Senate Order of Business expanded, 3.100 Chairperson – 3.106 added. 4.110 Degrees to be granted – delete M.S.A. & add M. Sc., 4.4000 Miscellaneous expanded, 5.000 Committees of Senate – number entries, delete listings (5.100, 5.200 & 5.300) , add 5.070 and renumber following sections, Insert 5.100 Standing Committees heading, reverse order of Academic Appeals & Planning, 5.104 Committee on Academic Appeals – changed to 5.101 and 5.1046 deleted – inserted 5.1015. 5.1047 – composition changed to 5.1016 and expanded, 5.102 Committee on Academic Planning expanded. 5.104 Committee on Academic Standing added, 5.105 Committee on Admissions moved to standing committees and expanded, Committee on Athletics added, 5.108 Committee on Continuing Education added, 5.109 Committee on Curriculum expanded, 5.112 Graduate Awards – expanded 5.1124, fixed numbering on 5.1310 and 5.1311, 5.1127 expanded, 5.1127 – old 5.1320 & 5.1321 combined and reworded, 5.1132 composition expanded, 5.113 Graduate Studies – 5.1132 composition expanded, 5.1163 (1) expanded, 5.1163 (3) decision date changed to April 1 <sup>st</sup> , 5.1164, 5.1165 & 5.1166 renumbered, 5.119 Student Participation Committee – (1) add “and who shall chair”, 5.120 Faculty Councils added, 5.210 By-Laws Committee expanded, 5.300 Joint Committees header inserted, 5.323 expanded, 5.400 Presidential Committees added, 5.410 University Budget Committee added.
5.1	June 24, 1982	Kevin J. Cleary	Minor changes to the following: 5.1021, 5.1091, 5.1113, 5.1132, 5.1025/5.1026, 5.1053, 5.1099, 5.103, 5.1032

Version . #	Date Changed	Updated by	Description of Change
5.2	Nov 30, 1984	Kevin J. Cleary	Minor changes to the following: 4.110
5.3	Aug 15, 1986	Kevin J. Cleary	2.320 Senate Order of Business – delete Athletics/Agenda, 3.307 renumbered referenced items & corrected By-Law number references, 5.1071 Committee on Athletics deleted, 5.320 Convocation Committee – 5.323 expanded,
5.4	May 5, 1987	Kevin J. Cleary	1.600 Time of Elections – date change to March 1 <sup>st</sup> ., 1.711 – delete from “provided to Ballots”, Delete 1.712 to 1.715 inclusive and renumber, change the new 1.712 by deleting “and Run-Off”, 2.400 – correct numbering
5.5	Aug 15, 1988	Kevin J. Cleary	2.320 Senate Order of Business – 2.321 add Quality of Teaching, 4.110 add M.Ed. to list, Research Committee - insert new items 5.1161 through 5.1163 (1) & (2) and renumber balance of items under 5.116, 5.1164 (new number) add “and meet the objectives outlines in 5.1163 above.”, 5.116 – composition of committee expanded, 5.121 Quality of Teaching Committee added
5.6	Mar 11, 1994	Senate	5.1214 composition of committee expanded Sect of Senate deleted from list,
6.0	May 12, 2006	Barb Bell	Styles & formatting applied to document resulting in adjustments in section/sub-section and item bullet identifiers; document versioning applied; formal cover page, version history added; section references throughout document verified and updated; 1.3.1 minor change to correct document name and item reference “Saint Mary’s University Act of July 1970, 2 (a)”; Addition in Presidential Committees of the University Advisory Committee on Athletics & Recreation; Delete disbanded Committees (Graduate Awards, Graduate Studies, Research, Academic Standing); By-Laws Committee moved to standing committees, Property and Development moved to Joint Committees. Updating of 4.2.5 degrees, Insert 4.2.6 Diplomas and Certificates. Change “Librarian” to “University Librarian”. Update composition of Convocation Committee. Approved in Senate, May 12, 2006
6.1	May 16, 2008	By-laws Committee	5.5 – Presidential Committees – 5.5.1.2 University Budget Committee Membership change and delete 5.5.1.3; delete 5.5.2 University Advisory Committee on Athletics & Recreation; 5.4 – Joint Committees; Add The Joint Academic Committee of the Atlantic School of Theology (AST) and Saint Mary's University (SMU); 5.2 – Standing Committees - Add Senate Committees on Literacy Strategy, Academic Discipline and the Academic Discipline Appeals Board; delete Admissions, Student Participation, and Property and Development Committees; Changes to 5.2.5 Academic Regulations and 5.2.7 By-Laws Committee; 5.1 Committees of Senate – 5.1.11 Add structure outline for annual report; 3.5 Duties and Responsibilities of Officers - 3.5.1 change to election of Parliamentarian; 2.5 Senate Order of Business change to coincide with changes in 5.2 5.4, 5.5 and 5.2.17. All instances of Students’ Representative Council amended to read Students’ Association,
7	May 8, 2015	By-laws Committee	5.2.13 – Under Standing Committees, add Animal Care, Research Ethics Board, Student Success, and Sustainability; Delete Convocation Committee, revise 2.5 Order of Business and 5.2 Standing Committees to reflect changes to committees; Revisions to the terms of reference, and/or membership of: Academic Appeals,

Version . #	Date Changed	Updated by	Description of Change
			Academic Discipline, Academic Planning, Academic Regulations, Literacy Strategy, Curriculum, Scholarship and Continuing Education.; Revise name of Quality of Teaching Committee to Learning and Teaching; renumbering, add additional convocation ceremonies 4.4.5 and 4.4.6. Changes to eligibility to vote, Remove obsolete language in 2.2.8. Revise 4.2 revise degrees and certificates list to sync with Academic Calendar.
8	March 15, 2019	By-laws Committee	Under Eligibility to Serve delete 1.5.7 reference to Continuing Education, Under Election Procedures, revise 1.10.2 and 1.10.5, delete 1.10.3 and renumber subsequent sections, under Meetings add 2.2.4, revise 2.2.5, 2.2.6, and renumber sub-items, under 2.5.1 revise the Senate Order of Business, delete terminated committees and add Accessibility Committee, revise 3.1.1 Chairperson, revise 3.2.1 Vice-Chair, 3.3.8 under Secretary identify start of term, under 3.4 Archivist delete 3.4.3, under 3.5.4 Parliamentarian identify start of term, under Committees TOR add Under 4.2 Degrees – update list 4.2.5 and 4.2.6, 5.1.4 and renumber subsequent items, under Academic Planning 5.2.2 & 5.2.3 revised consistent with revised Academic Regulation 19, 5.2.4.6 revise membership, under Academic Regulations 5.2.5.2 revise membership, Add 5.2.6 Accessibility and renumber subsequent sections, delete 5.2.7 Animal Care Committee and renumber subsequent sections, delete 5.2.9 Continuing Education Committee and renumber subsequent sections, under Curriculum Committee revise 5.2.8.10 membership, under Executive Committee revise 5.2.11.4 and 5.2.11.7, under Learning and Teaching Committee 5.2.12 major revisions, under Library Committee 5.2.12 major revisions, under Literacy Strategy Committee revise 5.2.14.2 and 5.2.14.3, delete 5.2.16 Research Ethics Board and renumber subsequent sections, delete 5.2.19 Student Success, delete 5.2.20 Sustainability and renumber subsequent section, revise 5.5.1.2 Budget Committee.
9	July 25, 2019	By-laws Committee	1.10 Update to current practice, 2.4 Update to Agenda, 2.5 Add SMUSA President's Report to follow VPAR report (academic focus only), 2.7.2 Update location of posted Senate minutes/agendas, 3.3.5 Delete address/tele #, 4.2.5 and 4.2.6 remove list of degrees, diplomas & certificates, 5.2.1.5 Update composition, 5.2.2 and 5.2.3 Update terms and membership. 5.2.4.1 /& 5.2.4.2 Update re fiscal/resource reviews, 5.2.4.6 Update composition, 5.2.5.2 Update composition, 5.2.5 Update terms and composition, 5.2.7 Update composition, 5.2.8 Update composition, 5.2.9 Update composition, 5.2.11 Update composition, 5.2.12 Update terms and composition, 5.2.13 Update composition, 5.2.14 Update terms and composition, 5.2.15 Update composition, 5.2.16 Update composition, 5.2.17 Delete, Insert Section 6 Amendment and Suspension. Minor editorial corrections as needed throughout.
9.1	February 14, 2020	By-laws Committee	2.5.1 Delete Scholarship Committee and add 'Academic' to Literacy Strategy Committee, 5.2.2. Add Secretary of Senate, 5.2.4 Correct title AVP Enrolment, 5,2.6 Add Secretary of Senate, 5.2.12 Add Secretary of Senate