

The University of Calgary

Senate

By-laws

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Article 1 Name

1.1 By-laws relating generally to the conduct of the affairs of the University of Calgary Senate.

Article 2 Definitions, Headings and References

Definitions

2.1 In these By-laws, including this Article, the definitions in the Act shall apply and in addition the following words and phrases shall have the following meanings ascribed thereto:

- (a) “the Act” shall mean the Post-Secondary Learning Act, Statutes of Alberta, 2003, Chapter P - 19.5;
- (b) “Alumni Association” shall mean the alumni association of the University;
- (c) “Alumni Member” shall mean a member of Senate from the Alumni Association, appointed by the Alumni Association;
- (d) “Appointed Member” shall mean a member of the Senate appointed by the Minister pursuant to section 11(3)(b)(viii) of the Act;
- (e) “the Board” shall mean the Board of Governors of the University established pursuant to section 16 of the Act;
- (f) “the By-laws” shall mean these By-laws;
- (g) “the Campus” shall mean the campus of the University;
- (h) “the Chancellor” shall mean the person elected pursuant to section 6(1) of the Act;
- (i) “the GFC” shall mean the General Faculties Council of the University;
- (j) “Graduate Students Association” shall mean the graduate students association of the University;

- (k) “Graduate Student Member” shall mean a member of Senate from the Graduate Students Association appointed by the council of the Graduate Students Association;

- (l) “the Minister” shall mean the Minister of Advanced Education for the Province of Alberta;
- (m) “the President” shall mean the President of the University;
- (n) “Representative Member” shall mean a member of Senate elected by Senate pursuant to section 11(3)(c) of the Act;
- (o) “Students Association” shall mean the students association of the University;
- (p) “Student Member” shall mean a member of Senate from the Students Association, appointed by the council of the association;
- (q) “the University” shall mean the University of Calgary;
- (r) “the Vice-Chancellor” shall mean the President pursuant to section 10 of the Act; and
- (s) “Year” shall mean the 12 month period commencing on July 1 of each calendar year.

Headings

2.2 The Article headings and any other headings or captions or index hereto shall not be used in any way in construing or interpreting any provision of the By-laws, but are inserted for convenience of reference only.

References

2.3 Unless otherwise expressly stated in the By-laws, references to articles, sections, sub-sections or paragraphs herein shall mean articles, sections, sub-sections or paragraphs in the By-laws.

Article 3 Duties and Administration

Duties

3.1 **As prescribed by the Act, it is the duty of Senate to inquire into any matter that might benefit the University and enhance its position in the community.**

3.2 Without restricting the generality of Article 3.1 Senate may:

- (a) require a report on any matter from any faculty or school council, the council of the Students Association, the council of the Graduate Students Association and any member of the academic staff of the University;
- (b) receive and consider submissions from anyone interested in the University;
- (c) acquire and provide information with respect to the University and its functions through public meetings, radio and television programs and any other means that Senate considers appropriate; and
- (d) make any report and recommendations respecting the matters referred to in Articles 3.2(a) through (c) that Senate considers advisable to the Board, the GFC or the Minister.

3.3 There is to be an Executive Committee of Senate consisting of the Chancellor and 6 to 12 other members of Senate to be selected annually by Senate, which shall exercise the powers and perform the duties and functions that are assigned to it by Senate.

3.4 Each Year Senate may submit a budget to the Board for approval and the Board shall, in accordance with the approved budget, provide Senate with the funds required to meet the cost of staff and supplies and any other expenses that may be incurred by Senate in fulfilling its duties.

Honorary Degrees

3.5 The Chancellor may, on the authorization of Senate, grant an honorary degree on a person pursuant to section 107 of the Act.

Article 4 The Chancellor

Election of the Chancellor

4.1 As prescribed by the Act, Senate shall elect a chancellor for the University from among:

- (a) the persons nominated by the joint committee under Article 4.3, and
- (b) any other persons who are nominated by the members of Senate at the meeting of Senate at which the joint committee presents its nominations to Senate.

4.2 A person is not eligible for election as Chancellor unless the person is a Canadian citizen or has been lawfully admitted to Canada for permanent residence.

Nomination of the Chancellor

4.3 Senate shall establish a joint committee when:

- (a) a vacancy occurs during the term of office of the Chancellor, or
- (b) the expiry of the term of office of the Chancellor is imminent.

4.4 A joint committee shall consist of:

- (a) 3 members of the GFC appointed by the GFC;
- (b) 3 members of the of the Alumni Association appointed by the Alumni Association;
- (c) 3 members of Senate appointed by Senate;
- (d) one member of the Students Association appointed by the Students Association; and
- (e) one member of the Graduate Students Association appointed by the Graduate Students Association.

4.5 A joint committee shall nominate for the office of Chancellor the number of persons that Senate directs.

Term of Office and Removal

4.6 The Chancellor holds office for a term of 4 years commencing July 1 in the year of their election and is not eligible for re-election as the Chancellor.

4.7 If the Senate is satisfied that a person elected as the Chancellor is, for any reason, no longer capable of acting as the Chancellor or of fulfilling the Chancellor's duties, Senate may remove that person from office.

Duties of the Chancellor

4.8 In addition to the Chancellor's other functions under the By-laws and the Act, the Chancellor shall represent the University at ceremonial occasions, preside over all degree-conferring ceremonies of the University and confer the degrees, and represent the public interest in the University.

4.9 When the office of the Chancellor is vacant or the Chancellor is absent or unable to act, the Vice-Chancellor may perform all the functions of Chancellor.

4.10 When the Chancellor and the Vice-Chancellor are absent or unable to act or when their offices are vacant, the deans' council of the University may designate a person to perform the Chancellor's functions at degree-conferring ceremonies.

Vice-Chancellor

4.11 The President is the Vice-Chancellor.

Article 5 Membership

Personnel

5.1 As prescribed by the Act, Senate shall consist of:

(a) the following persons who are members by virtue of their offices:

- (i) the Chancellor is the chair;
- (ii) the President;
- (iii) the vice-president of the University designated by the Board;
- (iv) the chief academic officer for student affairs;
- (v) the director of extension, or if none, the officer exercising similar functions; and
- (vi) the president and vice-president of the alumni association of the University.

(b) the following appointed members:

- (i) 2 deans, appointed by the deans' council of the University;
- (ii) 2 members of the Board, appointed by the Board;
- (iii) 3 members of the GFC, appointed by the GFC;
- (iv) 2 Alumni Members;
- (v) 2 non-academic staff members of the University, appointed by the non-academic staff association;
- (vi) 4 Student Members;
- (vii) one Graduate Student Member; and
- (viii) 9 members of the public, appointed by the Minister.

(c) 30 Representative Members, elected by members of Senate referred to in Article 5.2, to represent geographical areas and groups and organizations with an interest in the University including, at the discretion of the members of Senate, representatives of staff organizations within the University.

5.2 The persons eligible to vote in the election of a Representative Member under Article 5.1(c) are all the persons who, at the time of the election, are members of Senate.

5.3 Only persons who are Canadian citizens or have been lawfully admitted to Canada for permanent residence are eligible to be elected as members of Senate under Article 5.2

5.4 The members of Senate may be paid traveling and living expenses while away from their ordinary places of residence in the course of their duties as members of Senate at the rates prescribed by the Senate.

Term of Office and Vacancy

5.5 A person appointed under Article 5.1(b)(i) to (v):

- (a) holds office for a term that does not exceed 3 years; and
- (b) is, if otherwise qualified, eligible for reappointment.

5.6 A person appointed under Article 5.1(b)(vi) or (vii):

- (a) holds office for a term of one year; and
- (b) is, if otherwise qualified, eligible for reappointment.

5.7 A person appointed under article 5.1(b)(viii):

- (a) holds office for a term that does not exceed 3 years; and
- (b) may not be appointed for more than two terms.

5.8 A person elected under Article 5.1(c):

- (a) Retiring elected Senators terms of office do not end until August 31 of the year of their retirement.
- (b) holds office for a term that commences September 1 in the year of their election and does not exceed 3 years; and ends August 31 of the year of their retirement.
- (c) may not be elected for more than two consecutive terms.

5.9 When a vacancy exists on Senate:

- (a) if the vacancy is in respect of an appointed member, the person or body having the power of appointment may appoint a person pursuant to Article 5.1(b) to serve the balance of the unexpired term of office for the former member; and

- (b) if the vacancy is among the representative members, the members of Senate may elect a person under Article 5.1(c) to serve the balance of the unexpired term of office of the former member.

5.10 When a person is appointed by the Minister under Article 5.1(b)(viii) to serve the balance of a former member's term of office in accordance with Article 5.9(a), that service is not considered a term for purposes of Article 5.1(b).

5.11 Notwithstanding Articles 5.5 and 5.6, a person appointed as a member of Senate under Articles 5.1(b)(i) to 5.1(b)(vii) ceases to hold office when the member ceases to occupy the position or perform the function that qualifies the member for the appointment.

5.12 Notwithstanding Articles 5.5 to 5.8, when Senate is satisfied that an appointed or representative member is, for any reason, no longer capable of acting as a member or of fulfilling the member's duties, Senate may, on the vote of not less than two-thirds of the members present when the vote for removal from office is taken, remove that member from office.

Duties of Members

5.13 **In addition to those duties set out in the Act**, the members of Senate shall:

- (a) attend meetings of Senate, assigned committees, seminars and task forces unless prevented by illness or unavoidable commitments;
- (b) support the Chancellor at convocation for the conferring of degrees by attending at least one convocation exercise each year and other ceremonial exercises;
- (c) contribute to the nomination process for honorary degrees;
- (d) participate in campus activities of a social, cultural or academic nature, particularly those related to students;
- (e) promote the University and facilitate opportunities for the personnel of the University to speak to community groups;
- (f) utilize the services of the Senate office if questions are received, ensure that accurate information is supplied and provide access to persons who can provide the appropriate information;
- (g) use and create opportunities to present the interests of the University to governments, especially the Legislative Assembly and cabinet ministers;
- (h) become well acquainted with the University, its mission, academic plan, senior personnel, procedures, programs and services; and

- (i) contribute to the objectives of Senate as defined in the Act and as stipulated in its vision and mission statements through inquiry, reporting and advocacy.

Non-voting Representatives

5.14 In addition to the members of Senate who hold office under Article 5.1, non-voting representatives may be named to Senate. Such representatives will normally represent the faculties of the University and may participate fully in meetings of Senate, other than voting. A non-voting representative may be appointed to a standing committee or task force, unless expressly excluded in the By-laws, but may not be appointed as chair of a Senate committee, nor may such representatives form a majority of membership on any Senate committee.

Article 6 Executive Officer

Employee of the University

6.1 The Executive Officer of Senate shall be an employee of the University assigned to that position. The Executive Officer's remuneration is fixed and paid by the University.

Functions and Duties

6.2 The functions and duties of the Executive Officer shall be those designated, from time to time, by the Chancellor and shall include:

- (a) attendance at all meetings of Senate, the Executive Committee, standing committees and task forces;
- (b) maintenance of a list or lists of the names and addresses of the members of Senate, the Executive Committee, standing committees, task forces and representatives of other bodies;
- (c) preparation and distribution of notices of meetings of Senate, the Executive Committee, standing committees and task forces;
- (d) recording and distribution of minutes shall include a list of attendees at meetings of Senate, the Executive Committee, standing committees and task forces;
- (e) establishment and maintenance of records of the business and activities of Senate, the Executive Committee, standing committees and task forces;
- (f) carry out all correspondence on behalf of Senate;

- (g) management of the Senate and Chancellor's office;
- (h) in consultation with the Chancellor, carry out the duties of budget officer for Senate which includes receipt of, disbursement of and accounting to the University for the funds provided to Senate by the University;
- (i) provision of liaison for Senate with all campus offices, and with senate offices of other universities; and
- (j) if the Executive Officer is unable to attend meetings as required by Article 6(a), the Executive Officer may designate a delegate to attend to carry out the duties and responsibilities of the Executive Officer.

Article 7 Meetings

Call of Meetings

- 7.1 There shall be five regular Senate meetings in a Year.
- 7.2 Other meetings of the Senate may be called by the Executive Committee, one of which shall be a seminar devoted to development of Senate.
- 7.3 Some Senate meetings should be held in various locations at the University to facilitate knowledge of the University. Some Senate meetings should be held off campus to highlight Senate's connection to the community and the networks of Senators.
- 7.4 Dates for regular meetings of Senate and Executive Committee shall be set for the Year by the Executive Committee.
- 7.5 Meetings of standing committees and task forces shall be held at the call of the chair of each committee or task force respectively.

Notices and Agenda

- 7.6 Notices and agendas of Senate and Executive Committee Meetings shall be prepared by the Executive Officer, approved by the Chancellor and communicated to the appropriate members by the Senate office.
- 7.7 Notices and agendas for meetings of standing committees and task forces shall be prepared by the respective chair and communicated to the required members by the Senate office when possible.

7.8 Replies to all notices of Senate and committee meetings shall be made to the Senate office, or as directed by the agenda.

Quorum

7.9 Unless otherwise expressly stated in the By-laws a quorum at all meetings of Senate and its committees shall be not less than one-half of the numbers of members thereof respectively.

Voting

7.10 At all properly constituted Senate and committee meetings every question shall be decided by a majority of votes cast by the members present and entitled to vote unless otherwise required by the Act or the By-laws.

7.11 Proxy votes and ballots shall be allowed when advance notice has been given identifying these votes as such.

7.12 The chair shall be entitled to vote and in the event of a tie vote, the chair shall be entitled to cast a deciding vote.

7.13 Voting pursuant to Articles 10.8 shall be by secret ballot.

Article 8 Executive Committee

8.1 As prescribed in the Act, there is to be an Executive Committee of Senate (in this Article 8 “the Committee” and elsewhere in the By-laws “the Executive Committee”) consisting of the Chancellor and 6 to 12 members of Senate, to be elected annually by Senate, which shall exercise the powers and perform the duties and functions that are assigned to it by Senate.

Personnel

8.2 Members of the Committee shall consist of the Chancellor, as chair, the Vice-Chancellor, a vice-chair of the Committee, the chairs of each of the standing committees, a Student Member, a Graduate Student Member and such other members at large as Senate may select, all of whom shall have a vote.

8.3 Senate’s representative to the Board of Governors will be included within the membership of the Committee, and will be included in the voting membership of the Committee.

8.4 Chairs of task forces may be invited to attend meetings of the Committee to present a summary report of the progress of their respective task force. Such chairs shall not have a vote at meetings of the Committee.

8.5 Should the chair of any standing committee be unable to attend a meeting of the Committee, the vice-chair of such committee shall attend on behalf of such chair, and shall have a vote.

Nomination and Election

8.6 The vice-chair of the Committee shall be elected annually by the Committee on the recommendation of the chair.

Duties

8.7 The Committee shall:

- (a) set dates of meetings of Senate for the Year and approve agendas for those meetings;
- (b) exercise the powers and perform the duties and functions that are assigned to it by Senate;
- (c) provide focus for planning and priorities consistent with senate's vision and mission;
- (d) strike necessary task forces and prior to the formation thereof appoint a chair and prescribe the composition and terms of reference for such task forces as may be deemed appropriate;
- (e) strike necessary ad hoc committees and prior to the formation thereof prescribe the composition and terms of reference for such ad hoc committees as may be deemed appropriate;
- (f) coordinate Senate and its activities and receive reports monitoring progress in reaching goals of Senate and committees;
- (g) coordinate, monitor and evaluate an effective policy for communications by Senate;
- (h) review the By-laws each Year and recommend appropriate changes for ratification by Senate in the manner prescribed by Articles 18 and 19;
- (i) elicit from standing committees and task forces current and future requests for funds and coordinate and report to Senate the source and disposition of such funds; and

- (j) provide consistent messaging to all constituents, especially for lobbying and public relations efforts.

Vice-Chair

8.8 The vice-chair shall:

- (a) chair the Committee in the absence of the chair;
- (b) initiate review of the By-laws each Year for changes and presentation prior to the end of each Year; and
- (c) be the senior advisor to the Chancellor and carry out such other related duties of Senate as deemed appropriate by the Committee.

Vacancies

8.9 The Committee has the power to declare vacant any seat, including the chair, of any standing committee or task force if it is satisfied that the member occupying such seat, through absence or other reason, is not fulfilling such member's responsibilities on that standing committee or task force.

8.10 Upon the declaration of vacancy of a standing committee seat, the Committee shall immediately request the Senator Development Committee to fill the vacancy.

8.11 Should the position of chair of the Senator Development Committee or the chair of a task force be declared vacant, the Committee shall name a member of Senate to that position.

Meetings

8.12 The Committee shall meet at least five times each Year as required by Article 7.4 or at the call of the Chancellor.

Article 9 Committees

Overview for Standing Committees

9.1 Senate shall have four standing committees, namely: Senator Development, Honours, Fund Development and Community Engagement.

9.2 All standing committees of Senate are authorized to strike sub-committees to carry out their mandates, if necessary.

9.3 All standing committees shall have a chair recommended by the Senator Development Committee and elected by Senate.

9.4 All standing committee meetings shall be at the call of the respective chairs and additional resource persons and guests may be invited.

9.5 The Chancellor shall be an ex-officio member of each standing committee.

Article 10 Honours Committee

Personnel and Quorum

10.1 The Honours Committee (in this Article 10 “the Committee” and elsewhere in the By-laws “the Honours Committee”) is a standing committee of Senate. The Committee shall:

- (a) consist of 13 members of Senate recommended by the Senator Development Committee, to include:
 - (i) 5 Appointed or Representative Members;
 - (ii) 2 deans;
 - (iii) 3 members of GFC;
 - (iv) a student;
 - (v) the Chancellor, or designate; and
 - (vi) the President, or designate.
- (b) be chaired by a committee member nominated by the Senator Development Committee and appointed by Senate;
- (c) elect a Vice-Chair from the Committee members who shall preside when the chair is unable to act; and
- (d) have a quorum of a majority of its members at all meetings.

Duties and Mandate

- 10.2
- (a) The Committee has the function of bringing forward for consideration by Senate candidates for the award of an honorary degree from the University to be granted by the Chancellor.
 - (b) In addition, the Committee shall consider other opportunities for Senate to participate in celebrating excellence, both at the University and in the community that speaks to the Senate’s mission and vision.

10.3 When considering the selection of candidates for honorary degrees the Committee shall:

- (a) seek to recognize extraordinary achievement in community, national or international service and to honour those individuals whose accomplishments are of such excellence that they provide, through example, inspiration and leadership to the graduates of the University;
- (b) define as broad a range of categories for achievement as possible in obtaining and considering nominations. A list of such categories might include the arts, scholarly endeavours, business, professional and voluntary service in the community at large and service of long standing or unusual merit to the University. It may also recommend the honouring of individuals whose accomplishments might not yet have achieved wide recognition in their particular field but who are, nonetheless, deserving of that recognition;
- (c) consider Canadian and non-Canadian citizens;
- (d) from time to time approve a process and procedure for receipt of nominations for honorary degrees;
- (e) that an honorary graduand may be invited to and given a convocation address except in special circumstances approved by the Committee;
- (f) approve an award to be made posthumously or on an absentee basis;
- (g) not normally considered are currently active elected politicians, members of the University Board, Senate, members of the academic staff or other members of the University community;
- (h) accept from the public or generate itself nominations of deserving individuals and develop the rationale for each of its nominations to Senate
- (i) recommend to the Chancellor a suitable speaker for a convocation in which there is no honorary graduand to provide the convocation address;
- (j) determine how many honorary degrees, if any, to be conferred for each convocation; and
- (k) review all matters respecting honorary degrees and awards and forward recommendations respecting such matters to Senate through the Executive Committee.

The Approved List

10.4 The Committee shall develop and maintain a list of those persons who have been nominated by Senate to receive an honorary degree from the University.

10.5 Nominations meeting the stated criteria shall remain current for 3 years, following formal receipt by committee but, after three years, may be reviewed by the Committee to determine if that file should remain active.

10.6 The Committee shall determine, by not less than a majority vote in favor by those personally present, which of those nominated to receive an honorary degree from the University should be referred to Senate for consideration.

10.7 At the meeting of Senate, the chair of the Committee, or a designate from the Committee, shall briefly outline the qualifications of each person recommended and shall answer any questions posed regarding the recommended persons or their qualifications.

10.8 Senate shall determine, by two-thirds vote in favor by those personally present, which of those recommended by the Committee shall be added to the approved list.

10.9 The Chancellor and the President shall choose, from the approved list, honorees for each convocation ceremony.

10.10 Notwithstanding Article 10.8, the Committee may approve the award of an honorary degree in special circumstances if time does not permit approval by the Senate. The Committee shall report such award to Senate as soon as possible.

10.11 A special event for conferring an honorary degree may be called on occasion of honouring a visiting dignitary.

10.12 If at any time the Committee shall determine that a candidate whose name is on the approved list no longer satisfies the criteria to be an honorary degree recipient, it may, by a two-thirds vote of those present, recommend to Senate that the candidate be removed from the approved list. The matter will be considered by Senate and if, by a two-thirds vote of those present at the Senate meeting, the recommendation of the Committee is upheld the candidate's name shall be removed from the approved list.

10.13 Meetings of the Committee shall be at the call of the chair.

Confidentiality

10.15 Nominations for honorary degrees and proceedings of the Committee and Senate, relating thereto, are strictly confidential. Announcements relating to the awarding of honorary degrees shall be made by the Chancellor.

Article 11

Senator Development Committee

Personnel

11.1 The Senator Development Committee (in this Article 11 “the Committee” and elsewhere in the By-laws “the Senator Development Committee”) is a standing committee of Senate. The Committee shall:

- (a) consist of ten or more members of Senate to be elected each Year by Senate, together with the Chancellor;
- (b) be chaired by a member of the Committee, nominated by the Committee and elected by Senate;
- (c) elect a vice-chair from members of the Committee who shall preside when the chair is unable to act; and
- (d) report to Senate through the Executive Committee.

Duties

11.2 The Committee shall:

- (a) solicit applications for Representative Members and maintain and review those files for three competitions;
- (b) ensure that a suitable information package, including the time and duty requirements of members of Senate, as well as their designated duties as stated in the Act will be sent to all applicants;
- (c) prepare a single slate of candidates in excess of the number of vacancies from which Representative Members will be elected by Senate;
- (d) recommend appointments to all standing committees;
- (e) recommend to Senate nominees for chairs of the standing committees;
- (f) recommend to Senate for appointment, nominees for Senate representative on the Board and representatives for any other University councils, and

similar bodies upon which the Senate may have or desire to have representation;

- (g) regularly review the attendance and performance of members in discharging their duties as prescribed in Article 5.13 in order to assist in recommendations for continuation of membership
- (h) maintain an “inventory of skills” of Senators to facilitate placements and the optimal deployment of members’ talents and interests;
- (i) maintain an overview of Senate membership;
- (j) arrange for information sessions to orient all new members of Senate and continue the process of Senator education, mentoring and development;
- (k) maintain continuity of purpose of standing committees by ensuring a percentage of continuing placements on each committee; and
- (l) provide for Senators consistent communication and outreach opportunities.

Article 12

Fund Development Committee

Personnel

12.1 The Fund Development Committee (in this Article 12 “the Committee” and elsewhere in the By-laws “the Fund Development Committee”) is a standing committee of Senate. The Committee shall:

- (a) consist of no fewer than four members
 - (i) the vice-chair of the Executive Committee;
 - (ii) other members of Senate; and
 - (iii) the Chancellor, who is ex-officio;
- (b) be chaired by a committee member nominated by the Senator Development Committee and elected by Senate;
- (c) elect a vice-chair from the membership of the Committee who shall preside when the chair is unable to act; and
- (d) report to Senate through the Executive Committee.

Duties

12.2 The Committee shall seek ways and means to:

- (a) support scholarships and bursaries; and
- (b) develop activities to raise discretionary funds for the work of the Senate.

12.3 The Committee shall meet at least four times each year and at other times as necessary.

12.4 The Committee may develop sub committees to undertake parts of its mandate associated with, for example: the annual Chancellor's golf tournament; the Chancellor's Club support of scholarships and any other activity designed to support Senate operations.

Article 13

Community Engagement Committee

Personnel

13.1 The Community Engagement Committee (in this Article 13 "the Committee" and elsewhere in the By-laws "the Community Engagement Committee") is a standing committee of Senate. The Committee shall:

- (a) consist of no fewer than six members, to include:
 - (i) members of Senate; and
 - (ii) the Chancellor, who is ex-officio;
- (b) be chaired by a member of the Committee nominated by the Senator Development Committee and elected by Senate;
- (c) elect a vice-chair from the membership of the Committee who shall preside when the chair is unable to act; and
- (d) report to Senate through the Executive Committee.

Duties

13.2 The Committee shall:

- (a) develop open lines of communication, mutual respect and understanding within Senate and between the Senate, the internal University community and external communities;
- (b) identify key communities as a focus for community engagement;

- (c) establish the Senate as a highly visible point of contact for prospective internal and external community partners;
- (d) identify opportunities and initiatives to build partnerships to increase internal and external community engagement;
- (e) establish and maintain a coordinated database on community partnerships, relationships and networks;
- (f) heighten awareness within external communities of the University's strengths and achievements;
- (g) encourage community use of University events and programs, facilities and sports;
- (h) facilitate access to University experts by the external community; and
- (i) strengthen links between the Senate and other Alberta post-secondary institutions.

Article 14 Task Forces

Status

14.1 To respond to an issue identified by Senate, the Executive Committee may establish a task force for any purpose, at any time, which shall continue until discharged by Senate and shall inquire, report and advocate upon the matter referred to such task force. The chair of a task force is invited to attend regular meetings of the Executive Committee, but has no vote.

Personnel

14.2 The chair and members of a task force must be members of Senate, but additional resource persons, not currently members of Senate, may be invited to contribute to the work of a task force. Such additional resource persons do not have a vote.

Duties

14.3 As part of the establishment of a task force, the Executive Committee shall specify its terms of reference, composition and the time expected for completion of its task.

14.4 Summary progress reports on the activities of each task force are required at each regular meeting of the Executive Committee. Should the chair of a task force be unable to attend, a written report will be expected.

14.5 At the request of the Executive Committee a task force shall provide Senate with an interim report at the next regular meeting of Senate.

14.6 A task force shall submit to Senate, through the Executive Committee, a final report containing recommendations regarding the disposition of matters or concerns specified in the terms of reference of that task force.

14.7 All task forces of Senate are authorized to strike ad hoc working groups to carry out their mandates, if necessary.

Article 15 **Execution of Instruments**

15.1 Contracts, documents or instruments in writing requiring execution by Senate may be signed by the Chancellor together with the Executive Officer, and all contracts documents or instruments in writing so signed shall be binding upon Senate without any further authorization or formality. Senate is authorized, from time to time, by resolution, to appoint any officer or member or members of Senate on behalf of Senate to sign and deliver either contracts, documents or instruments in writing generally or to sign and deliver specific contracts, documents or instruments in writing.

Article 16 **Notices/Voting**

Notices

16.1 Any notice, communication or document to be given by Senate to a member of Senate shall be sufficiently given if delivered personally to the member to whom it is to be given or if delivered to the member's address as recorded in the books of Senate or if mailed by prepaid ordinary or air mail in a sealed envelope addressed to the member at the member's address as recorded in the books of Senate or if sent to the member by fax or other form of recorded electronic communication at the member's said address. A communication or document so delivered shall be deemed to have been received by the member when it is delivered personally or at the address as aforesaid; and a notice, communication or document so mailed shall be deemed to have been received by the member on the third business day following the day of mailing; and a notice or communication sent by fax, or other form of recorded electronic communication shall be deemed to have been received by the member on the next ensuing business day following the day of sending.

Voting

16.2 Voting by the Senate or any Committee may be in person or may be by facisimile or other electronic communication.

Article 17 Miscellaneous

Invalidity of Any Provisions

17.1 The invalidity or unenforceability of any provision of the By-laws shall not affect the validity or enforceability of the remaining provisions of the By-laws.

Article 18 Amendments to the By-laws

18.1 The By-laws may be amended at any time by vote pursuant to Article 8.8(b), following a recommendation from the Executive Committee pursuant to Article 8.7(g).

18.2 The By-laws may also be rescinded or amended at any time by vote pursuant to Article 8.7 (h), provided that the person proposing such rescission or amendment has given notice of motion thereto to the meeting of Senate immediately prior to the meeting at which the vote is taken and provided further that the notice of motion with background material has been provided to Senate with the notice of the meeting at which the vote is taken.

Article 19 Repeal and Coming Into Force

Effective Date

19.1 The By-laws shall come into force and effect with the approval of not less than one-half of the number of members of Senate present at the meeting called for that purpose, and on the date indicated by the meeting.

Repeal

19.2 All previous by-laws of Senate are repealed as of the coming into force of the By-laws, provided that such repeal shall not affect the previous operation of any by-law so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred und the validity of any contract or agreement made pursuant to any such by-law prior to its repeal.

The foregoing general by-laws of Senate of the University were duly made and approved by Senate at a meeting of Senate held on January 25, 2008 for coming into force on July 1, 2008.