

# Constitution and Standing Orders of The Academic Council of Dublin Institute of Design

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## **SECTION 1        CONSTITUTION**

### **1.        GENERAL FUNCTIONS OF THE ACADEMIC COUNCIL**

To make recommendations to the Board of Governance with regard to

- (i)        The planning, coordination, development and overseeing of the educational work of the Institute
- (ii)       The protection, maintenance and development of the academic standards of the Institute's educational provision

### **2.        PARTICULAR FUNCTIONS OF THE ACADEMIC COUNCIL**

- 2.1.      To approve the design, development, and review of programmes of study and research.
- 2.2.      To make recommendations to the Board of Governance for the establishment of appropriate structures to implement the programmes of study and research.
- 2.3.      To make recommendations to the Board of Governance for the selection, admission, retention, progression, graduation, and exclusion of students.
- 2.4.      To be responsible, subject to the approval of the Board of Governance, for making the academic regulations of the Institute.
- 2.5.      To be responsible, subject to the approval of the Board of Governance, and subject to the requirements of the appropriate Accreditation Agencies, for regulations governing the conduct of assessment and examinations and for the evaluation of academic progress.
- 2.6.      To make recommendations to the Board of Governance for the award of scholarships, prizes or other awards.
- 2.7.      To exercise any other academic functions which may be delegated to it by the Board of Governance.

### **3. PROCEDURAL AUTONOMY**

Subject to the directions of the Board of Governance the Academic Council may regulate its own procedure.

### **4. MEMBERSHIP OF THE ACADEMIC COUNCIL**

#### **4.1 Membership of the Academic Council to be as follows;**

- Chairperson: An Independent Chairperson appointed by the Board of Governance
- Ex-officio Academic Representation: Programme Coordinators and Graphic Design Year Heads
- Academic elected: One lecturer from each programme of study
- Elected registered students: 2 (typically one male and one female)
- Other Ex-officio:
  - Institute Director (can nominate a proxy when required)
  - Institute Registrar (can nominate a proxy when required)

#### **4.2 Membership and Organisational Structure.**

##### **4.2.1 Membership**

Membership of the Academic Council will automatically include membership of one or more of the Committees/Sub-Committees of the Council.

##### **4.2.2 Organisational Structural Change**

As the Institute evolves and it's organisational structure changes, membership of the Academic Council should reflect the structural changes.

##### **4.2.3 Committee Structures and Working Groups**

The Academic Council may from time to time revise its Committee Structure. It may also create short-term Working Groups, as deemed appropriate, to report to the Council on specific academic matters.

#### **4.3 Nomination & Election of Academic Staff Members**

Every member of the academic staff shall be eligible to be nominated and to vote in the Programme constituency in which they have the majority of their timetabled hours. If a member ceases to fill the

criteria for nomination as a member then they cease to be a member of the Academic Council. A nominator shall be a member of the constituency of the nominee.

#### **4.4 Election of Student Members**

All registered students shall be eligible to be nominated, and all registered students shall be eligible to vote. If a member ceases to fill the criteria for nomination as a member, then they will cease to be a member of the Council. A nominator shall be a member of the constituency of the nominee.

#### **4.5 Conduct of Elections**

Returning Officer for elections

The Institute Registrar shall be the returning officer for elections to the Academic Council.

#### **4.6 Co-option**

The Academic Council may not co-opt members. Committees, Sub-Committees and Working Groups of the Council may co-opt members in pursuit of their functions with Council approval.

#### **4.7 Vacancies on the Academic Council**

Whether occurring from resignation or otherwise, vacancies on the Council shall be filled in accordance with the Constitution of the Academic Council.

#### **4.8 Attendance of Non-members**

The Academic Council may invite non-members to attend meetings for the duration of the discussion on any particular agenda item.

### **5. OFFICERS OF THE ACADEMIC COUNCIL**

#### **5.1. Chairperson and Vice Chairperson**

The Chairperson shall be appointed by the Board of Governance and, if present, shall preside at all meetings of the Academic Council and shall be entitled to be a member of every committee established by the Council.

The Vice-Chairperson of the Academic Council will be the Institute President. In the absence of the Chairperson, the Vice-Chairperson will chair meetings of the Academic Council. The Registrar shall be an ex-officio member of all committees of the Council.

## **5.2 Secretary to the Academic Council**

The Registrar shall act as secretary to the Academic Council and all Committees/sub-committees of Council. The Registrar can appoint a recording secretary to act as Secretary to the Council and all committees/sub-committees of the Council on a meeting by meeting basis.

## **5.2 Committee Chairpersons**

Committee chairpersons will be appointed from amongst the Committee membership at the first meeting of each Committee.

## **6. PERIOD OF OFFICE OF MEMBERS OF THE ACADEMIC COUNCIL**

- 6.1 The members appointed to the Academic Council shall hold office for a period of three years and shall be eligible for reappointment.
- 6.2 The reappointment of elected staff members of the Academic Council shall be subject to election as described in Section 4.3 of the Constitution of the Academic Council.
- 6.3 Elected staff members of the Council who resign from the Council or otherwise cease to be members of the Council shall be replaced by an Academic staff member from the same constituency subject to election procedures as described in Sections 4.3 of the Constitution of the Academic Council.
- 6.4 A student member of the Council shall hold office for one academic year.

## **SECTION 2            STANDING ORDERS**

### **1.            Meetings**

#### **1.1        Schedule**

A schedule of meetings will normally be agreed by the Academic Council in advance of the academic year.

#### **1.2        Frequency**

At least three meetings will be held in an academic year.

#### **1.3        Notice**

Each member of Council will be entitled to five working day notice of a meeting.

#### **1.4        Quorum**

The quorum for a meeting shall be 6 of the membership of the Academic Council. If a quorum is not reached, the Chair will reconvene the meeting.

#### **1.5        Agenda**

An agenda will be circulated a minimum of five working days prior to the meeting and papers relevant to the meeting will normally be available prior to the meeting.

#### **1.6        Extraordinary Meeting**

In consultation with the Institute President, Programme Coordinators and Year Heads, the Chairperson may call an extraordinary meeting of the Academic Council to deal with urgent business that is judged to be of such importance that it cannot wait for the next scheduled meeting of the Academic Council. In such extraordinary circumstances efforts will be made to facilitate the attendance of members where possible by advance email notice.

#### **1.7        Minutes:**

The minutes of meetings shall;

1.7.1    Record decisions made by the Council

1.7.2    Be formally proposed, seconded and adopted

#### 1.7.4 Be lodged in the Registrar's Office

### 1.8 Voting at meetings

Voting, if required, shall normally be conducted by a show of hands by those members present. The Secretary shall count and record the votes for and against a proposal and also the number of abstentions. Where the voting results in a tie the Chairperson shall have a deciding vote.

### 1.9 Attendance at meetings

An elected member who is absent from three consecutive meetings of the Council, unless such absence was due to illness or was approved by the Chairperson, shall be replaced for the remainder of that person's period in office in accordance with Section 4.3 of the Constitution of the Academic Council.

### 1.10 Resignation

An elected member may resign at any time from Membership of the Council. This must be communicated in writing/email and addressed to the Secretary of the Council and shall be deemed to take effect from the date of receipt by the Secretary of the letter/email of resignation.

## 2. Reports

### 2.1 Communications

The minutes of the Academic Council with the exception of reserved items will be available digitally to all staff.

### 2.2 Interpretation

When a dispute arises as to the interpretation of these Standing Orders the Chairperson of the Academic Council shall have the final decision on interpretation.