

# RICHARD IVEY SCHOOL OF BUSINESS

## Composition and Rules of Procedure

1. There shall be a School of Business Council responsible to Senate and composed of:
  - A. The following ex officio members:
    - (a) The President & Vice-Chancellor
    - (b) The Provost & Vice-President (Academic)
    - (c) The Dean of the School of Business, who shall be Chair
    - (d) The Associate Dean(s) of the School of Business
    - (e) The Dean, or an Associate Dean, of the Faculty of Graduate Studies
    - (f) The School of Business Librarian
    - (g) The Chief Financial Officer
    - (h) The Presidents of the HBA, MSc, MBA and PhD Associations
    - (i) The Executive Directors of Advancement and Executive Education.
    - (j) Such other ex officio members as the Senate may determine upon the recommendation of the School of Business Council
  - B.
    - (a) All full-time members of the School of Business who hold the rank of Lecturer or higher, including those who hold joint appointments with other Faculties
    - (b) Two (2) representatives of full-time UWO faculty at the University who hold the rank of Lecturer or higher: 1 from the Faculty of Law, 1 from the Faculty of Engineering
    - (c) Six (6) Directors of the School of Business, elected by all staff holding director appointments for one-year terms by elections coordinated by the Dean's Office
    - (d) Five (5) students selected by the HBA, MBA and PhD Associations:
      - 2 students to be selected by the HBA Association; one from HBA 1 and one from HBA 2
      - 2 students to be selected by the MBA Association; one from the May cohort and one from the October cohort
      - 1 student to be selected by the doctoral candidates from any year of the doctoral program
    - (e) Four (4) full-time staff persons employed by UWO or the Richard Ivey School of Business Foundation who are not directors or executive directors. Two are to be elected each year for two-year terms by elections coordinated by the Dean's Office.
    - (f) Such other members as Senate may determine from time to time, upon the recommendations of the School of Business Council.
2.
  - A. Members of the above categories shall be entitled to participate fully in the meetings of the Council, i.e., to speak, to propose motions, and to vote on all questions.
  - B. Council shall meet at least six (6) times in each academic year and at such other times as the Council, the Chair, or the Senate may prescribe.
  - C. A special meeting of the Council shall be called on a written notice of ten (10) of its members and shall be convened within seven (7) days thereafter to consider the matter or matters set out in the notice of meeting.
  - D. The Council shall advise the Senate on all matters under the jurisdiction of the Senate which pertain to the faculty of the School of Business or which are referred to the Council by the Senate, and to determine policies on all such matters if so delegated by the Senate.
  - E. Thirty-five (35) voting members, of which a minimum of twenty-five (25) must be faculty members from category 1B(a) above, shall constitute a quorum for regular and special meetings of Council.

3. The Council may establish such committees as it considers necessary, including an Executive Committee, that may act in the name of and on behalf of the Council between regular meetings of the Council. Although the Council may delegate authority to its committees, these committees shall be responsible to the Council.
4. The By-Laws and Regulations for the conduct of the Council's proceedings shall, in general, be those adopted by the Senate unless stated otherwise herein.
5. The Composition and Rules of Procedure of the School of Business shall be reviewed at intervals of not longer than five years.

Revised: September 13, 2010