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Constitution and By-laws

Campus Governance

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### University of Minnesota Morris By-Laws, April 1999 Revision

University of Minnesota - Morris

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## BY-LAWS

### Article I. Assembly Committees

#### Section 1. Organization

The campus assembly may establish committees to assist in the discharge of its responsibilities.

#### Section 2. Membership

The Executive Committee recommends the membership (including chairs) of assembly committees to the campus assembly for ratification in accordance with this constitution, the by-laws, and the following provisions:

- A. Members of assembly committees are appointed in the spring to serve for the ensuing academic year. There is faculty representation from each division on each assembly committee.
- B. No person except ex officio members may serve on more than one assembly/adjunct committee. No person who serves on the Executive Committee by reason of election may serve on any assembly or adjunct committees.
- C. The Executive Committee consults with the campus community before making its recommendations to the campus assembly.
- D. Faculty (including academic staff) and civil service/staff membership on an assembly committee is for a term of two years with a maximum consecutive appointment of four years. Student membership on an assembly committee is for one year with a maximum consecutive appointment of two years.
- E. The Executive Committee fills interim vacancies by appointment.
- F. The chancellor provides secretarial services for assembly committees.
- G. Minutes of all assembly committees are filed with the Office of the Chancellor, and with the Morris Campus Student Association.

#### Section 3. Review of Adjunct Committees

Each assembly committee reviews the actions and future proposals of all its adjunct committees in a biennial report to the campus assembly. The report recommends the renewal or elimination of such committees and/or the establishment of new adjunct committees. Each assembly committee considers the productivity and necessity of its adjunct committees and the needs of the campus in its recommendations to the campus assembly concerning the establishment, duties, and responsibilities of adjunct committees.

#### Section 4. Campus Resources and Planning Committee

##### A. Membership

The Campus Resources and Planning Committee consists of sixteen members, including seven faculty members, four students, one civil service person, and four ex officio, non-voting members of the administration, one of whom shall be the Superintendent of Plant Services, and one the Coordinator of Minnesota Plan II.

*the Commission on Women*

##### B. Powers

The Campus Resources and Planning Committee develops, reviews, and recommends policies with long-range implications for the development of the human and physical resources of the campus. The committee considers matters relating to institutional mission, student recruitment and retention, organizational patterns, faculty development, allocation of financial resources, legislative requests, energy policy, and the development of physical facilities.

## Section 5. Student Services Committee

### A. Membership

The Student Services Committee consists of fourteen members, including five faculty members, five students, one civil service/staff person, and three ex officio, non-voting members of the administration, one of whom shall be the Director of Student Activities, and one the Coordinator of Minnesota Plan II.

### B. Powers

The Student Services Committee develops, reviews, and recommends policy for student activities and services, such as housing, health, food, athletics, financial aid, campus events, and student behavior. It has the power to grant recognition to student organizations and to approve their constitutions and by-laws, as well as to review and approve subsequent amendments. It provides for the enforcement of procedures and regulations to maintain appropriate standards of conduct within the student community. It develops and implements rules and procedures for all campus-wide student elections.

## Section 6. Curriculum Committee

### A. Membership

The Curriculum Committee consists of sixteen members, including four faculty members, four division chairs, four students, with representation from each division if possible, and four ex officio, non-voting members of the administration to include the vice chancellor for academic affairs, the registrar, one civil service/staff person, and the Coordinator of Minnesota Plan II.

### B. Powers

The Curriculum Committee develops, reviews, and recommends curricular policy. It deals with the body of courses offered at UMM and receives and considers all curricular related proposals. It is concerned with support services related to academic programs such as the library, computer center, bookstore, and audio-visual services.

## Section 7. Scholastic Committee

### A. Membership

The Scholastic Committee consists of sixteen members, including eight faculty members, four students, and four ex officio, non-voting members, one from the administration, one civil service/staff person, the registrar, and the Coordinator of Minnesota Plan II.

### B. Powers

The Scholastic Committee develops, reviews, and recommends policies affecting the quality of education. It is concerned with such matters as admissions, academic progress, course related behavior, scholarship, and graduation. It has the power to grant exceptions to academic regulations when the spirit of such regulations has been satisfied. The committee admits students and evaluates transfer credit in accordance with standards established by the campus assembly.

## Article II. Adjunct Committees

### Section 1. Organization

The campus assembly may establish adjunct committees to assist in the discharge of assembly committee responsibilities.

- A. Each adjunct committee must be assigned to a specific assembly committee.
- B. Each adjunct committee is assigned duties and responsibilities by the campus assembly.
- C. Each adjunct committee can bring any matter within its purview to the Executive Committee for report or action by the campus assembly.
- D. Each adjunct committee submits, at the end of spring semester on odd years, a written report of its actions and proposals to its assembly committee.
- E. Each adjunct committee exists for a period of two years.
- F. The campus assembly can renew the existence of an adjunct committee or create a new adjunct committee by action of a majority of the body present and voting.
- G. Minutes of all adjunct committee meetings are filed with its assembly committee, the Office of the Chancellor, and with the Morris Campus Student Association.

### Section 2. Membership

The Executive Committee recommends the membership of adjunct committees (including chairs) to the campus assembly for ratification in accordance with this constitution, the by-laws, and the following provisions:

- A. Members of adjunct committees are appointed in the spring to serve for the ensuing academic year.
- B. The Executive Committee consults with the campus community before making its recommendations to the campus assembly.
- C. Faculty and civil service/staff membership on an adjunct committee is for a term of one year with a maximum consecutive appointment of three years. Student membership on an adjunct committee is for one year with a maximum consecutive appointment of two years.

### Section 3. Assembly Committees and their Adjunct Committees

#### A. Campus Resources and Planning Committee

##### 1. Faculty Development Committee

###### a. Membership

Membership. The Faculty Development Committee consists of seven members, including four faculty members with representation from each division, plus the ~~coordinator of faculty development~~ who will serve ex-officio non-voting, and two students.

###### b. Duties and Responsibilities

The Faculty Development Committee works with faculty, administrators, and students in exploring

*Dir. of Fac. Center  
for teaching & learning*

ways to provide faculty with resources for improving the quality of instruction, research, and service.

B. Student Services Committee

C. Curriculum Committee

1. Teacher Education Committee

a. Membership

The Teacher Education Committee consists of seven members, including four faculty members, with representation from each division, two students, and the chair of the Division of Education or representative, who serves ex officio and without vote.

b. Duties and Responsibilities

The Teacher Education Committee reviews the teacher education programs. The Division of Education consults with the Teacher Education Committee as a means of assisting that division in its task of keeping programs current with respect to the needs of elementary and secondary students and licensure requirements.

2. Minority Experience Committee

a. Membership

The Minority Experience Committee consists of eleven members, including four faculty members, four students, the vice chancellor for academic affairs or representative, one staff member from the Minority Student Program, and one civil service/staff person. The vice chancellor for academic affairs or representative and the Minority Student Program staff member serve ex officio and without vote, and the civil service/staff person serves without vote. The voting membership is multi-racial and interdivisional, and it includes both sexes. The Director of the Minority Student Program acts as administrative assistant and secretary.

b. Duties and Responsibilities

The Minority Experience Committee is responsible for promoting campus-wide understanding of racial and ethnic minorities and for enhancing their educational opportunities. It considers and makes recommendations regarding curriculum, educational programs, and extracurricular activities where these touch upon the interests of racial or ethnic minorities. It consults, advises, and cooperates with existing committees that have jurisdiction in these areas to develop and recommend policies.

3. International Programs Committee

a. Membership

The International Programs Committee consists of eleven members, including five faculty members, four students (including at least one foreign student and the International Travel Center coordinator), the Director of the Center for International Programs who serves ex officio and without vote, and one civil service/staff person.

b. Duties and Responsibilities

The International Programs Committee develops and coordinates international programs and

activities on the Morris campus. It provides a liaison between this campus and the Office of International Programs on the Twin Cities campus.

4. Academic Support <sup>Services</sup> Committee

a. Membership

The Academic Support <sup>Services</sup> Committee consists of eleven members, including four faculty members, one representing each division, two students, one civil service/staff person, and the Directors of the Briggs Library, Computing Services, Audio Visual Services, and Plant Services. The four Directors each serve ex officio and without vote. *Media Assoc VC*

b. Duties and Responsibilities

The Academic Support <sup>Services</sup> Committee considers and makes recommendations regarding academic support provided by the Briggs Library, Computing Services, and Audio Visual Services. In addition, within the context of academic support, the committee studies issues and makes recommendations regarding the development and coordination of campus communication infrastructures and technologies.

← D. Scholastic Committee

1. Functions and Awards Committee

a. Membership

The Functions and Awards Committee consists of nine members, including four faculty members, three students, one civil service/staff person, and the Coordinator of Special Events. The Coordinator of Special Events serves ex officio and without vote.

b. Duties and Responsibilities

The Functions and Awards Committee develops and recommends awards for scholarship and special merit, and in conjunction with the chancellor's office, assists with the development, planning, and execution of academic and awards ceremonies.

Article III. Election of Members to the Executive Committee and to the Campus Consultative Committee

Section 1. Executive Committee

The Executive Committee is elected by the campus assembly during spring semester. Members of the Executive Committee must also be members of the campus assembly. To begin the process of recommending assembly and adjunct committee members for the next academic year, the Executive Committee takes office immediately after its election. For other committee business, it begins its term at the start of the next academic year. Vacancies on the Executive Committee are filled by special election.

Section 2. Consultative Committee

The Faculty, Student, and Civil Service/Staff Consultative Subcommittees are elected in the spring by each of their constituencies to serve for their respective terms. The constituencies determine their own election procedures. Interim vacancies are filled by special election.

Article IV. Selection of Division Chairs

In implementing the constitutional provision for consultation with the faculty in the selection of a division chair, the

chancellor appoints a committee for assistance and advice. The committee includes at least three members of the division concerned, the chair of another division, and the chair of the Consultative Committee. When the chair of the Consultative Committee is a member of the division concerned, he or she designates another member of the committee to serve as a replacement. After consultation with members of the division concerned and the administration, the committee makes its recommendations to the chancellor.

**By-laws approved by campus assembly, May 13, 1983.**

**Revised, November 9, 1992.**

**Revised, May 10, 1993.**

**Revised, October 18, 1993**

**Revised, May 22, 1995**

**Revised, May 4, 1998 (CC adjunct committees)**

**Revised, April 1999, semester language, Honors Committee deleted**