

University of Minnesota Morris Digital Well

University of Minnesota Morris Digital Well

Constitution and By-laws

Campus Governance

5-1991

University of Minnesota Morris By-Laws, May 1991 Revision

University of Minnesota - Morris

Follow this and additional works at: <https://digitalcommons.morris.umn.edu/const>

Recommended Citation

University of Minnesota - Morris, "University of Minnesota Morris By-Laws, May 1991 Revision" (1991).
Constitution and By-laws. 34.
<https://digitalcommons.morris.umn.edu/const/34>

This Report is brought to you for free and open access by the Campus Governance at University of Minnesota Morris Digital Well. It has been accepted for inclusion in Constitution and By-laws by an authorized administrator of University of Minnesota Morris Digital Well. For more information, please contact skulann@morris.umn.edu.

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 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.

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 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 fifteen members, including four faculty members, four division chairs, four students, with representation from each division if possible, and three ex officio, non-voting members of the administration to include the vice chancellor for academic affairs, one civil service person from the Record's Office, 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 fifteen members, including eight faculty members, four students, and three ex officio, non-voting members, one from the administration, one civil service person from the Record's Office, 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 winter quarter on even 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 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

The Faculty Development Committee consists of seven members, including five faculty members, with representation from each division, and two students.

b. Duties and Responsibilities

The Faculty Development Committee works with faculty, administrators, and students in exploring ways to provide faculty with resources for improving the quality of instruction, research, and service.

B. Student Services Committee

1. Athletic Committee

a. Membership

The Athletic Committee consists of a maximum of fifteen members, including five faculty members (two appointed by the chancellor as athletic conference representatives), four students (at least one man and one woman), and one civil service person. The women's student intramural director, the men's student intramural director, the co-ed intramural director, and the Director(s) of Intercollegiate Athletics serve on the committee, ex officio and without vote.

b. Duties and Responsibilities

The Athletic Committee develops, recommends, interprets, and supervises the implementation of policies concerning intramural, intercollegiate, recreational, and community related athletic activities. It provides for the enforcement of regulations governing intramural and intercollegiate athletics.

*From 5/91 By-laws
Eliminated 5/10/93*

C. Curriculum Committee

1. General Education Committee

a. Membership

The General Education Committee consists of eight members, including four faculty members, two students, and two ex officio non-voting members of the administration to include the Director of General Education, and a civil service person from the Records Office.

b. Duties and Responsibilities

The General Education Committee coordinates the general education curriculum, assuring a coherent pattern and providing for exceptions; provides for periodic review and evaluation of the general education program and of its components; recommends and supervises the criteria by which courses and other experiences are identified as appropriate to fulfill general education requirements; solicits and reviews courses and other activities submitted for approval under the various general education categories and makes recommendations to the Curriculum Committee concerning such courses and activities; and advises the vice chancellor for academic affairs and dean, and the division chairs, concerning general education.

2. 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.

3. 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 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 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.

4. Freshman Year Experience Committee

a. Membership

The Freshman Year Experience Committee consists of eleven members, including four faculty members, three students, one civil service person, and the Directors of Student Activities, Counseling, and Residential Life. The Director of Student Activities acts as administrative assistant and secretary.

b. Duties and Responsibilities

The Freshman Year Experience Committee considers and makes recommendations regarding curriculum, educational programs, and extracurricular activities which touch upon freshman orientation, registration, and the freshman year.

5. International Programs Committee

a. Membership

The International Programs Committee consists of ten members, including five faculty members, four students (including at least one foreign student and the International Travel Center coordinator), and one civil service 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.

6. Honors Program Committee

a. Membership

The Honors Program Committee consists of eight members, including one faculty member from each of the four divisions, two students, one civil service person, and the coordinator of the Honors Program, who serves as administrative assistant, ex officio and without vote.

b. Duties and Responsibilities

The Honors Program Committee oversees the UMM Honors Program. It develops policies and procedures for the program, recommends to the appropriate division the designation of courses as honors courses, and approves honors project proposals. The committee also recommends to the faculty those students who will graduate with honors.

D. Scholastic Committee

1. Student Academic Integrity Committee

a. Membership

The Student Academic Integrity Committee consists of eight members, including four faculty members and four students.

b. Duties and Responsibilities

The Student Academic Integrity Committee is responsible for maintaining standards of student academic integrity. It is responsible for hearing and reviewing student appeals regarding charges of scholastic dishonesty.

2. Functions and Awards Committee

a. Membership

The Functions and Awards Committee consists of nine members, including four faculty members, three students, one civil service person, and the Registrar or the Registrar's representative. The Registrar or Registrar's representative 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 quarter. 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 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.