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Constitution and By-laws

Campus Governance

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### University of Minnesota Morris Constitution and By-Laws, September 1965

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University of Minnesota, Morris

CONSTITUTION\*

Preamble

The University of Minnesota, Morris is a liberal arts college of the University of Minnesota, subject to the control of the Board of Regents and the University Senate. General policies of the University shall apply to the University of Minnesota, Morris except those that by the nature of the separate location of the College are not applicable. The educational concerns and responsibilities of the College are committed to the Dean and the General Assembly as herein provided.

Article I. Administration

Section 1. Senior Administrative Officer

The senior administrative officer, hereafter referred to as the Dean, shall be the chief representative and executive officer of the College. He shall have administrative authority over college affairs. He shall be responsible for formulating policies, introducing and testing educational ideas and proposals, and stimulating discussions leading to the improvement of the educational program. His responsibilities shall include both strengthening the College and its program and explaining that program to the University and the community. The Dean shall have review authority in all college matters.

Section 2. Budget

The Dean, as chief executive officer of the College, shall be responsible for the expenditure of college funds and shall have final authority to make budgetary recommendations to the President. However, in view of the necessary consideration of educational policies and objectives involved, he shall consult with and ask for the recommendations of appropriate faculty concerning such

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\*Constitution Proposal of the Faculty Organization Committee, May, 1965

budgetary matters as materially affect the College as a whole.

### Section 3. Selection of Administrative Officers

In the appointment of principal administrative officers whose duties materially affect the educational program, the Dean shall make his recommendations to the President after consultation with the Faculty of the College. The organization of such administrative offices shall also be done in consultation with the faculty.

## Article II. Divisions

### Section 1. Organization

The Division shall be the basic organizational unit of the college and shall consist of its professors, associate professors, assistant professors, instructors, lecturers, and part-time faculty. Part-time faculty normally shall be without vote.

### Section 2. Division Chairmen

#### A. Duties and Responsibilities

The Chairman is the official representative and administrative officer of the Division. He shall be responsible for the formulation of divisional policies and the execution of University and College policies insofar as they concern the Division. He shall call and preside over division meetings, be generally responsible for the organization and quality of the work of the Division, report on teaching and research of the division faculty, prepare the budget and be responsible for the expenditure of divisional funds in consultation with the division faculty. He shall introduce proposals and stimulate discussions directed toward the improvement of the educational program and shall consult with the division faculty on all matters of common concern.

#### B. Appointment

In the appointment of a division chairman, the Dean shall make his

his nomination to the President, after consultation with the Faculty as specified in the By-Laws. The appointment of a division chairman shall be for an indefinite term, except that either the Dean or the division faculty may through the Consultative Committee initiate a review of his status.

### Section 3. Meetings

Each Division shall hold at least one ~~meeting~~ meeting each quarter. **Special** meetings ~~may~~ be called by the Division Chairman. At the request of three or more members of the division faculty, the Division Chairman shall call a meeting of the Division within seven days. Agendas of regular and special meetings of the Division shall be prepared by the Chairman and normally shall be distributed in advance to all members of the division faculty. Minutes of each division meeting shall be distributed to the faculty of the Division and to the office of the Dean.

### Section 4. Powers

The division faculty shall advise the Division Chairman on matters of common concern, such as faculty positions, curriculum, budget, special programs and policies of the Division.

## Article III. The Faculty

The Faculty of the University of Minnesota, Morris shall consist of the President of the University, the professors, associate professors, assistant professors, instructors, and lecturers in the College.

## Article IV. The University of Minnesota, Morris General Assembly

### Section 1. Organization

The General Assembly shall include the President of the University, the Dean, associate and assistant deans, professors, associate professors, assistant professors, instructors, and lecturers of the College. Members of the instructional staff holding part-time appointments and non-faculty adminis-

trative personnel of the College shall be members of the General Assembly without vote.

## Section 2. Officers

- A. The Dean of the College shall be the Chairman of the General Assembly.
- B. A Vice-Chairman shall be elected by the General Assembly. He shall be a voting member of the General Assembly and shall preside in the absence of the Dean or when the Dean takes the floor.
- C. A Secretary shall be elected by the General Assembly. He shall be a voting member of the General Assembly.
  - 1. The Secretary shall keep minutes of all meetings of the General Assembly. The minutes shall be subject to additions and corrections only by the General Assembly.
  - 2. Within four weeks following each meeting of the General Assembly, the Secretary shall distribute the minutes to the Faculty and to the Office of the Dean.
- D. A Parliamentarian shall be elected by the General Assembly. He shall rule on the propriety of actions according to the rules of procedure adopted by the General Assembly. Where there is no explicit rule of procedure or where interpretation is in doubt, Robert's Rules of Order, Revised shall govern.
- E. The Vice-Chairman, Secretary, and Parliamentarian shall be elected at the fall quarter faculty meeting for one year. Vacancies shall be filled by special elections.

## Section 3. Meetings

- A. The General Assembly shall meet at least once each quarter of the academic year.
- B. Special meetings of the General Assembly may be called by the Dean or the Executive Committee. Upon the request of ten percent of the voting members of the General Assembly, the Executive Committee



shall call the General Assembly into session within seven days.

- C. Agendas of regular and special meetings of the General Assembly shall be prepared by the Executive Committee and normally shall be distributed to all members of the Faculty at least seven days before such meetings.

#### Section 4. Quorum

A simple majority of the membership of the General Assembly shall constitute a quorum.

#### Section 5. Executive Session

The General Assembly may by majority vote declare an executive session wherein only voting members shall be present.

#### Section 6. Powers

The General Assembly, as the policymaking and legislative body of the College, shall have jurisdiction over educational concerns of the College, including the following powers and responsibilities:

- A. To establish policy, and where appropriate, procedures, and regulations governing the educational aspects of the college program.

1. To develop policy governing the curriculum.
2. To establish and interpret academic regulations such as standards of admission and graduation requirements.
3. To develop policy for and review the procedures of the teacher education program.
4. To participate in the development of policy governing the library.
5. To develop policy governing intercollegiate athletics.
6. To develop policy and establish regulations concerning student activities of the College.
7. To establish and present awards for scholarship and special merit.
8. To develop policy for the distribution of financial aids.

9. To develop and interpret policy and regulations governing graduation and other important ceremonies of the College.
  10. To develop policy governing student behavior.
  11. To develop policy governing college lectures, concerts, and convocations.
- B. To establish and review the actions of standing and ad hoc committees of the General Assembly.
  - C. To review the actions of the Executive Committee.
  - D. To receive and discuss reports from the Dean and other administrative officers of the College or to request such reports on matters affecting the College.
  - E. To discuss and act upon any measure or question appropriate to the legislative body of the College.
  - F. To delegate any of the above powers.

#### Article V. Executive Committee of the General Assembly

##### Section 1. Organization

The Executive Committee shall consist of five members, including the Dean as Chairman, the Vice-Chairman, Secretary of the General Assembly, and two members elected from the Faculty. Elected members of this committee shall serve for one year with the possibility of re-election.

##### Section 2. Powers

The Executive Committee shall have the following powers and responsibilities:

- A. To recommend membership and designate the chairmen of the standing committees of the General Assembly, in accordance with the By-Laws.
- B. To prepare agendas for and call meetings of the General Assembly.

- C. To receive and coordinate reports and recommendations for action by the General Assembly.
- D. To request reports and information for the General Assembly.
- E. To apprise appropriate committees or the General Assembly of any matter the Committee considers worthy of faculty deliberation.
- F. To offer to the President of the University, the services of the Faculty for purposes of consultation in the selection of a Dean of the College.
- G. To carry out other functions delegated by the General Assembly.

## Article VI. Consultative Committee of the Faculty

### Section 1. Organization

The Consultative Committee shall consist of five members elected from the Faculty. The Dean, Associate Deans, Assistant Deans and Division Chairmen shall not be eligible for membership. The term of office shall be two years with a maximum of three consecutive terms. Elections shall be held in the spring and in accordance with the By-Laws. Interim vacancies shall be filled by special elections.

### Section 2. Powers

The Consultative Committee shall have the following powers and responsibilities:

- A. To discuss with the Faculty and the appropriate administrative officers special problems relating to instruction, research, personnel, service functions, and the budget.
- B. To facilitate communication between the Faculty, Dean and the all-university Faculty Consultative Committee.



## Article VII. Administrative Committee

### Section 1. Organization

The Administrative Committee shall consist of the Dean, the division chairmen, and such other staff members the Dean may wish to appoint.

### Section 2. Responsibilities

The Administrative Committee shall advise the Dean on matters affecting the administration of the College.

## Article VIII. Standing Committees of the General Assembly

### Section 1. Organization

The General Assembly may establish standing committees to assist in the discharge of its responsibilities.

### Section 2. Membership

The membership of standing committees shall be designated by the Executive Committee in accordance with the provisions of this Constitution and the By-Laws. The Executive Committee shall fill interim vacancies by appointment.

### Section 3. Meetings

- A. A chairman shall call meetings as often as required to discharge committee responsibilities. A special meeting shall be called if requested by two or more committee members.
- B. Minutes of all standing committee meetings shall be filed in the Office of the Dean.

### Section 4. Term of Office

- A. Membership on a standing committee shall be for one year, with no restrictions as to the number of consecutive terms.

#### Article IX. Ad Hoc Committees

The General Assembly or the Dean may establish ad hoc committees to undertake special charges which do not fall within the purview of the standing committees of the General Assembly. Ad hoc committees normally shall observe the same operational procedures concerning meetings as specified for the standing committees.

#### Article X. Reports

A permanent file of the minutes of all meetings of divisions, college committees, and the General Assembly shall be maintained by the Office of the Dean. This file shall be accessible to the Faculty.

#### Article XI. Procedure for Amending the Constitution and By-Laws

The General Assembly may amend this Constitution by a two-thirds majority vote and the By-Laws by a simple majority vote of its voting membership, providing that a proposed amendment has been presented at a previous meeting of the General Assembly and has been distributed to the voting members at least two weeks prior to the vote on its adoption.

By-Laws

Article I. Standing Committees

Section 1. Selection of Membership

The Executive Committee shall recommend the membership of the standing committees to the General Assembly for ratification in accordance with the following provisions:

- A. Standing committees shall be appointed in the spring to serve for the ensuing academic year.
- B. The Executive Committee shall consult with the division chairmen and the Faculty before making its recommendations to the General Assembly.

Section 2. Curriculum Committee

A. Organization

The Curriculum Committee shall consist of eleven members, including the division chairmen, four faculty, a representative appointed by the Dean, and two students. The representative of the Dean and the two student members shall serve without vote. A quorum shall consist of five voting members.

B. Powers

The Curriculum Committee shall develop policy governing the curriculum of the College. It shall receive and study recommendations and seek ways to improve the curriculum.

Section 3. Teacher Education Committee

A. Organization

The Teacher Education Committee shall consist of nine members,

including seven voting faculty members and two students who shall serve without vote. A quorum shall consist of four voting members.

B. Powers

The Teacher Education Committee shall develop policy governing the Teacher Education Program. It shall periodically review the objectives and the procedures of the program including student teaching and teacher certification.

Section 4. Scholastic Committee

A. Organization

The Scholastic Committee shall consist of ten members, including seven faculty members, a representative appointed by the Dean, and two students. The representative of the Dean, who shall act as administrative assistant and secretary, and the two student members shall serve without vote. A quorum shall consist of four voting members.

B. Powers

The Scholastic Committee shall develop, interpret, and enforce academic regulations. It shall be concerned with such matters as admission standards, graduation requirements, advanced standing, accreditation, teacher certification, academic probation, and academic dismissal from the college. The committee may make exceptions to academic regulations if in spirit such regulations are satisfied and if the strict application of policy would impose an educational disadvantage or an undue hardship on the student.

Section 5. Library Committee

A. Organization

The Library Committee shall consist of eight members, including

five faculty members, the librarian, and two students. The librarian as an ex-officio member and the two student members shall serve without vote. A quorum shall consist of three voting members.

B. Powers

The Library Committee shall be informed by and shall advise the librarian in developing policy governing the budget, administration and growth of the Library.

Section 6. Intercollegiate Athletic Committee

A. Organization

The Intercollegiate Athletic Committee shall consist of nine members, including five faculty members, two students, the Director of Athletics and the Business Manager. The Director of Athletics and the Business Manager shall serve as ex-officio members without vote. One faculty member shall be designated as the Faculty Athletic Representative. A quorum shall consist of four voting members, including at least three faculty members.

B. Powers

The Intercollegiate Athletic Committee shall develop and interpret policy and enforce regulations governing intercollegiate athletics. It shall coordinate the athletic and academic programs of the College.

Section 7. Awards Committee

A. Organization

The Awards Committee shall consist of seven voting members, including four faculty members, two students, and a representative appointed by the Dean. A quorum shall consist of four members.

B. Powers

The Awards Committee shall develop and recommend awards for scholarship and special merit. The committee shall also supervise



honors convocations, Cap and Gown Day, graduation, and other academic events.

## Section 8. Admissions Committee

### A. Organization

The Admissions Committee shall consist of five faculty members, including the Director of Admissions who shall serve as chairman. A quorum shall consist of three members.

### B. Powers

The Admissions Committee shall admit students and evaluate transfer credit in accordance with standards established by the General Assembly.

## Section 9. Convocations Committee

### A. Organization

The Convocations Committee shall consist of five voting members, including three faculty members and two students. A quorum shall consist of three members.

### B. Powers

The Convocations Committee shall develop and supervise a convocations program consistent with the needs of the academic community.

## Section 10. Financial Aids Committee

### A. Organization

The Financial Aids Committee shall consist of seven members, including five faculty members, the Business Manager and a financial aids administrator. The Business Manager and the financial aids administrator shall serve as ex-officio members without vote. A quorum shall consist of three voting members.

B. Powers

The Financial Aids Committee shall develop and implement the financial aids program. The committee shall establish policy in awarding scholarships, grants-in-aid, and student loans.

Section 11. Student Affairs Committee

A. Organization

The Student Affairs Committee shall consist of eleven members, including four faculty members, five students, the Director of Student Activities, and the President of the Morris Campus Student Association. The student members shall be elected by the student body for one year terms. The Director of Student Activities and the President of the Morris Campus Student Association shall serve as ex-officio members without vote. A quorum shall consist of six voting members.

B. Powers

The Student Affairs Committee shall have general supervision over all student activities. It shall have the power to grant recognition to student organizations, and to approve the constitutions and by-laws of such organizations. It shall recommend to the Executive Committee students for membership on standing committees of the General Assembly.

Section 12. Student Behavior Committee

A. Organization

The Student Behavior Committee shall consist of six members, including two faculty members, two students, a representative appointed by the Dean, and the Director of Counseling. The Director of Counseling shall serve as Secretary of the committee without vote. A quorum shall consist of three voting members.

## B. Powers

The Student Behavior Committee shall establish procedures and regulations to maintain appropriate standards of conduct within the student community.

### Section 13. Election of Executive and Consultative Committee Members

In selecting the membership of the Executive and Consultative Committees, each vacancy shall be filled by separate elections. A simple majority of the General Assembly is required to elect. Members of the Consultative Committee shall be elected in the spring to serve for the ensuing academic year. In the establishment of the first Consultative Committee under the provisions of this Constitution, three members shall be elected to serve for two years and two members for one year. In the third election after the adoption of this Constitution, no new member may be elected who does not hold permanent tenure. Members of the Executive Committee shall be elected in December to take office at the beginning of the new calendar year.

### Article II. Selection of Division Chairmen

In implementing the constitutional provision for consultation with the Faculty in the selection of a division chairman, the Dean shall appoint a committee to assist and advise him in his choice. The committee shall include at least three members from the Division concerned, the Chairman of another Division, and the Chairman of the Consultative Committee. If the Chairman of the Consultative Committee is a member of the Division concerned he shall designate another member of the Consultative Committee to serve in his place. After consultation with the faculty of the Division concerned and the Administration, the advisory committee shall make its recommendations to the Dean.