

Bylaws

College of Communication *and* Fine Arts

Council of Graduate Studies

Article I

Name

The name of this organization is the College of Communication and Fine Arts Council of Graduate Studies.

Article II

Purpose

The College of Communication and Fine Arts Council of Graduate Studies will represent the graduate faculty of the College of Communication and Fine Arts at The University of Memphis in the governance of graduate studies in the College. Its duties and responsibilities shall include the following:

1. To approve or disapprove proposals in the following areas and forward those approved to the Dean of the College and/or the University of Council of Graduate Studies.
 - a. Admissions
 - b. Curricula and programs, including degrees, majors, concentrations, certificates, courses and other academic programs
 - c. Graduate policy and procedures
 - d. Program assessments
2. To recommend to the Dean of the College and the University Council of Graduate Studies the college level criteria, the procedures for membership of the graduate faculty, and appointments of individuals to that faculty.
3. To approve or disapprove department level criteria and procedures for graduate faculty membership.
4. To regularly evaluate existing graduate programs and program assessments.
5. To act as liaison between the University Council of Graduate Studies and departments within the College.
6. To review and rank proposals for Professional Development Assignments and forward rankings and comments to the Dean of the College for consideration.
7. To coordinate the selection process for college graduate-level awards and ensure nominees are forwarded for consideration at the University level.

Article III

Membership

1. The Council shall be composed of the Associate Dean of Academic and Student Affairs and the Coordinators or Directors of Graduate Studies from each academic unit within the College.

Article IV

Officers

1. The Associate Dean of Academic and Student Affairs in the College of Communication and Fine Arts will serve as chair of the Council.
2. The Chair of the Council will only vote in the event of a tie.
3. Minutes will be recorded and maintained by a staff member from the Dean's office.

Article V

Meetings

1. The council will hold meetings each month from September through May monthly, typically on Tuesday afternoons from 3:00–4:30 p.m. A schedule of meetings will be distributed before the beginning of fall semester each academic year.
2. Changes in meeting dates and specially called meetings shall be communicated electronically at least one week in advance of the meeting.
3. Two-thirds of the membership of the Council (4) shall constitute a quorum.

Article VI

Parliamentary Authority

1. The business of the Council is open to all graduate faculty members, but visitors may be asked to leave during executive sessions and voting. Any Council member may request an executive session and/or secret ballot at any time, and such requests must be granted by the Council Chair.

Article VII

Amendments to Bylaws

These bylaws can be amended at any regular meeting of the Council by a two-thirds vote, provided that the amendment has been submitted in writing by a member of the Council one week before the regular meeting. The bylaws will be reviewed at the first meeting of the Council each academic year.