

Bylaws

College of Communication *and* Fine Arts

Undergraduate Curriculum Council

Article I

Name

The name of this organization is the College of Communication and Fine Arts Undergraduate Curriculum Council.

Article II

Purpose

The College of Communication and Fine Arts Undergraduate Curriculum Council will represent the faculty of the College of Communication and Fine Arts at the University of Memphis in the governance of undergraduate curriculum. 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, upon their approval, to the University Undergraduate Council.
 - a. Curricula and programs, including degrees, majors, concentrations, tracks, minors, courses and other academic programs
 - b. Undergraduate policy and procedures
2. To act as liaison between the University Undergraduate Council and academic units within the College.

Article III

Membership

1. The Council shall be composed of two voting members from each academic unit within the College; both members must be full-time faculty in the academic unit.
2. Of the two voting members, the first shall be each unit's chair of undergraduate curriculum, who shall have no term limit.
3. The second shall serve a term of three academic years and may be renewed for a second term. A faculty member may be reappointed to the Council for an unlimited number of nonconsecutive terms.
4. The method for selection of the second member shall be determined by the individual academic units of the college.
5. Any departmental member who is absent from three meetings in the academic year will be excused from the Council for the remainder of the academic year and not replaced. A Council member may send a substitute to Council meetings provided that the substitute meets their department's criteria for election to the Council. Substitutes will be allowed to vote, and the attendance of a substitute will be regarded as attendance by the regularly elected Council member. The Associate Dean of Academic and Student Affairs will inform the appropriate Chair/Director, Coordinator/Director of Undergraduate Studies, and the Council member when the member has two absences.

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 bi-weekly, 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 (8) shall constitute a quorum.

Article VI

Parliamentary Authority

1. The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern the Council except in situations where they are inconsistent with these bylaws or any special rules of order the Council may adopt.
2. The business of the Council is open to all undergraduate 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.