BYLAWS OF THE UNDERGRADUATE COUNCIL

The Undergraduate Council (Council) shall have the power to recommend policies and procedures for all undergraduate programs of the University (on or off campus) and to enact such rules and regulations as it may deem desirable to promote or enforce such policies, subject to the approval of the Faculty Senate and the University faculty.

ARTICLE I: MEMBERSHIP

A. Members and Officers of the Undergraduate Council

1. Voting members of the Council shall consist of one faculty representative from each college; six (6) additional faculty representatives distributed proportionally to the number of annualized undergraduate FTE students taught within the respective colleges; one faculty representative from the University Libraries; and up to three undergraduate students selected by the Student Representative Council, to include the Student Representative Council Vice President for Academic Affairs.

2. Advisory (non-voting) members of the Council shall be representatives from each of the offices of Academic Affairs, Dean of Students, Financial Aid, Registrar, and Admissions, and any other person(s) appointed by the chair of the Council.

3. The annualized undergraduate FTE students taught in each college shall be determined for the fiscal year in which the election occurs by the Chief Academic Officer (CAO). If through reapportionment a unit loses representation, the Faculty Senate shall declare vacant the most recently filled position of the college involved.

4. The terms of office for faculty representatives shall be three calendar years, beginning July 1 of the year elected, with one-third being elected each year. The student representatives shall serve one-year terms.

B. Substitute Members. When a faculty vacancy occurs on the Council for one or two semesters, the faculty from the appropriate college or the University Libraries shall appoint an eligible member of the voting faculty to fill the vacancy until the next regularly scheduled election. At this time a representative shall be elected in the manner prescribed for all elections (see Board Policy Manual section 2-3-105 Procedures for Nominating and Electing Members of the Faculty Senate and of Representative Faculty Committees) to serve the remainder of the unexpired term. Council members shall be responsible for appointing their own alternates, from the faculty of their units, to substitute for them at individual meetings. These alternates, who must be members of the voting faculty, shall have the right to vote.

C. Quorum. Quorum will be defined as one-half plus one of the voting membership.

ARTICLE II: OFFICERS AND DUTIES

A. Chair and Vice-Chair - The chair and vice chair of the Council shall be elected for one-year terms at the last scheduled meeting of Spring semester from the members of the Council who have continuing terms, and they shall assume office on July 1 of the year elected.
1. The duties of the chair shall be:
   
   a. to preside at the meetings of the Council
   
   b. to develop the agenda.
   
   c. to appoint ad hoc committees that may include persons other than Council members.
   
   d. to prepare an annual report of the actions of the Council for the review of the Faculty Senate as specified in the Faculty Constitution.
   
   e. to submit other reports to the Faculty Senate as needed.
   
   f. to serve as an ex-officio voting member of the Faculty Senate [see Board Policy Manual section 2-3-106(4)(e) Membership of the Faculty Senate] and of the Faculty Senate Academic Policies Committee.

2. The duties of the vice chair shall be:
   
   a. to serve in the absence of the chair.
   
   b. to assist the chair with the above responsibilities.

ARTICLE III: MEETINGS

The Undergraduate Council will meet the second Tuesday of each month the University is in session. During the summer session, meetings may be scheduled as needed. The chair may call additional meetings when necessary.

ARTICLE IV: PARLIAMENTARY AUTHORITY

The current edition of Sturgis Standard Code of Parliamentary Procedure governs this organization in all parliamentary situations that are not provided for in the Bylaws or standing rules of the Council.

ARTICLE V: RESPONSIBILITIES

A. The responsibilities of the Undergraduate Council are listed in the Faculty Constitution of the Board Policy Manual in section 2-3-107(1)(c) Powers and Duties of the UGC.

   1. To recommend policies governing admission, retention and exit requirements for undergraduate programs, including but not limited to admission standards, academic performance standards, program area and college responsibilities, approval of graduation lists, and procedures for dealing with exceptions.

   2. To recommend policies governing the transfer of undergraduate work from other institutions including community colleges.

   3. To recommend policies, in consultation with affected academic units, for undergraduate program design, implementation, evaluation, modification, and decision-making.
4. To recommend policies for undergraduate program review and evaluation.

5. To recommend policies governing undergraduate program priorities, including avoidance of program duplication and reconciliation of program conflict.

6. To recommend policies governing interdisciplinary or multi-disciplinary undergraduate programs.

7. To ensure that undergraduate programs comply with Colorado legal requirements and rule/standards of appropriate accrediting agencies.

8. To recommend academic policies governing extra curriculum activities/programs, excluding intercollegiate athletics, insofar as they affect undergraduate students.

9. To recommend procedural rules as necessary for the implementation of undergraduate policies.

10. To perform any other relevant duty assigned to it by the Chair of the Council.

11. To adopt rules of operation known as the Undergraduate Council Bylaws.

12. To function as the curriculum committee for undergraduate programs not housed in a single college in accordance with the Curriculum Approval Process (see University Regulations 3-3-501)

ARTICLE VI: PROCEDURES

A. **Major Decisions.** Two readings will be required prior to a final vote on all major decisions. By a two-thirds vote, the Council can designate any decision to be major.

B. **Agenda Items.** Any item to be placed on the agenda shall be submitted to the chair or vice chair.

ARTICLE VII: AMENDMENTS TO THE BYLAWS

A. The Bylaws may be amended by two-thirds of the voting members present.

B. Changes in the Bylaws will require a first and second reading prior to a final vote.

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