

## BYLAWS OF THE UNDERGRADUATE COUNCIL

The Undergraduate Council (UGC) 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 and procedures subject to the approval of the Faculty Senate and the University faculty.

### ARTICLE I: MEMBERSHIP

**Members and Officers.** Members and officers of the UGC are set forth in Board Policy Sections 1-1-207, 2-3-105, and 2-3-107. Quorum follows that of the Faculty Senate (i.e., majority) in Board Policy Section 2-3-106(8).

### ARTICLE II: OFFICERS AND DUTIES

**Chair and Vice-Chair.** The chair and vice chair of the UGC shall be elected for one-year terms at the first meeting in March of each year (Board Policy Section 2-3-107(1)(b)(v)) from the members of the UGC who have continuing terms, and they shall assume office on July 1 of the year elected.

A. The duties of the chair shall be:

- (1) to preside at the meetings of the UGC.
- (2) to develop the agenda.
- (3) to appoint ad hoc committees that may include persons other than UGC members.
- (4) to prepare an annual report of the actions of the UGC for the review of the Faculty Senate as specified in the Faculty Constitution.
- (5) to submit other reports to the Faculty Senate as needed.
- (6) to serve as an ex-officio voting member of the Faculty Senate [see Board Policy Section 2-3-106(4)(e) Membership of the Faculty Senate] and of the Faculty Senate Academic Policies Committee.

B. The duties of the vice chair shall be:

- (1) to serve in the absence of the chair.
- (2) to assist the chair with the above responsibilities.

### ARTICLE III: MEETINGS

The UGC shall 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 *Robert's Rules of Order* governs this organization in all parliamentary situations that are not provided for in the Bylaws or standing rules of the UGC.

#### ARTICLE V: RESPONSIBILITIES

The responsibilities of the UGC are listed in the Board Policy Section 2-3-107(1)(c) Powers and Duties of the UGC.

#### ARTICLE VI: PROCEDURES

- A. **Major Decisions.** Two readings shall be required prior to a final vote on all major decisions. By a two-thirds vote, the UGC 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 shall require a first and second reading prior to a final vote.

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