

**BYLAWS**  
**COLLEGE OF COMMUNICATION AND FINE ARTS**  
**COUNCIL OF GRADUATEE 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 Undergraduate Curriculum Committee 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:

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 of Memphis in the governance of graduate studies in the College. Its duties and responsibilities shall be:

1. To approve or disapprove proposals in the following areas and forward them to the Dean of the College and/or the University of Council for Graduate Studies and Research.
  - a. Admissions
  - b. Curricula and programs including courses, majors, minors, degrees, certificates, and programs
  - c. Graduate policy and procedures
  - d. Program assessments
2. To recommend to the Dean of the College and the University Council for Graduate Studies the college level criteria, the procedures for membership on 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 for 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 the College's nominees for the University's Alumni Association Awards and forward them to the Vice-President for Research for consideration by the appropriate committees.

### **ARTICLE III**

#### **Membership**

1. The Council shall be composed of the Directors of Graduate Studies, from each academic unit within the College, one elected member from each unit, and the Associate Dean for Academic Affairs. The Associate Dean will serve as chair of the Council and will vote only in case of a tie.
2. The representatives will be elected by their respective graduate faculties to serve three-year terms on the Council. Representatives to the Council may not serve successive terms.
3. By **August 10** of each year the Associate Dean for Academic Affairs will inform unit heads and current Council representatives which members of the Council have completed their terms of office so that departments may elect a representative who will begin a term at the first Council meeting in the fall.
4. Only faculty members who are associate or full members of the graduate faculty are eligible to serve on the Council.
5. All graduate faculty members (full, associate, and adjunct) are eligible to in the election of their department's Council representative, and departmental requests to expand this electorate may be granted by the Associate Dean for Academic Affairs.
6. If a vacancy on the Council occurs more than ninety days prior to the date of a regular election, the position will be filled by a special election in the department. Vacancies which occur within ninety days of the regular election will be filled at the time of that election.
7. Any departmental representative who is absent three meetings in an academic year will be excused from the Council for the remainder of the academic year and not replaced. A Council representative 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 representative. The Associate Dean for Academic Affairs will inform the appropriate Chair/Director and Director of Graduate Studies, and the Council representative when the representative has two absences.

8. Members of the Council may themselves have proposals for Professional Development Assignments or Alumni Association Awards before the Council for review. Under these circumstances the member is excused from the meeting at which his or her proposal is to be reviewed and a substitute will be appointed by the Chair/Director of that Department/School.

## **ARTICLE IV**

### **Officers**

1. The Council shall be chaired by the College Associate Dean for Academic Affairs who will record the proceedings.
2. In the absence of the Associate Dean, the Council will elect a temporary chairperson from the membership in order to conduct business.

## **ARTICLE V**

### **Meetings**

1. The council will hold meetings each month from September through May on a bi-weekly basis, typically on Tuesday afternoons from 3:00 – 4:30 p.m. A schedule of meetings will be distributed prior to the beginning of fall semester each academic year.
2. Two-thirds of the membership of the Council 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 in all cases which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the Council may adopt.
2. 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 Chairperson.

## **ARTICLE VII**

### **Amendments to Bylaws**

1. These bylaws can be amended at any regular meeting of the Council by a two-thirds vote, provided that the amendment has been submitted by a member of the Council during a previous meeting.

*Revised Aug. 13, 2024.*