

**BYLAWS**  
**COLLEGE OF COMMUNICATION AND FINE ARTS**  
**UNDERGRADUATE CURRICULUM COUNCIL**

**ARTICLE I**

**Name**

1. 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 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:

1. 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 courses, majors, degrees, concentrations and other academic programs.
  - b. Undergraduate policy and procedures.
2. 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 in 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 representative who is absent from three meetings in an academic year will be excused from the Council, and their department will not have representation for the remainder of that academic year. A Council representative may send a substitute to the Council meetings provided that the substitute meets the 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 Chair of the Council will inform the department chair, the departmental director of undergraduate studies, and the Council representative when the representative has two absences.

#### **ARTICLE IV**

##### **Officers**

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

#### **ARTICLE V**

##### **Meetings**

1. The regular meetings of the Council shall be held biweekly as needed in the fall semester and monthly in the spring semester, both schedules as needed, unless otherwise ordered by the Chair or majority vote of the Council.
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 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 to 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 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**

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 in writing by a member of the Council one week before the regular meeting. The bylaws will be reviewed on a regular basis at the first meeting of the Council each academic year.

Revised Aug. 13, 2024