

**CHARTER OF THE CONGRESS AND SENATE OF THE COLLEGE  
OF EDUCATION**

(Revised March, 2001)

**1. PREAMBLE**

1 The College of Education Congress, its representative Senate, Senate Executive  
2 Committee, various standing and ad hoc committees, function as forums for  
3 professional discourse and consideration of policies which have College-wide  
4 concern and relate directly to the educational process. Each body serves a unique  
5 function in the policy-development process which utilize the professional  
6 expertise of faculty and others in the College to arrive at the best possible  
7 recommendations and decisions.

8 The College of Education Senate represents the College Congress in matters of  
9 academic decision-making and policy development within the College. In  
10 fundamental academic areas in which the faculty have been given primary  
11 responsibility by the Board of Regents, such as curriculum content, subject  
12 matter, academic programs, student/faculty relations, and methods of  
13 instruction and research, the Senate acts on behalf of the Congress to establish  
14 and maintain the highest standards for scholarship, instruction, research and  
15 public service. In administrative, supervisory, and support areas in which the  
16 Dean has been given primary responsibility by the Board of Regents, such as  
17 budget, personnel, and facilities, the Senate functions as the primary faculty  
18 advisory voice. All such advice and recommendations that require final action by  
19 the Dean or higher authority in the University system, or by any other  
20 community or governmental agency, shall be made by the College Senate as  
21 provided herein.

22 In fundamental academic areas in which faculty have primary responsibility,  
23 Senate-initiated resolutions and proposed actions shall be directed to the  
24 attention of the Dean of the College of Education and/or appropriate agents for  
25 consideration and timely response. Matters coming to the attention of the Dean,  
26 and in areas under the Dean's responsibility, relevant to the concerns of the  
27 Congress and the welfare of the College shall be forwarded to the Senate for its  
28 consideration and timely response. Envisioned here is a system of shared,  
29 collegial governance for the College of Education. However, no action by the  
30 Senate shall in any way inhibit direct access and input by any member of the  
31 Congress to the Dean or other administrative officers of the College.

## 32 2. CONGRESS

33 **2.1 Regular Members.** All members of the College of Education classified as  
34 faculty or administrative/ professional/technical (APT) personnel employed  
35 with half-time assignments or more in the College of Education, shall be fully  
36 participating, regular voting members of the College of Education Congress.

37 **2.2 Associate Members.** Associate, non-voting membership shall be open to  
38 College Deans, Directors, Emeritus Faculty and APTs, and professional members  
39 of the College with less than half-time assignments in the College.

40 **2.3 Functions.** One of the functions of the Congress shall be to serve as the final  
41 voice on issues to which objections of ten (10) or more members have been  
42 properly established. It shall provide the audience for recognition of new and  
43 retiring personnel and other personnel actions, for hearings of relevant actions

44 by College administrators and by the Senate and its committees, and for the  
45 stimulation of an aloha spirit within the College.

### 46 **3. SENATE**

47 **3.1 Composition.** The Senate shall be composed of elected representatives of  
48 each department and division of the College of Education. By department and  
49 division, one representative shall be elected for each eight (8) full-time equivalent  
50 (FTE) regular members of the Congress or fraction thereof. For split  
51 appointments, the FTE count used by the departments and divisions shall be  
52 their respective fractions. All regular members of the Congress shall be eligible  
53 for election to the Senate. The date for determination of the number of  
54 representatives from each department or division for the subsequent academic  
55 year shall be 1 January of each year. This number shall remain in effect until the  
56 following 1 January determination. All Senators so elected shall have one vote in  
57 all matters which come before the Senate.

58 **3.2 Ex-Officio Members.** The following shall be ex-officio members of the Senate  
59 without vote in Senate matters: deans and directors within the College; the  
60 chairpersons (or their designates) of certified student organizations operating  
61 within the College (e.g., the College of Education Student Association (CESA),  
62 the Student Council for Exceptional Children (SCEC), the Association of Teacher  
63 Educators in Hawaii (ATEH), the Graduate Student Organization (GSO) in the  
64 College of Education), any College-wide committee constituted by the Dean and  
65 having influence over college programs and structure.

66 **3.3 Functions.** The Senate shall have the responsibility and authority to act in  
67 behalf of the Congress of the College in matters concerning:

- 68 \* the purposes and goals of the College;
- 69 \* the nature and scope of its curricula and programs;
- 70 \* policies governing the conduct or programs of the College;
- 71 \* standards of teaching, research, scholarship and service;
- 72 \* personnel policies, academic freedom, privilege and  
73 responsibility.

74 Senators have the continuing responsibility to advise and inform the College  
75 members they represent of considerations before the Senate and to communicate  
76 their reactions back to the Senate during debate on issues. In addition to their  
77 responsibilities to their respective

78 departments and divisions, Senators also represent the College Congress as a  
79 whole in all

80 of the above matters.

81 **3.4 Committees.** The Senate shall establish its committees as listed in the Bylaws.  
82 Such committees may establish their own rules consistent with Senate rules.

83 **3.5 Senate Rules and Bylaws.** The Senate may adopt rules and bylaws,  
84 consistent with College, University and Regent policy, as it deems necessary.  
85

#### 86 **4. SENATE EXECUTIVE COMMITTEE**

87 **4.1 Composition.** Senate and standing committee chairs shall be members of the  
88 Senate Executive Committee (SEC).

89 **4.2 Function.** The SEC shall organize the work of the Senate, and shall act on  
90 behalf of the Senate when it is not in session.  
91

#### 92 **5. AMENDMENTS TO THIS CHARTER**

93 **5.1 Proposing Amendments.** Charter amendments may be proposed by an ad  
94 hoc committee appointed by the Chairperson, or by written petition of at least  
95 ten members of the Congress. Such an amendment must specify which lines and  
96 words of the Charter are to be changed or replaced. It should be given to the  
97 Senate Chairperson who will refer it to the Senate Executive Committee for  
98 placing on the agenda of the next regular Senate meeting, and for reporting on  
99 the impact of the amendment on current policy and practice.

100 **5.2 Voting on Amendments.** A vote of the Senate on any amendment will be  
101 held on the first meeting following the meeting at which the amendment was  
102 introduced and read. If the vote of the Senate is affirmative, the amendment will  
103 be clarified in language and reconciled with other sections of this Charter, and  
104 then submitted within two weeks to all members of the Congress. A majority of  
105 votes cast by the Congress approving the amendment shall be necessary to  
106 amend this Charter.  
107

#### 108 **6. RELATION OF THIS CHARTER TO COLLECTIVE BARGAINING AND** 109 **OTHER LEGAL AGREEMENTS**

110 Nothing in this Charter shall take precedence over any provision of any contract  
111 that may be negotiated in behalf of members of the Congress or any portion of  
112 the Congress. On ratification of such a contract, the Senate shall be responsible  
113 for the review and recommendation of Charter amendments for Congress  
114 approval to achieve the intent of this section.  
115

### 116 **BYLAWS OF THE CONGRESS AND SENATE OF THE COLLEGE OF** 117 **EDUCATION**

#### 118 **1. General**

119 **1.1 Meetings.** The Senate Chairperson shall schedule meetings of the Congress,  
120 the Senate, and the Executive Committee (SEC). Notice of regular meetings shall  
121 be distributed prior to the beginning of each semester but may be changed for  
122 cause during the semester with at least a week's notice. Special meetings may be  
123 called with advanced notice of at least one week. All meetings of each body shall  
124 be open to any member of the Congress. Elected members of the Senate and SEC  
125 are expected to attend all meetings and to remain until the meetings are officially  
126 adjourned.

127 **1.2 Agenda.** The SEC is responsible for the preparation and distribution of  
128 agenda for meetings of the Senate and the Congress. Agenda will be distributed  
129 to Senate or Congress members as appropriate at least three working days prior  
130 to the meeting dates. Items for the agenda may be submitted by any member of  
131 the Congress to the SEC for their consideration. Discussion or documentation for  
132 any item must be submitted by the member introducing the item. If the item  
133 discussion or documentation is extensive it must be submitted to the SEC in  
134 photo-ready form on the fewest number of pages to facilitate inexpensive and  
135 expeditious reproduction in quantity.

136 **1.3 Voting.** Any resolution or motion before the Congress, the Senate or the SEC,  
137 shall be adopted or passed if it receives an affirmative vote of a majority of the  
138 members present and voting except as specifically noted in these Bylaws.  
139 Abstentions shall not be considered as votes cast. Voting shall be by show of  
140 hands unless secret ballot is called for by any voting member. Alternate Senators  
141 shall have the same vote and privileges as the elected Senator temporarily  
142 replaced.

143 **1.4 Minutes.** Minutes of any meeting of the Congress and the Senate shall  
144 normally be distributed within ten working days of the meeting to all members  
145 of the Congress. Minutes of the SEC shall be distributed to members of the  
146 Senate.

147 **1.5 Terms of Office.** All regularly elected Senators, officers and standing  
148 committee chairs, shall commence service on 1 June of the year in which elected.  
149 Senators shall serve for two years. The immediate Past Chairperson shall serve  
150 for one (1) additional year as an "off-ratio" Senator beyond the term of office of  
151 Chairperson to ensure continuity between administrations and ongoing Senate  
152 activities. Where two or more Senators represent a single College unit their  
153 periods of service shall overlap so that about one-half of the unit's  
154 representatives are holdover Senators. Officers and standing committee chairs  
155 shall be elected for one year; but as members of the SEC they shall serve for  
156 fifteen (15) months.

157 **1.6 Rules of Order.** The business of the Congress the Senate and the SEC shall be  
158 conducted according to guidelines of common sense and accepted practices of  
159 past Senate operations. A member may request procedures to follow Robert's  
160 Rules of Order.

161

162

## 2. CONGRESS

163 **2.1 Meetings.** The Congress shall convene at least three times during the  
164 academic year: in September, December, and May. Special meetings may be held  
165 at any time called by the Senate Chairperson or by a two-thirds vote of the Senate  
166 members present and voting at a regular meeting of the Senate.

167 **2.2 Quorum.** The members present at any meeting shall constitute a quorum for  
168 the conduct of official business involving decision making by the Congress.

169 **2.3 Agenda.** In addition to special items prepared by the SEC, the agenda shall  
170 include (as appropriate): in September, the introduction of new faculty and staff  
171 of the College and a review of SEC actions (if any) during the summer recess; in  
172 December, the presentation of personnel actions deserving public recognition,  
173 and a report by the Senate Chairperson on the status of Senate matters; in May,  
174 presentations of personnel actions, and final reports by the Chairperson,  
175 Treasurer, and Senate Committee Chairs summarizing Senate matters and  
176 accomplishments.

177 **2.4 Actions.** Decisions by the Congress shall override decisions by the Senate and  
178 the SEC. **2.5 Officers.** Senate officers shall serve as officers of the Congress.

179

## 3. SENATE

180 **3.1 Meetings.** During the academic year, the Senate shall normally meet at least  
181 once a month. Special meetings may be called by the Chairperson or by a  
182 majority vote of the SEC. Notice of regular meetings shall be distributed to all  
183 members of the Congress; notice of special meetings will be limited to elected  
184 and ex-officio members of the Senate. Meetings shall begin as soon as a quorum  
185 is established and shall end on time.

186 **3.2 Quorum.** One-half of the elected Senators (or their alternates) shall constitute  
187 a quorum for the conduct of official business requiring decision making.

188 **3.3 Agenda.** The SEC shall determine the items to be included, the order of  
189 presentation, and the time limitations (if any) on item discussion, except that  
190 items previously tabled for continuation at the following meeting shall have  
191 precedence. The agenda for each meeting shall include opportunity for Senate  
192 consideration of items not specified on the agenda; the Chairperson should  
193 protect some time near the end of each Senate meeting for this "new business,"  
194 even if this limits discussion on agenda items.

195 **3.4 Actions.** Senate actions should be communicated by the Chairperson to the  
196 Dean of the College and/or other person(s) with cognizance over the matter  
197 acted upon. Senate decisions may be challenged within ten working days of the  
198 publication and distribution of such decisions in Senate minutes via a petition  
199 signed by at least ten (10) regular members of the Congress, specifying the  
200 particulars of such objections and requesting referral of the issue to the Congress  
201 for their consideration and decision. Depending upon the urgency of the matter,

202 the Chairperson shall either call a special meeting of the Congress or present the  
203 matter at a regularly scheduled meeting.

204 **3.5 Election of Senators.** Prior to 1 March of each year, the Senate Committee on  
205 Selection shall inform each department and division in the College of the number  
206 of Senate seats allocated to that unit, of the vacancies that need to be filled, and of  
207 the names of holdover Senators. Prior to 1 April of each year, each unit will  
208 conduct an election by secret ballot within that unit to fill existing vacancies and  
209 to identify alternates for elected Senators. Any member of the Senate may be re-  
210 elected by the unit represented. Alternates should be identified in order of votes  
211 cast, and should be called upon in that order for service, substituting for an  
212 elected Senator unable to attend. When it is confirmed by the unit that the  
213 regular Senator will no longer serve out the term for which elected, the unit will  
214 designate the first alternate as Senator to fill the unexpired term of office. A  
215 complete roster of Senators-elect and holdover Senators shall be prepared by the  
216 Senate Secretary and distributed to members of the Congress in April of each  
217 year and whenever changes in membership are sufficient to warrant.

218 **3.6 Officers.** Senate officers shall include a Chairperson, Past-Chairperson, Vice-  
219 Chairperson (who shall be Chairperson-elect), and Secretary-Treasurer. They  
220 shall also be the officers of the Congress and ths SEC.

221 **3.6.1 Election of Officers.** Each year prior to 1 April, the Vice-Chairperson and  
222 the Committee on Selection shall canvass holdover Senators and Senators-elect to  
223 determine willingness to serve and to suggest names for nomination to the  
224 offices of Vice-Chairperson and Secretary-Treasurer. Before the last regularly  
225 scheduled Senate meeting of the academic year, elected Senators (or their  
226 alternates) who will serve during the following academic year, shall meet to elect  
227 from their number a Vice-Chairperson and a Secretary-Treasurer. The Senator  
228 elected as Vice-Chairperson must commence on 1 June the first year of a two-  
229 year term to permit accession to the Chairperson in the second year, and must  
230 agree to serve as Chairperson during that period. The Secretary-Treasurer is  
231 eligible for re-election providing service continues as Senator. In the event the  
232 Chairperson is vacated, the Vice-Chairperson shall assume the office; if the Vice-  
233 Chairperson is vacated, a new Vice-Chairperson shall be elected from among the  
234 first year Senators. If the Secretary-Treasurer vacates, a new officer shall be  
235 elected from among either the first or second year Senators.

236 **3.6.2 Duties of the Chairperson.** The Chairperson shall preside at all meetings of  
237 the Senate, the Congress and the SEC, and shall have general responsibility to see  
238 that the functions of each organization are carried out efficiently and effectively.  
239 The Chairperson shall have the power to establish ad hoc committees, to state  
240 goals and time frames for such committees, and to appoint members and chairs  
241 to accomplish those charges; the power to appoint persons to fill non-elected  
242 member seats on standing committees; and the power to appoint *pro tem* officers  
243 and standing committee Chairs when vacated until such time as new elections  
244 can be held. The Chairperson shall serve as liaison with the College Dean. To  
245 accomplish these duties and others specified or implied elsewhere in these  
246 Bylaws, the Chairperson shall devote and be credited with one-fourth of a full

247 time load (an equivalent of a 3-credit teaching load each semester) to the work of  
248 the Senate.

249 **3.6.3 Duties of the Vice-Chairperson.** In the absence of the Chairperson, the  
250 Vice-Chairperson shall serve in all duties. The Vice-Chairperson shall serve as  
251 the Chair of the Standing Committee on Selection, and, as such, shall conduct all  
252 elections within the Senate, and coordinate all elections of Senators in the  
253 College. In April of each year, the Vice-Chairperson (Chairperson-elect) shall  
254 submit to the SEC for approval, a budget outlining the business costs of  
255 operating the Senate during the next year beginning 1 June.

256 **3.6.4 Duties of the Past Chairperson.** The immediate past chairperson shall serve  
257 as a member of the Senate Executive Committee and the Senate during the  
258 period 1 June to 30 June of the subsequent year to provide continuity and  
259 guidance.

260 **3.6.3 Duties of the Secretary Treasurer.** The Secretary-Treasurer shall be  
261 responsible for recording, duplicating and distributing all minutes of the  
262 Congress, the Senate and SEC, and the agenda for each Senate meeting. A  
263 complete roster of Senators-elect and holdover Senators shall be prepared and  
264 distributed to members of the Congress in April of each year and whenever  
265 changes in membership are sufficient to warrant. The Secretary-Treasurer shall  
266 also be responsible for the collection, deposit, disbursement and accounting for  
267 non-appropriated funds. The Secretary-Treasurer shall devote and be credited  
268 within the equivalent of a 2-credit teaching load each semester to the work of the  
269 Senate.

## 270 **3.7 Finances.**

271 **3.7.1 Operating Budget.** The operating budget shall include personnel (one or  
272 more administrative assistants), equipment, supplies, etc. After SEC approval,  
273 the Chairperson shall submit the budget to the Dean of the College for allocation  
274 of funds as he may deem available. These funds may be expended by the  
275 Chairperson for the stated purposes through regular means of obligation against  
276 a fiscal account.

277 **3.7.2 Non-Business Costs.** To provide for costs inherent in the non-business  
278 operations of the Senate and Congress (aloha functions, personnel recognitions)  
279 annual "dues" shall be assessed each member of Congress, to be collected by the  
280 Senator(s) from their respective departments or divisions and deposited with the  
281 Senate Secretary-Treasurer in the Senate account. Withdrawal of funds from this  
282 account for non-business functions of the Senate shall be approved by the  
283 Chairperson and the Secretary Treasurer.

284 **3.8 Standing Committees.** Except for the SEC, any Senate committee with a  
285 continuing charge shall be designated a "standing committee" by the Senate; all  
286 other committees shall be *ad hoc*.

287 **3.8.1 Operations and Rules.** All committee actions on Senate matters are  
288 recommendations to the Senate for their approval, rejection or modification. The

289 committee shall provide the Senate with a clear statement of resolution or motion  
290 on each issue, accompanied by a brief summary of committee research,  
291 documentation and discussion as appropriate, and alternative options, if  
292 available. A continuing file of committee minutes shall be maintained. Each  
293 committee may adopt rules consistent with Senate Bylaws and College policies  
294 as it deems necessary.

295 **3.8.2. Membership and Quorum.** Each standing committee - with the exceptions  
296 of the Committee on Curriculum and Program Planning, the Committee on  
297 Graduate Programs, and the Committee on Personnel - shall have a minimum of  
298 three (3) members selected from regular members of the Congress. Those  
299 committees noted as exceptions shall have a minimum of five (5) members  
300 selected from regular members of the Congress. It is recommended that each  
301 committee - with the exclusion of the Personnel Committee and the Governance  
302 Committee -- include one (1) student member with full rights and responsibilities  
303 of participation including a vote. A majority shall constitute a quorum.

304 **3.8.3 Selection of Members and Terms of Office.** Except for the standing  
305 committee Chairs, who shall be elected, committee members shall be appointed  
306 by the Chairperson-elect from nominees recommended by the Committee on  
307 Selection, and confirmed by the Senate elect. Committee members shall serve for  
308 a period of twenty-seven (27) months commencing 1 June; during the period, 1  
309 June to 31 August, both incoming and holdover members shall serve. Committee  
310 members may be reappointed for consecutive terms. Approximately one-half the  
311 number of members shall be appointed each year to provide for overlapping  
312 terms and continuity to the committee operations.

313 **3.8.4 Election of Chairs and Term of Office.** Each standing committee shall be  
314 chaired by a Senator, elected by the Senate-elect, before the last regularly  
315 scheduled Senate meeting of the academic year, to serve for one year  
316 commencing 1 June. Immediate Past-Chairs shall continue to serve as committee  
317 members during the period, 1 June to 31 August, to provide continuity and  
318 guidance. Chairs are eligible for re-election providing they continue as Senators.

319 **3.8.5 Duties of the Chair.** It is the responsibility of the Chair of each committee to  
320 obtain from these Bylaws, the Senate Chairperson, previous minutes of the  
321 Senate and past practices of the committee , a clear and unambiguous charge for  
322 the committee and to communicate that charge to committee members. The  
323 Chair shall call meetings of the committee as needed, but normally at least twice  
324 a semester, and shall report the status of committee matters to the Senate at least  
325 once each semester. At the May meeting of the Congress, each Chair shall  
326 summarize the activities of the standing committee in an oral report  
327 subsequently submitted to the Senate Chairperson in writing. The Chair of each  
328 committee shall serve as a member of the SEC for a period of fifteen (15) months,  
329 extending three (3) months beyond the term of office as Chair, thus providing a  
330 liaison between the SEC and the standing committee represented by the Chair,  
331 and a continuity to the SEC.

332 **3.8.6 Committee on Selection.** Functions of this standing committee shall  
333 include, but not be limited to, the following: determining matters of  
334 representation of college departments/divisions in the Senate in accordance with  
335 Charter paragraph 3.1; coordinating generally the elections of Senators by  
336 departments and divisions; recommending the nomination of candidates for  
337 Vice-Chairperson, Secretary/Treasurer, and each of the standing committee  
338 Chairs; recruiting, selecting, and recommending for the appointment of non-  
339 elected members of standing and ad hoc committees; initiating action to provide  
340 for necessary and sufficient membership and leadership on each of the Senate  
341 committees and for department/division alternate representatives to the Senate;  
342 ensuring the continuity and guidance of standing committees by the selection of  
343 the immediate past chairs to serve as committee members. Should the immediate  
344 past CCPP Chairperson, not be a member of the Senate, that person serves as an  
345 ex-officio, non-voting member.  
346

347 **3.8.7 Committee on Curriculum and Program Planning (CCPP).** With the  
348 exception of matters pertaining to all graduate curricula and programs, functions  
349 of this standing committee shall include, but not be limited to, the following:  
350 reviewing proposals for College course additions or deletions, for the  
351 establishment of new programs or the disestablishment of old programs, or for  
352 major changes in existing College courses or programs, i.e., those which change  
353 the goals, intent, character, prerequisites, degree requirements, necessary faculty  
354 and/or fiscal resources of the course or program, or which impact on other  
355 courses or programs; developing or assisting in periodic reviews and evaluations  
356 of existing programs and curricula; recommending the appointment of ad hoc  
357 committees to carry out such reviews and evaluations; examining and refining  
358 academic goals and standards, professional ethics and policies reflecting such  
359 goals and standards; suggesting ways of improving faculty performance and  
360 planning for desired changes in academic programs and goals in accordance  
361 with the Academic Development Plan of the College.

362 **3.8.8 Committee on Personnel.** Functions of this standing committee shall  
363 include, but not be limited to, the following: reviewing matters relating to  
364 personnel policies of the College and their effect on members of the Congress in  
365 particular; developing new policies or policy changes affecting College  
366 personnel; determining the impact of proposed program or curriculum changes  
367 on personnel resource allocations in the College; investigating complaints and  
368 grievances of members of the Congress concerning personnel policies and  
369 practices not within the jurisdiction of collective bargaining agencies.

370 **3.8.9 Committee on Budget and Facilities.** Functions of this standing committee  
371 shall include, but not be limited to, the following: reviewing matters relating to  
372 the College budget allocations and use of College facilities; developing new  
373 policies or policy changes affecting budget or facilities; determining the impact of  
374 proposed program or curriculum changes on College budget allocations or use of  
375 College facilities; investigating problems which arise in connection with policies  
376 affecting budget or facilities.

377 **3.8.10 Committee on Student-Faculty Relations.** Functions of this standing  
378 committee shall include, but not be limited to, the following: reviewing matters  
379 relating to student admission and retention in College programs, and student  
380 relations with faculty and with other students; developing new policies or policy  
381 changes relating to student-faculty relations; determining ways of improving  
382 student-faculty relations and of increasing student participation in affairs of the  
383 College and in the activities of the Senate and its committees; investigating  
384 student complaints and grievances concerning College policies and practices  
385 which affect students, not including individual student grievances against  
386 individual faculty.

387 **3.8.11 Committee on Under-Represented Groups in the Educational**  
388 **Professions**

389       Goal: To promote and assist in the recruitment of under-represented  
390 groups for the College of Education undergraduate and graduate  
391 programs.

392       Function: In collaboration with the Office of Student Academic Services  
393 (OSAS), develop, review and evaluate policies, procedures and programs  
394 concerning under represented groups in the educational professions.

395       Activities: To periodically survey faculty and students for ideas on  
396 recruitment of under-represented groups in the educational professions.

397       To assist recruitment of community college and high school students from  
398 under-represented groups to enroll in the College of Education's  
399 undergraduate programs.

400       To assist recruitment of graduate students from under-represented groups  
401 to enroll in the College of Education graduate programs.

402 **3.8.12 Committee on College Fellowship.** Functions of this standing committee  
403 shall include, but not be limited to, the following: arranging and conducting  
404 social activities and events to promote fellowship among the faculty and staff of  
405 the College of Education; and determining ways of improving and building  
406 faculty relations with alumni and the community.

407 **3.8.13 Committee on Graduate Programs.** This standing committee shall consist  
408 of one appointed member from each unit in the college having graduate faculty  
409 members. Members of this committee must be graduate faculty. The Committee  
410 on Selection shall recommend for appointment members of the committee. Prior  
411 to this recommendation the Committee on Selection shall obtain the concurrence  
412 of the unit and the unit's representative. It is recommended that the Committee  
413 on Selection also nominate to the committee a classified graduate student in the  
414 college who shall have a vote. The Associate Dean for Graduate Studies and  
415 Research in the college shall serve as an *ex-officio* member of the committee.  
416 Functions of this standing committee shall include, but not be limited to, the  
417 following: developing, reviewing, and assessing proposals for, and policies and  
418 procedures pertaining to, all graduate curricula and programs in the college. The

419 role of this committee shall include the study and recommendation of policies  
420 and procedures relative to student admission criteria, qualifications for faculty  
421 appointment to graduate faculty status, and articulation among the college  
422 graduate programs, and articulation with the Graduate Division.

423 **3.8.14 Committee on Governance.** Duties of this committee include the  
424 following:

425 (1) Publish and edit the College of Education Charter and Bylaws;

426 (2) Review new legislation for conformity with the Charter and Bylaws;

427 (3) Advise the Senate Chair as to whether legislation and resolutions are of  
428 College of Education concern solely;

429 (4) Make non-substantive changes in the Charter and Bylaws;

430 (5) Advise the Congress and the Senate, its officers, committees, and members in  
431 all matters of organization and jurisdiction in the College of Education, in  
432 general, and the Senate, in particular, on decisions and actions involving shared  
433 governance and intra-faculty governance;

434 (6) Issue, upon a formal request from a member of the Congress, legislative  
435 rulings interpreting the Charter and Bylaws of the College of Education  
436 Congress and Senate. Such rulings shall have the status of legislation until  
437 modified by Senate or Congress legislation. Rulings of the committee must be  
438 published in the Agenda for the first regular meeting of the Senate or Congress  
439 next following the committee's decision. All rulings of the Committee on  
440 Governance not superseded by legislative action shall appear in an Appendix to  
441 the Charter and Bylaws of the Congress and Senate of the College of Education.

442 (7) Supervise and render opinions on the procedural fairness of all College of  
443 Education elections.

444 **3.9 Ad Hoc Committees.**

445 **3.9.1 Operations and Rules.** These shall be the same as for standing committees.  
446 (See 3.8.1)

447 **3.9.2 Establishment.** The Senate Chairperson shall establish ad hoc committees  
448 as necessary to accomplish the work of the Senate as it evolves. Senate vote shall  
449 not be necessary, but the Senate may challenge the need for any committee or its  
450 charge, in which case a vote of the Senate shall be necessary to confirm the  
451 establishment. The Chairperson must supply the committee with a statement of  
452 specific charge and a deadline for completion of its work.

453 **3.9.3 Membership and Quorum.** Committee size shall be a function of its charge,  
454 but in no case shall be fewer than three (3) members, none of whom need be  
455 Senators. Whenever the charge to an ad hoc committee concerns a vested interest  
456 of any department or division (as determined by the Chairperson), membership

457 shall include a member of that unit. A majority of the membership shall  
458 constitute a quorum for business.

459 **3.9.4 Selection of Members and Chairs.** The Chair and all members of ad hoc  
460 committees shall be appointed by the Chairperson with recommendations from  
461 the Committee on Selection when time permits. Appointment confirmations by  
462 the Senate are not necessary, but the Senate can challenge the appointment of  
463 committee members or the lack of representation of College units with vested  
464 interests (as determined by the Senate), or of various points of view on the  
465 purpose for which the committee is established. In this case, all members of this  
466 ad hoc committee shall be subject to Senate confirmation.  
467

#### 468 **4. SENATE EXECUTIVE COMMITTEE {SEC}**

469 **4.1 Meetings.** During the academic year, the SEC shall normally meet once a  
470 month. During the summer recess, it shall meet whenever Senate action is  
471 needed as determined by the Chairperson.

472 **4.2 Quorum.** One-half of the total number of SEC members shall constitute a  
473 quorum for the conduct of business.

474 **4.3 Agenda.** The business of the SEC shall be a shared responsibility by all SEC  
475 members, but the Chairperson shall be responsible for seeing to it that current  
476 matters of concern to the members of the Congress, the Senate, and the College  
477 administration are brought before the SEC for their consideration.

478 **4.4 Duties and Actions.** The SEC shall identify and arrange for Senate  
479 consideration or committee study, the issues and interests surrounding an  
480 agenda item concerning any of the functions of the Congress or Senate identified  
481 in the Charter. (See "Preamble" and paragraphs 2.3 and 3.3 of the Charter). For  
482 each Senate meeting, the SEC shall prepare an agenda of topics, resolutions or  
483 motions to be discussed and voted on, and submit appropriate reference  
484 background or documentation to prepare Senators for informed discussion on  
485 each topic. During the summer recess the SEC may make decisions in the name  
486 of the Senate affecting any area of Senate interest, if it is determined by the  
487 Chairperson that a quorum of Senators would be impossible to achieve at a  
488 special meeting of the Senate, and if the decisions need to be made prior to the  
489 start of the new academic year. Such actions shall be reported by the Chairperson  
490 to the Senate at its first meeting of the academic year, and to the Congress in its  
491 September meeting.

492 **4.5 Membership and Term in Office.** Membership on the SEC shall consist of  
493 Senate officers and the standing committee Chairs, or their designated alternates.  
494 Members shall serve for a period of fifteen (15) months commencing 1 June.  
495 During the summer recess both newly elected and holdover members shall serve  
496 to provide continuity and guidance. Each member of the SEC, except the  
497 Chairperson and Secretary-Treasurer, who are accounted for elsewhere, shall

498 devote and be credited with the equivalent of 1 credit of teaching each semester  
499 to the work of the Senate.

500 **5. AMENDMENTS TO THESE BYLAWS**

501 Procedures for proposing and voting on amendments to these Bylaws shall be  
502 determined by the jurisdiction of the amendments to be made.

503 **5.1 Bylaws of the Congress.** Amendments to those Bylaws concerned with the  
504 Congress and its operations shall be proposed and voted on in the same manner  
505 as amendments to the Charter. (See Charter paragraphs 5.1 and 5.2).

506 **5.2 Bylaws of the Senate.** Amendments to those Bylaws concerned with the  
507 Senate or the SEC shall be proposed by written petition signed by at least three  
508 (3) elected Senators. It shall be submitted to the Chairperson who shall refer it to  
509 the SEC for placing it on the Senate agenda of the next regular meeting, and for  
510 reporting to the Senate on the impact of the amendment on current policy and  
511 practice. A vote of the Senate on any amendment shall be held on the first  
512 meeting following the meeting at which the amendment was introduced and  
513 read. An affirmative vote of a majority of votes cast by the Senate is sufficient to  
514 amend those Bylaws concerned with the Senate or the SEC.

APPENDIX I: SUMMARY OF SCHEDULES AND ACTIONS ON COLLEGE SENATE ELECTIONS

APPENDIX 1: SUMMARY OF SCHEDULES AND ACTIONS ON COLLEGE SENATE ELECTIONS

<u>ACTION DATE</u>		<u>TERMS OF OFFICE</u>	<u>COMMENCING</u>
1 January	Date for establishing FTEs for each College department and division from which representation quotas will be determined for the subsequent academic year by the Committee on Selection.		
01-31 March	Election of Senate representative(s) to fill vacant position(s) allocated to each department or division.	24 months	1 June
01-15 April	Preparation and announcement of roster of Senate-elect (for subsequent academic year) by Senate Chairperson.		
01-15 April	Recommendations by the Committee on Selection to Senate-elect of nominees for Vice-Chairperson, Secretary Treasurer, and the Chair of each standing committee.		
16-30 April	Election of V-C, S-T, and S.C. Chairs by the Senate-elect, Chairperson presiding.	1 year (in office) 15 months (as member of SEC)	1 June 1 June
01-15 May	Announcement (minutes) of election		

(minutes) of election results distributed to Congress. Newly elected Senators, officers and Chairs introduced at the last Senate

meeting of the academic year.

**APPENDIX II: SUMMARY OF SCHEDULES AND ACTIONS ON COLLEGE SENATE APPOINTMENTS**

<u>ACTION DATE</u>	<u>TERMS OF OFFICE</u>	<u>COMMENCING</u>
01-15 April	Recommendations by the Committee on Selection to the Chairperson elect of nominees for membership on each of the standing committees.	
16 -30 April	Nomination by the Chairperson-elect of members (except for Chairs) on each of the standing committees. Confirmation of appointments by the Senate-elect at organizational meeting.	1st yr: 50% of members serve 15 months; 50% serve 27 months. Subsequent yrs., all serve 27 months.
01-15 May	Announcement (minutes) of	1 June

appointments distributed  
to Congress. Ad hoc  
committees continued for  
second academic year, if  
needed: change of  
membership announced  
by Chairperson-elect.