

**BYLAWS OF THE UNDERGRADUATE COMMITTEE OF  
THE FACULTY SENATE OF THE UNIVERSITY OF HOUSTON**

Established September 2011
----------------------------

I. MEMBERSHIP

A. The Undergraduate Committee (hereafter referred to as the Committee) shall consist of members representing the faculty, student body, and administration of the University of Houston.

1. The faculty shall be represented by

One elected representative from a college for each 14,000 undergraduate semester credit hours or fraction thereof generated by the college based on: initially, the official twelfth-day enrollment figures for the fall semester 2011; subsequently, the official fall enrollment figures every third year thereafter. The Honors College shall have one representative regardless of such figures. The distribution of elected faculty representatives for the academic year shall be reported at the first regular meeting of the Committee each fall semester.

a) Every faculty member of the University of Houston including chairs, directors, assistant deans, and associate deans, but excluding those with administrative rank of dean or above, shall be eligible for membership.

b) Terms of membership shall be for three years beginning August 15, with approximately one-third of the terms expiring each year.

c) Members shall be eligible for re-election.

2. The Undergraduate Student Body shall be represented by two undergraduate students from the Student Government Association. Those students shall be the chair of the Academic Affairs Committee (AAC) and one other member of the AAC or two students from the AAC nominated by the chair of the AAC.

3. Any other individuals (including up to three (3) additional undergraduate students) from the University community who may contribute to the function of the Committee. Individuals may be nominated by any elected Committee member, must be confirmed by a majority vote of the Committee, and are eligible for reappointment. Such individuals may not make up more than one third (1/3) of the Committee.

4. The Libraries shall be represented by one librarian elected from his or her ranks.

5. The chair or co-chairs of the Advising Coordinators Team (ACT).

6. The administration (ex-officio, non-voting members) shall be represented by:

- a) The Provost's deputy primarily responsible for Undergraduate Studies;
- b) The Associate Vice President of Student Access and Success;
- c) The Associate Vice President of Undergraduate Studies;
- d) The Dean of Students;
- e) The Executive Director of Admissions;
- f) The Registrar of the Office of Registration and Academic Records.

## II. OFFICERS

- A. The Committee shall have a Chair and a Vice-Chair who shall be elected members of the Faculty Senate and the Committee.
  1. The Chair shall be elected to a two-year term by the Committee from among its faculty members at the last regular meeting before final examinations in the spring semester and shall take office on August 15. No member shall be elected Chair for two consecutive terms. The Chair may be removed from his/her position by three-fourths written vote of members present at a regular or special meeting.
  2. The duties of the Chair shall be to
    - a) Determine the dates of and set the agenda for all regular meetings of the Committee.
    - b) Preside at all meetings of the Committee and its Executive Committee.
    - c) Appoint the chairs and members of all standing subcommittees of the Committee no later than the first regular meeting of the fall semester.
    - d) Appoint the chair and members of *ad hoc* subcommittees whenever necessary.
    - e) Serve as an *ex officio* member of all standing and ad hoc subcommittees of the Committee.
    - f) Report directly to the Senior Vice President and Provost in writing and in a timely manner all actions of the Committee sending copies of the report to departments, schools, and colleges when appropriate.
    - g) Submit, no later than August 31, a written summary report of the Committee's activities for the previous twelve-month period to the Senior Vice President, Provost, and President of the Faculty Senate.

- h) Represent the Committee on other University bodies as appropriate and report their activities to the Committee. Chair may appoint a designee to these duties.
  - i) Appoint the Vice-Chair of the Committee with the consent of the majority of the members of the Committee.
3. The Chair shall be entitled to
- a) Call special meetings of the Committee and set the agenda for those meetings.
  - b) Participate in the discussions of the Committee at its regular and special meetings, unless prohibited from doing so by a two-thirds vote of the members of the Committee present and voting.
  - c) Vote during meetings of the Committee when the vote is by written ballot and in all other cases where the vote would change the result.
  - d) Appoint to standing subcommittees representatives of the faculty, student body, or administration who are not members of the Committee, provided that a majority of each subcommittee shall be composed of members of the Committee.
  - e) Appoint to *ad hoc* subcommittees representatives of the faculty, student body, or administration who are not members of the Committee, provided that a majority of each subcommittee shall be composed of members of the Committee.
4. The Vice-Chair shall be appointed by the Chair of the Committee from among its members with the consent of a majority of the members of the Committee present and voting at the first regular meeting of the fall semester.
- a) The Vice-Chair's term shall end on August 14.
  - b) So long as the Vice-Chair is a member of the Committee, he or she shall be eligible for reappointment.
5. The duties of the Vice-Chair shall be to
- a) Perform the duties of the Chair during the chair's temporary absence.
  - b) Report all changes in Committee membership to the Committee in a timely manner.
- B. If the office of Chair becomes vacant, the Committee shall hold a new election to determine the successor. If the office of Vice-Chair becomes vacant, the Chair shall appoint a successor with the consent of the majority of the members of the Committee present and voting at the next regular meeting of the Committee.

### III. SUBCOMMITTEES

- A. The Committee shall have five standing subcommittees, each chaired by a faculty member of the Committee: The Core Curriculum Subcommittee, the two Degree Programs/CBM003 Subcommittees, the Academic Policies and Procedures Subcommittee, and the Student Success Subcommittee.
1. Each standing subcommittee shall perform such duties as may be required by the Committee or its Chair.
  2. Each voting member of the Committee shall be a member of at least one standing subcommittee, but the membership of no standing subcommittee shall include more than three elected faculty representatives from the same college or more than one student representative.
  3. The chair of each subcommittee shall notify the Chair of the Committee in writing of any member assigned to the subcommittee who has been absent from either three consecutive regular meetings of the subcommittee or half the regular meetings of the subcommittee during a one-year period beginning August 15. The Chair of the Committee shall bring this matter to the attention to the Committee at the next regular meeting of the Committee and shall, with the consent of the majority of the remaining members of the Committee, declare the member's position on Committee to be vacant.
  4. The Degree Programs/CBM003 Subcommittees shall divide their work as follows: one subcommittee shall receive documents from Colleges of Architecture, Business, Education, Hotel and Restaurant Management, Natural Sciences and Mathematics, Pharmacy, and Liberal Arts and Social Sciences (departments and programs to include Comparative Cultural Studies, Communication Sciences and Disorders, Economics, Political Science, Psychology, Sociology, Military Science, Naval Science, and Air Force ROTC); one subcommittee shall receive documents from the Colleges of Engineering, Honors, Technology, and Liberal Arts and Social Sciences (to include all departments and programs not listed for the first Degree Programs/CBM003 Subcommittee) and Undergraduate Scholars.
- B. The Committee shall have an Executive Committee.
1. The Chair of the Executive Committee shall be the Chair of the Committee. The other members shall be the Vice-Chair of the Committee, the chairs of the Committee's standing committees, and the Provost's deputy.
  2. The Executive Committee may meet before each regular meeting of the Committee.
- C. The Committee may have *ad hoc* subcommittees as necessary to consider matters clearly not the responsibility of a standing subcommittee or the Executive

Committee. No *ad hoc* subcommittee shall continue beyond the term of the Chair appointing it.

- D. Every two years at its first regular meeting in March, the Chair shall appoint a Nominating Subcommittee with the approval of the Committee.
  - 1. The Nominating Subcommittee shall be made up of four members of the Committee, at least three of whom shall be faculty.
  - 2. At the Committee's first regular meeting in April, the Nominating Subcommittee shall nominate at least two eligible members of the Committee to be Chair of the Committee for the next two years.
  - 3. Action by this Nominating Subcommittee shall not preclude individual members of Committee from making additional nominations.
- E. Subcommittee chairs shall attempt to hold subcommittee meetings when a majority of the subcommittee members can attend and notify the members of the subcommittee where and when meetings are to be held at least twenty-four hours before they begin.
- F. Members shall be regular in their attendance at meetings of their subcommittees. One-half the membership of each subcommittee shall constitute a quorum for the transaction of business.
- G. All subcommittees of the Committee shall report in writing to the Committee.

#### IV. MEETINGS

- A. The Committee shall hold regular meetings at least four times each fall and spring semester and if necessary during the summer.
  - 1. The first regular meeting each fall and spring shall take place during either the first or the second week of classes.
  - 2. The Chair shall announce in writing the dates of the semester's other regular meetings no later than the first regular meeting each semester and the date of the regular summer meeting(s) no later than the first regular meeting of the spring.
  - 3. During the fall and spring semesters, regular meetings shall be held on Wednesdays from three until five o' clock in the afternoon. Meetings that continue beyond that time shall be considered to be special rather than regular, from five o' clock until they end.
  - 4. At least forty-eight hours in advance, the Chair shall notify the members of the Committee in writing where each regular meeting is to be held. In the absence of such notification, a meeting shall be considered to be special rather than regular.
- B. The Committee shall hold special meetings upon the call of the Chair or upon a written petition of at least five members. The Chair or members who call the meeting shall notify the members of the Committee where and when it is to be

held at least twenty-four hours before it begins. If possible, special meetings shall be held on Wednesdays at three o' clock in the afternoon.

- C. At regular meetings of the Committee, the members who are present shall constitute a quorum for the transaction of business. At special meetings, one-half the membership shall constitute a quorum.
- D. Upon request of at least three of its members present and voting, the Committee shall postpone consideration of any proposal unless a spokesman for the proposal is present.
- E. No changes to either the Undergraduate Curriculum of the University of Houston or the undergraduate admissions requirements shall become effective during the academic year following their adoption by the Committee, unless said changes have been received in writing for review by the Committee on or before the 1<sup>st</sup> of March except with the consent of at least two-thirds of the members present and voting at a regular meeting of the Committee.

## V. AMENDMENTS

### A. These bylaws may be amended

- 1. At a regular or special meeting of the Committee by a two-thirds vote of members present, provided that a written notice of the amendment in the exact form in which it is finally adopted shall have been distributed to the members of the Committee at least five days in advance.
- 2. By written three-fourths vote of the entire membership of the Committee. Members shall have at least two weeks to cast their votes.

### B. Unless it specifies otherwise, an amendment shall become effective immediately upon its adoption.

## VI. ADOPTION

The Committee's bylaws shall become effective when approved by two-thirds of the members of the Committee, a majority approval by the Faculty Senate Governance Committee, the Provost, and the President of the University of Houston.