BYLAWS

COLLEGE OF COMMUNICATION FINE ARTS

COUNCIL FOR GRADUATE STUDIES AND RESEARCH

Article I

Name

The name of this organization shall be the College of Communication and Fine Arts Council for Graduate Studies and Research

Article II

Purpose

The College of Communication and Fine Arts Council for Graduate Studies and Research will represent the graduate faculty of the College of Communication and Fine Arts at The University of Memphis in the governance of research and graduate studies in the College. It’s duties and responsibilities shall be:

1. Approve or disapprove proposals in the following areas and forward them to the Dean of the College and/or the University Council for Graduate Studies and Research.

   a. Admissions

   b. Curricula and programs including courses, majors, minors, degrees, and programs

   c. Graduate policy and procedures

   d. Research policy and procedures

2. Recommends to the Dean of the College and the University Council for Graduate Studies and Research the college level criteria, the procedures for membership on the graduate faculty, and appointments of individuals to that faculty.

3. Approves or disapproves department level criteria and procedures for graduate faculty membership.

4. Regularly evaluates existing graduate programs.

5. Nominates candidates from the College for the Dean’s Outstanding Research Award.
6. Reviews nominations for the Dean’s Creative Achievement Award and forwards recommendations for this award to the Dean of the College.

7. Reviews proposals for Professional Development Assignments and forwards recommendations for these awards to the Dean of the College.

8. Acts as liason between the University Council for Graduate Studies and Research and departments within the College.

Article III

Membership

Section 1. The Council shall be composed of the Coordinator of Graduate Studies, one elected member from each department of the College, and the Director of Graduate Studies and Research. The Director will serve as chairperson of the Council and will vote only in case of a tie.

Section 2: The representatives will be elected by their respective graduate faculties to serve two-year terms on the Council. Terms of the representatives will be staggered so that half of the elected Council members will begin their term at the beginning of each academic year.

Section 3. By August 10 of each year the Director of Graduate Studies and Research will inform department chairpersons 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.

Section 4. Only faculty members who are associate or full members of the graduate faculty are eligible to serve on the Council.

Section 5. All graduate faculty members (full, associate, and adjunct) are eligible to vote in the election of their department’s Council representative, and departmental requests to expand this electorate may be granted by the Director of Graduate Studies and Research.

Section 6. Representatives to the council may serve successive terms.

Section 7. 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.
Section 8. Any departmental representative who is absent from 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 his 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 Director of Graduate Studies and Research will inform the department chairperson, the departmental Coordinator of Graduate Studies, and the Council representative when the representative has two absences.

Section 9. Members of the Council may themselves have proposals for Faculty Development Assignment, Distinguished Research Award, and/or Creative Achievement Award 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 Chairperson of that Department.

Article IV

Officers

The Council shall be chaired by the College Director of Graduate Studies who will record the proceedings.

In the absence of the Director of Graduate Studies, the Council will elect a temporary chairperson from the membership in order to conduct business.

Article V

Meetings

Section 1. The council will hold meetings each month from September through May. Dates and times shall be determined by the members and a schedule of meetings will be distributed.

Section 2. Two-thirds of the membership of the Council shall constitute a quorum.

Article VI

Parliamentary Authority

Section 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.
Section 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

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 regular meeting.