

## CHARTER AND BY-LAWS OF THE COUNCIL OF RHODE ISLAND COLLEGE

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## **CHARTER OF THE COUNCIL OF RHODE ISLAND COLLEGE**

*[Original charter ratified by the Faculty March 28, 1963, approved by the President of the College March 29, 1963, and approved by the Board of Trustees of State Colleges May 8, 1963]*

### **PREAMBLE**

The operation of Rhode Island College is the responsibility of the Rhode Island Board of Governors for Higher Education, which charges the President of Rhode Island College with the task of carrying out the functions that the Board assigns to this institution. Since the faculty also, by the nature of its duties, necessarily participates in the operation of the College, this Charter is designed to clarify the role of the faculty and its relationship to the administration, to improve communication among all parts of the College, and to provide a more effective mechanism for the faculty's execution of its responsibilities.

The 1966 joint Statement by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges on *Government of Colleges and Universities* is endorsed as a statement of the principles and procedures for the government of Rhode Island College.

### **Section I. The Faculty**

- A. A faculty is a body of persons in an educational institution to whom are entrusted functions involving instruction and the advancement of knowledge. In addition, these functions include the government of such operations and the tendering of advice to administrative officers.
- B. For purposes of College governance, the Faculty of Rhode Island College shall consist of those persons who hold rank as Professor, Associate Professor, Assistant Professor, or Instructor at the College.

### **Section II. Matters of Interest to the Faculty**

The Faculty of Rhode Island College may properly consider matters of college-wide concern other than those that are purely administrative. The following are recognized specifically but are in no way deemed limiting:

- A. Direct Operation and Evaluation of Instruction and Research
- B. Academic Freedom and Tenure
- C. Personnel Matters of College-Wide Significance
- D. Faculty Welfare
- E. Academic Standards
- F. Admissions and Retention
- G. Curriculum
- H. Graduate Programs

- I. Library Development
- J. Student Activities and Discipline
- K. Faculty Colloquia
- L. Lectures, Concerts, Films and Similar Activities
- M. Honorary Degrees

### **Section III. The Council of Rhode Island College**

#### **A. The Council**

1. The chief legislative and regulatory agency of the Faculty shall be the Council of Rhode Island College (The Council). The Council shall be a representative deliberative body dealing with, and possessing authority to act on, questions of policy related to matters of interest to the faculty. The function of the Council shall be to examine and evaluate current policies in the light of the philosophy, purposes, and assigned functions of the College, and to recommend such amendments and additions of policy as are deemed necessary or desirable to provide for the most effective operation of the College.

#### **B. Authority and Duties of the Council and its Relation to the Administration and the Faculty**

1. The authority of Council shall extend to all matters of interest to the Faculty that are not governed by collective bargaining agreements.
2. Nothing in this Charter shall be construed as abrogating the right of the Administration to initiate and adopt policy duly approved by the Board of Governors.
3. Recommendations of Council that alter College policy must have the approval of the President before they take effect.
  - a. Upon a vote of three-fifths of Council, the President agrees to convey to the Board of Governors for Higher Education any Council proposal for a change of policy which has not been approved by the President.
4. The President and other officers of the Administration agree not to alter College policy of concern to the faculty until Council and the faculty have been informed in writing of the proposed change and given reasonable time to react.
  - a. Upon a vote of three-fifths of Council, the President agrees to convey to the Board of Governors for Higher Education the position of Council on changes of policy recommended *or adopted* by the administration.
5. The President and other officers of the Administration agree to consult with the Council or its Executive Committee before appointing committees which have bearing on matters *of interest to the faculty*. If invited, Council may nominate faculty representatives on such committees. Such representatives shall report to Council, in

writing, at least annually, on the work of the committee, unless otherwise agreed in advance.

6. Council shall consider matters of policy referred to it by the President and may consider those referred to it by College committees or by any member of the faculty.
7. The Council shall report to the faculty for its full consideration and reaction such recommendations as constitute major changes in College policy.
8. The Faculty may at any time review decisions made by Council. Upon petition signed by 30 voting members of the Faculty and submitted to the Executive Committee of Council not later than one month after publication of Council action, any vote of Council shall be submitted to the Faculty by means of a referendum conducted by a secret mail ballot. A majority of the votes cast shall be conclusive provided that a majority of the Faculty participate in the referendum. Such referendum shall be conducted by the Executive Committee of Council.
9. The Council shall assume responsibility to strengthen communication among all elements of the College.
10. The Council shall give a report of its activities to the Faculty once each semester.

### **C. Council Composition, Eligibility to Serve**

1. The Council shall consist of:
  - a. One faculty member from each academic department, or school if there are no separate departments within it, and five at-large faculty members, no more than one of which may be from a single department.
    - i. Faculty members shall be elected for two-year staggered terms.
    - ii. For the purposes of the above provisions, Adams Library and the Henry Barnard School shall be considered academic departments.
    - iii. To be eligible to serve on Council a faculty member must either hold an appointment with tenure or must be serving in a position which is eligible for tenure, or hold a full-time limited-term appointment. Faculty members of Council must have served on the faculty of the College at least one full academic year prior to the beginning of the term being filled in the election.
    - iv. Persons holding administrative or staff appointments who also have faculty rank shall not be eligible to serve as faculty members of Council.
  - b. The President of the Adjunct Faculty Union (ex-officio) or his/her designee.
  - c. Two members of the professional staff of the College, elected for two-year staggered terms from a constituency defined in a Council by-law.
  - d. Two students, elected for one-year terms in accordance to a Council by-law.

- e. The President and the Vice President for Academic Affairs shall serve on Council *ex-officio*. They shall not be eligible to vote on any matter considered by Council which is subject to the approval of the President before it takes effect.
2. A person may not be elected to more than two consecutive two-year terms on Council representing the same constituency.

#### **D. Election of Council Members**

1. Persons holding administrative or staff appointments who also have faculty rank shall not be eligible to vote for faculty members of Council.
2. All elections shall be conducted by the Elections Committee.
3. Elections for faculty and professional staff representatives shall be held annually. New members of Council shall assume office on July 1.

#### **E. Vacancies on the Council**

1. Council may declare a seat vacant when a member is absent from three consecutive regular meetings.
2. A vacancy in an elective seat shall be filled by special election administered by the Elections Committee for the remainder of the unexpired term, except that unexpired terms of at-large members not exceeding one semester may be filled by Council Executive Committee appointment.

#### **F. Meetings of the Council**

1. Council shall meet at least once each month during the academic year and shall set and announce a regular monthly meeting time.
2. The Executive Committee shall call Council into special session upon request by signed petition of 20 members of the faculty or upon request of the President of the College. In each instance, the reason for the special session shall be stated in writing.
3. Meetings shall be open to any member of the faculty as an observer unless Council, by a three-fifths vote, closes a meeting and/or the minutes thereof.
4. All meetings of Council, the faculty, and the committees shall be conducted according to *Roberts' Rules of Order*.

#### **G. Meetings of the Faculty**

1. The Chair of Council may call a meeting of the faculty when deemed necessary to discuss matters of interest to the faculty.
  - a. Except in emergencies, the Executive Committee shall prepare an agenda to be issued to Council and the faculty at least five days on which classes are held, Saturdays excepted, in advance of the meeting.

2. Nothing in this section shall be construed to abrogate or limit the right of the President of the College to call meetings of the faculty and to preside over those meetings.
  - a. Except in emergencies, the President agrees to issue agendas to Council and to the faculty at least five days on which classes are held, Saturdays excepted, in advance of meetings called by the President.

#### **H. Officers of The Council and the Executive Committee**

1. The Executive Committee of Council shall consist of:
  - a. A Chair, a Vice Chair, a Secretary, and two additional members, chosen in May of each year by the Council-elect from among its own members.
  - b. The President of the College and the Vice President for Academic Affairs.
2. Duties of the Officers:
  - a. The Chair shall preside at meetings of Council, meetings of the Executive Committee, and meetings of the faculty called by the chair of Council.
  - b. The Vice Chair shall assume the duties of the Chair in the Chair's absence or incapacity, and perform such duties as are assigned by the Chair. If the Chair becomes vacant, the Vice Chair shall become Chair of Council for the remainder of that term.
  - c. The Secretary shall take and maintain a record of all business of Council and of faculty meetings and shall also be responsible for ensuring that the *College Handbook* is current at all times. The Secretary shall keep minutes of the proceedings of Council and shall attend to the distribution of such minutes, or portions thereof, as Council may direct. All minutes of Council shall be kept on file at some convenient place so that they may be consulted by any member of the faculty.
3. The Executive Committee shall act on Council decisions, call special Council sessions, and act on behalf of Council between meetings, its actions taken at such times to be subject to review by the full Council.
4. The Executive Committee shall be responsible for preparing written agendas for meetings of Council and of the faculty and for making arrangements for meetings (e.g., clearing the calendar and announcing time and place).
  - a. Agendas are to be issued to Council and to the faculty at least three days on which classes are held, Saturdays excepted, prior to each regular meeting of Council. Persons seeking to have an item placed on the agenda should send such item to the Chair or Secretary of Council not less than two weeks before the announced meeting of Council.

## **I. Council Committees**

1. Council shall have jurisdiction over all standing committees established by a by-law to this Charter, and all special committees established by Council.
2. Council shall establish such standing and special committees as it deems proper to carry out appropriate parts of its responsibilities. Powers and duties of these committees shall be specified by Council.
3. All committees under the jurisdiction of Council shall function in relation to the Council of Rhode Island College as specified in the By-Laws. Council shall have the right to limit the activities of the committees.
4. Any committee shall accept items for its agenda from the Executive Committee of Council and may also initiate recommendations to Council on matters within its area.
5. If a committee makes a written recommendation to Council for specific action within its area of concern and Council fails to act either affirmatively or negatively within nine weeks, vacations excluded, then the committee may submit the matter directly to the Faculty-at-large or to the administration.
6. Council shall choose, or direct the manner of choice, of these committees and may designate their chairs.
7. Members of all committees under the jurisdiction of Council shall continue to serve until the appointment of new members.
8. In the event that a committee member has been absent from three consecutive committee meetings, the chair shall notify the Executive Committee or other appropriate appointing agency, which may declare the seat vacant.
9. Business, other than providing for the next meeting, shall be transacted by any Council committee with the exception of the Executive Committee only by a vote of the majority of the voting members of the Committee. Any position which is vacant for more than ten working days because it has not been filled will not be considered in determining a quorum.
10. Every committee under the jurisdiction of Council shall submit an annual report to Council.

## **Section IV. Amendments and By-Laws**

### **A. Amendments to this Charter**

1. Amendments to this Charter may be proposed by a two-thirds majority of Council or by a petition signed by 20 percent of the entire faculty and presented in writing to Council. Each member of the faculty shall be furnished with a copy of the proposed amendment at least two weeks in advance of the balloting.

2. Amendments to the Charter shall become effective when approved by two-thirds of the votes cast (by secret ballot) by members of the faculty and approved by the President of the College.

#### B. By-Laws

1. By-laws to this Charter (and amendments to by-laws) may be proposed by a simple majority of Council.
2. Following one month's notice in writing to the faculty, such By-Laws, or amendments thereto, shall become effective when approved by a two-thirds majority vote of the members present and when approved by the President.
3. The adoption of a By-Law by Council shall be subject to review by the faculty in a referendum held in accordance with the provisions of Section III.B.8 of this Charter.



**BY-LAWS**  
**TO THE CHARTER OF THE COUNCIL OF RHODE ISLAND COLLEGE**

**I. Article on QUORUM OF THE COUNCIL**

- A. Business, other than providing for the next meeting, shall be transacted by the Council of Rhode Island College only by vote of either (a) a majority of all the members of Council, or (b) a majority of the members voting at a meeting at which three-fifths of the members of Council are present. All elections shall require that three-fifths of Council be present.

**II. Article on VOTING**

- A. The method of voting in the Council of Rhode Island College shall be by a hand vote, with provision for a secret ballot on the request of three members of Council.
- B. Any motion to poll the faculty on Council decisions is valid only if passed by three-fifths of Council, or if petitioned in accordance with Section IV.D. of the Charter.

**III. Article on ELECTIONS AND REFERENDA**

A. Election of Representatives to Council

1. Faculty Representatives

- a. Faculty representatives to the Council shall be selected from among those eligible under Sections I.B. and III.C. of the Charter who hold full-time appointments at the College.
- i. For the purpose of selecting both departmental and at-large representatives, a faculty member holding appointments in more than one department shall be considered a member of the department that is his or her primary appointment according to College records.
- ii. A person on a leave of absence that is scheduled to end before the beginning of the term of office is eligible for election.
- b. The qualifications for voting for faculty representatives to Council shall be identical with the qualifications necessary to be elected as the same, with the following qualifications and exceptions:
- i. Departmental representatives shall be elected by the members of the department or school that they represent.
- ii. Faculty members are eligible to vote in their first year of full time service.

2. Professional Staff Representatives

- a. Representatives to the Council from the professional staff shall be selected from among those employees of the College, excluding top-level supervisory personnel, who are non-classified employees in full-time continuing or limited term positions,

and who have served the College for at least one full academic year prior to the beginning of the term being filled in the election.

- b. The qualifications for voting for professional staff representatives to Council shall be identical with the qualifications to serve as the same, except that members are eligible to vote in their first year of full time service.

### 3. Student Representatives

- a. The president of Student Community Government, Inc. shall serve as one of the two student representatives specified by the Charter, and shall appoint the other student representative.

## B. Voting on Charter Amendments and Council Referenda

1. The qualifications for voting on amendments to the Charter, and in referenda under Section III.B.8 of the Charter, shall be identical with the qualifications for voting for faculty representatives on the Council, with the following exception:
  - a. The following persons may vote in Council referenda called under Section III.B.8 of the Charter:
    - i. All Vice Presidents and Assistant Vice Presidents
    - ii. All Deans and Associate Deans
    - iii. Director of the Adams Library
    - iv. Assistant to the President

## C. Conduct of Elections of Council Members

1. Elections of Council members shall be conducted by the Elections Committee and held in February of each year. By-elections to fill unexpired terms under Section III. G. of the Charter, shall be held no less than seven calendar days after official notification of a vacancy has been received by the Elections Committee, unless directed otherwise by the Executive Committee of Council.
2. The Elections Committee shall compile, and make available to all concerned, a list of eligible voters. The Committee shall make provisions for absentee balloting by persons on leave, with or without pay. The Committee shall submit such decisions to the Executive Committee of Council before the election.
3. Ballots shall carry the names of all candidates who are eligible for election and who have submitted their names as willing candidates to the chair of the Elections Committee.
4. If there is only one candidate for the office, no election will be required.
5. Ballots shall be secret and shall be distributed to the persons eligible to vote. Within the limits specified by the Charter and in accordance with any instructions from the

Council, the Elections Committee shall set dates and times for the distribution of ballots and closing of polls, and designate the places where ballots may be deposited.

6. Elections shall be determined by a plurality of the votes cast. Instructions for the procedures of voting shall appear on each ballot. Voters shall be instructed to vote for one candidate for each contested office. Any other marking shall render the ballot void unless, in the judgment of the tellers, the intent is clear and does not vitiate the secrecy of the ballot.
7. Ballots shall be counted within three days on which classes are held, Saturdays excepted, of the close of the polls. Ballots shall be counted by the Elections Committee or by tellers designated by the Elections Committee. Faculty shall be notified of the date, time, and place of the tabulation. Any faculty member shall be permitted to observe the tabulation-
8. The Committee shall decide cases in which the interpretation of the above rules is obscure or inconclusive.

#### **IV. Article on GENERAL PROVISIONS REGARDING COUNCIL COMMITTEES**

Unless otherwise specified herein, the following provisions shall regulate the conduct and the execution of business of each committee constituted and empowered under the Charter:

- A. Unless a By-Law governing a particular committee explicitly provides for a Council committee to take final action on a matter, Council committees serve in an advisory capacity to Council or to the President, or both.
- B. A quorum of each committee shall be a majority of the voting members of that committee.
- C. In those articles where the election of a committee chair is not provided for, the Committee on Committees shall appoint the chair.
- D. Each committee shall meet at least one time during each academic semester and as many times thereafter as shall be necessary and appropriate to execute its charge. A copy of each of the minutes of the committee meetings shall be forwarded to the Executive Committee when distributed.
- E. Each committee shall submit to Council a report of its activities at least once each year. Said report is to be placed and maintained in the Council's public file. Other reports may be requested by Council. If a committee makes a report to any authority other than Council, a copy shall be furnished to Council. Any significant departure from existing policy or normal procedure shall be reported to Council promptly, in advance if possible. The provisions of this paragraph shall apply to all committees defined as being under the jurisdiction of Council.
- F. The By-Law governing a particular committee and the foregoing general provisions (A

through E) governing all committees shall take effect for a particular committee when the Executive Committee certifies that it is appropriate for the committee to be governed by them.

## **V. Article on the Academic Integrity Board**

### A. Powers and Duties

The Board shall:

1. Establish, publish, and implement procedures for adjudicating alleged student violations of academic policies and regulations as specified in Section 3.9.1 of the College Handbook.
2. Be authorized to hear and adjudicate charges of academic dishonesty against individual students at the request of a faculty member or the Vice President for Academic Affairs, in accordance with the provisions of paragraph A.1., and also be authorized to hear and adjudicate student appeals of actions taken by instructors in such cases. In all such cases the Board's ruling will be binding on both instructor and student.
3. Be authorized to assess penalties ranging from those available to the faculty member in Section 3.9.1 of the College Handbook to placing the student on academic probation or expelling the student from the College.
4. Oversee the administration of academic discipline of the College to insure compatibility and fairness.
5. Be permitted to delegate responsibility and authority to College officers (e.g., Vice President for Academic Affairs) and hear appeals of actions taken under this delegation.
6. In emergencies, or when it cannot be assembled, permit College officers designated by the Vice President for Academic Affairs to act in its place. Such actions and decisions shall be reported in writing to the Board. The Board shall have the power, upon the request of the aggrieved party, or upon its own initiative, to review the actions and decisions.
7. File a report of its activities, at least once each year, with Council, to be placed in the Council's public file, and with the Vice President for Academic Affairs.
8. Make recommendations to the Council or its committees, to the Vice President for Academic Affairs, and to any other appropriate persons or entities, for improvements related to the Board's responsibilities.
9. Meet as necessary, at the call of its Chair or upon written request of the President of the College or any four Board members.

### B. Membership

The Board shall consist of seven members.

1. Four faculty members, appointed by the Committee on Committees, to serve for staggered two-year terms; one of whom will be elected by the members to chair the Board
2. One undergraduate student appointed for a one-year term by SCG after consultation with the Dean of Students. This appointment is subject to ratification by Student Parliament.
3. One graduate student, appointed by the Graduate Committee, to serve for a one-year term.
4. One member of the professional staff, appointed by the President of the College for a two-year term.

## **VI. Article on the COMMITTEE ON ACADEMIC POLICIES AND PROCEDURES**

### A. Powers and Duties

1. The Committee shall recommend academic policies and procedures including non-classroom learning and its evaluation and oversee their codification in the *College Handbook*.

### B. Membership

The Committee shall consist of twelve members:

1. Six faculty, appointed by the Committee on Committees for staggered two-year terms.
2. One student, appointed by the President of the College after consultation with the President of Student Community Government, Inc.
3. The Vice President for Academic Affairs or designee.
4. The Director of Admissions or designee, *ex-officio*.
5. The Director of Records or designee, *ex-officio*.
6. One professional staff member, appointed by the President of the College.
7. The President of the College, *ex-officio*, non-voting.

## **VII. Article on the ACADEMIC STANDING COMMITTEE**

### A. Powers and Duties

The Committee shall:

1. Recommend policies governing the readmission of undergraduates and hear appeals by individuals of decisions on matters of readmission.

2. Hear appeals of decisions involving the transfer of academic credit.
3. Hear written appeals to waive academic policy in individual cases.
4. Afford each student an opportunity to be heard orally on said student's case if so requested provided that the Committee may first require a written statement showing that there is evidence or circumstances not previously considered.
5. Require that, except for their presentation, members of the Committee who are designated parties in an appeal absent themselves from the hearing of that case, including the vote on that case.
6. Establish and maintain a codified file of decisions rendered.
7. Report its specific actions to the Vice President for Academic Affairs, appropriate deans/director, and department chairs, the Secretary of Council, the Counseling Center, and the Academic Advisement Information Center within ten working days of each meeting.
8. Ensure that appropriate academic departments are notified and have an opportunity to provide their recommendations to the Committee on relevant cases coming before the Committee.
9. Ensure that the instructor be permitted to appear before the Committee at said instructor's request.
10. Notify the student involved and arrange a time for a personal appearance if so requested.
11. Remind students who have cases pending before the Committee that they may discuss highly personal matters with the Committee Chair or the Dean of Students in advance of any meeting.
12. Meet at least once a month during the academic year.

#### B. Membership

The Committee shall consist of ten members:

1. Four faculty, appointed by the Committee on Committees to serve two-year staggered terms. No more than one member may be from any one department.
2. Two undergraduate students appointed by SCG after consultation with the Dean of Students. Appointments are subject to ratification by Student Parliament.
3. One academic administrator, appointed by the President of the College.
4. The Director of Records, or designee, *ex-officio*, non-voting, shall serve as Secretary to the Committee.
5. The Director of Admissions, or designee, *ex-officio*, non-voting.

6. The Vice President for Student Affairs, or designee.
7. The Chair shall have the power to appoint a Vice Chair from among the Committee members to serve in the Chair's absence.
8. The term of membership for all Committee members shall be from July 1.

**VIII. Article on the COMMITTEE ON ATHLETIC, INTRAMURAL, AND RECREATIONAL POLICY**

A. Powers and Duties

1. The Committee shall recommend to the Director of Intercollegiate Athletics, Intramurals and Recreation and to Council:
  - a. Policies governing the conduct of all athletic, intramural, and recreation programs.
  - b. Policies and procedures that encourage and facilitate the coordination of athletic, intramural, and recreation programs with any other entities having overlapping interests, especially in the use of facilities and equipment.
  - c. Personnel policies and procedures and standards of qualification and performance, governing initial appointment, periodic and special evaluation, reappointment, and non-renewal of personnel of the athletic, intramural and recreational programs, including coaches. These shall be consistent with any applicable written policies, standards, and procedures established by the Board of Governors, the President of the College, and collective bargaining agreements.
  - d. Policies and procedures for the development and administration of the annual budget for the department.
  - e. Policies and procedures that provide appropriate resources for athletic programs, intramural programs, and recreation programs.
2. The Committee shall have the power to review records and other documents and obtain information necessary for carrying out its responsibilities, and shall have the authority to require the Director of Intercollegiate Athletics, Intramurals, and Recreation and other personnel of those programs to provide such materials and information as it deems necessary for its official work, subject to College policies. In particular, the Committee shall provide for periodic review of whether due consideration is given to each of the three areas in the title.
3. The Committee shall give advice on matters related to athletics, intramurals, and recreation to the President of the College upon written request of the President. The Committee may give advice on such matters to the President or the Director of Intercollegiate Athletics, Intramurals, and Recreation upon request of the Director or on its own initiative.
4. Decisions of the Committee on Intercollegiate Athletics, Intramural, and Recreational Policy under the above provisions shall be subject to the approval of the President of the College.

## B. Membership

The Committee shall consist of eight members:

1. Three faculty members, appointed by the Committee on Committees for staggered two-year terms.
2. Two students, one from the Student Athletic Advisory Committee and one from the Recreation/Intramural Committee, nominated by the President of Student Community Government, Inc. and appointed by the President of the College to one year terms.
3. One administrator, appointed by the President of the College.
4. The Director of Intercollegiate Athletics, Intramurals, and Recreation, *ex-officio*, non-voting.
5. The Faculty Athletic Representative to the NCAA, *ex-officio*, non voting.

The Committee on Committees and the President shall endeavor to ensure that both men and women are reasonably represented.

## **IX. Article on the ACADEMIC TECHNOLOGY ADVISORY COMMITTEE**

### A. Powers and Duties

The Committee shall:

1. Assist in shaping support, policies, procedures, and future plans for the direction of academic technology resources and services with a focus on support for teaching and learning.
2. Serve in an advisory capacity to the Assistant Vice President for Information Services, the Vice President for Academic Affairs and the Council on academic technology resources and services that are commensurate with the institutional purposes of the College.
3. Gather and publish information about new developments and concerns in academic technology resources and services from faculty members, staff, students, departments, schools, committees, administration, and Information Services.
4. Designate members to meet with, and report on, all council committees dealing with academic technology.
5. Solicit feedback on a regular basis from students and faculty members about technology usage, support issues, and future needs related to academic technology resources and services.
6. Advocate for students and faculty members to have access to appropriate technology and educational resources to support teaching and learning.

### B. Membership



The Advisory Committee shall consist of 12 members:

1. The following ex-officio members without a vote:
  - a. Vice-President for Academic Affairs or faculty designee
  - b. Assistant Vice President for Information Services or designee
  - c. Director: Network and Telecommunications
  - d. Director: Management Information Services
2. The following voting members:
  - a. Faculty, appointed by the Committee on Committees for staggered two-year terms
    1. One faculty representative from the Faculty of Arts and Sciences
    2. One faculty representative from the Feinstein School of Education and Human Development
    3. One faculty representative from the School of Social Work
    4. One faculty representative from the School of Management
    5. One faculty representative from the School of Nursing
    6. One faculty representative at large
  - b. Administration and/or Staff
    1. Director, Adams Library or designee
    2. Manager of Instructional Technology Support and Training or designee
    3. Director, User Support Services or designee
    4. Director, Center for Teaching and Learning or designee
  - c. Students
    1. One undergraduate student, appointed by the Student Community Government for a 1 year term
    2. One graduate student, appointed by the Graduate Dean for a 1 yr term
3. The voting members shall elect a faculty member as Chair of the Committee each September.

**X. Article on the CAMPUS STORE ADVISORY COMMITTEE**

A. Powers and Duties

The Committee shall:

1. Serve as a communication link between faculty, staff, students, administration and the Manager of the Campus Store.
2. Actively solicit and interpret the concerns, complaints, and compliments of the College community regarding the operation of the Campus Store.
3. Advise and make recommendations to the appropriate unit head and/or, when appropriate, to Council on any relevant matter of policy, rules, or operations of the Campus Store.

#### B. Membership

The Committee shall consist of six members:

1. Three faculty members, appointed by the Committee on Committees for staggered two-year terms.
2. One undergraduate student appointed by SCG by the end of the first three weeks of class during the Fall semester. Appointments not made by that deadline may be made by the Dean of Students. Appointments are subject to ratification by Student Parliament.
3. One administrator, appointed by the President.
4. The Manager of the Campus Store, *ex-officio*, non-voting.

### **XI. Article on the COMMITTEE ON COLLEGE LECTURES**

#### A. Powers and Duties

The Committee shall:

1. Request an annual budget allocation to support College lectures; this budget shall be submitted to the Vice President for Academic Affairs not later than June 1.
2. Oversee the expenditure of funds for those lectures and events presented by departments and programs of the College under the auspices of the Committee.
3. Meet to review its expenditures no later than December 15 and April 15 so that the Committee may re-allocate any unexpended funds prior to the close of the fiscal year.
4. The Chair shall report to the Vice President for Academic Affairs on all disbursements.

#### B. Membership

1. The Committee shall consist of seven members:

- a. Four faculty members, appointed by the Committee on Committees, to serve staggered two-year terms.
- b. Two undergraduate student appointed by SCG by the end of the first three weeks of class during the fall semester. Appointments not made by that deadline may be

made by the Dean of Students. Appointments are subject to ratification by Student Parliament.

- c. The Vice President for Academic Affairs, or the Vice President's designee.
2. New faculty and student appointments shall be made no later than the end of May each year, with the term of office beginning September 1 of the next academic year.
3. The Chair of the Committee, who must be a faculty member, shall be elected each September by the Committee members.

## **XII. Article on the COMMITTEE ON COLLEGE MISSION AND GOALS**

### A. Powers and Duties

The Committee shall:

1. Serve on a continuing basis through Council as an advisory committee to the President of Rhode Island College. It shall have as its principal duties the following:
  - a. To review the mission and purpose of Rhode Island College; to review the major goals of the College established to achieve its mission and purpose; and to initiate recommendations for changes in the College's mission and purpose and in its goals.
  - b. To ensure that Council and other College committees are informed about changes in the mission, purpose, and goals of the College and the impact such changes may have on their work and responsibilities.
  - c. Every three to five years, Rhode Island College will convene representatives of the College community, under leadership of the Vice President for Academic Affairs, in order to engage in strategic planning. This planning process will begin with the review and revision, as needed, of the mission and vision statements. The Committee on Mission and Goals of the Council of Rhode Island College will be invited to participate in the review (and any necessary revision) of the mission statement.
2. Be empowered to establish such subcommittees as may be useful in the performance of its responsibilities. Membership on such subcommittees is open to persons other than those serving on the full Committee. Such subcommittee members shall be chosen by the full Committee.

### B. Membership

The Committee shall consist of ten members:

1. Three faculty, appointed by the Committee on Committees to serve staggered three - year terms.
2. The Chair of the Undergraduate Curriculum Committee, *ex-officio*, or his/her designee from the Committee.

3. The Chair of the Graduate Committee, *ex officio*, or his/her designee from the Committee.
4. One student, selected by the President of the College after consultation with the President of Student Community Government, Inc.
5. One professional staff member, appointed by the Committee on Committees for a two-year term.
6. One administrator, appointed by the President of the College.
7. One representative of the public, selected by the President of the College.
8. The President of the College, *ex-officio*, non-voting.

### **XIII. Article on the COMMITTEE ON CONVOCATIONS**

#### A. Powers and Duties

1. The Committee shall recommend and, when requested to do so by the President, implement College policy and procedures relative to convocations, commencements, and other College events specified by the President.

#### B. Membership

The Committee shall consist of ten members:

1. Three faculty members, appointed by the Committee on Committees to serve staggered two-year terms.
2. The Senior Class President or designee.
3. One graduate student, appointed by the Vice President for Academic Affairs or designee for a one-year term.
4. Three administrators, one from Academic Affairs, one from Student Affairs, and one from User Support Services, appointed by the President.
5. Commencement Coordinator, Chair.
6. The Director of Facilities and Operations or designee, *ex-officio*, non-voting.

### **XIV. Article on the UNDERGRADUATE CURRICULUM COMMITTEE**

#### A. Powers and Duties

The Committee shall:

1. Be responsible for the approval and oversight of all aspects of undergraduate curricula, including honors programs and general education. Implementation of Curriculum Committee decisions is subject to action by the Vice President for Academic Affairs and the President of the College.

2. Initiate study of new curricula or changes in curricula, and consider suggestions for curriculum development from the administration, divisions, departments, programs, individual faculty members, and students. The Committee shall consult faculty concerned with particular curriculum proposals under consideration.
3. Meet at least once a month during the academic year. Any faculty member may attend any meeting. Except in emergencies specified in the call of the meeting, an agenda shall be published prior to each meeting.
4. Meet whenever necessary to review and evaluate the curriculum in general, to consider important problems and deficiencies in the curriculum, and to discuss its major goals and directions. Such meetings may be conducted largely under suspension of rules and without a formal agenda of specific proposals.
5. Publish on the Curriculum Committee website the recorded minutes of each meeting.
6. Publish on the Curriculum Committee website the decisions of the Committee and subsequent actions taken on these decisions, and list proposals that remain on the calendar.

#### B. Membership

The Committee shall consist of 20 members:

1. Two faculty members from Art; Communication; and Music, Theatre, and Dance.
2. Two faculty members from English, History, Modern Languages and Philosophy.
3. Two faculty members from Anthropology, Political Science, Psychology, and Sociology.
4. Two faculty members from Biology, Mathematics/Computer Science, and Physical Science.
5. Three faculty members from the Feinstein School of Education and Human Development.
6. One faculty member from the School of Management.
7. One faculty member from the School of Nursing.
8. One faculty member from the School of Social Work.
9. The Chair of COGE, *ex officio*.
10. Two undergraduate student appointed by SCG by the end of the first three weeks of class during the Fall semester. Appointments not made by that deadline may be made by the Dean of Students. Appointments are subject to ratification by Student Parliament.
11. The Vice President for Academic Affairs shall serve in an ex-officio, non-voting capacity. The Vice President for Academic Affairs shall appoint two voting members

from among the following: Dean of the Faculty of Arts and Sciences, Dean of the Feinstein School of Education and Human Development, Dean of the School of Social Work, Dean of the School of Management, Dean of the School of Nursing.

#### C. Elections and Officers

1. The elected members of the Committee shall serve for two-year staggered terms, so that approximately half of the committee will be replaced each year. No more than one elected member from any department may sit on the Committee at the same time.
2. The Election of members of the Committee shall be conducted by the Elections Committee and shall take place in April of each year.
3. The Chair of the Committee shall be selected each May by the Committee-Elect from among its members.

### **XV. Article on the ELECTIONS COMMITTEE**

#### A. Powers and Duties

1. The Committee shall:
  - a. At the instruction of the Council of Rhode Island College or as called for in the Charter or By-Laws, conduct elections for all elective Council positions.
  - b. Conduct all referenda and elections in accordance with the provisions of the Charter and By-Laws.
  - c. Submit to Council recommendations for changes in electoral procedure.
2. The Chair, or designee, shall:
  - a. Supervise the assembling of all data for the preparation of ballots.
  - b. Supervise the issuance, collection, and counting of ballots.
  - c. Immediately report results to Council and to the electorate.
  - d. Conduct, at the first meeting of the academic year, a review of existing procedures and duties of the Committee.

#### B. Meetings

1. The first meeting of the Committee shall be held within 60 calendar days from the opening of the academic year.
2. Other meetings shall be called by the Chair or at the request of two members of the Committee, or at the request of Council.

#### C. Membership

The Elections Committee shall consist of three members: two faculty and one professional staff member appointed for two-year terms by the Committee on Committees. The term of faculty members shall be staggered to ensure continuity of membership.

## **XVI. Article on the EXECUTIVE COMMITTEE**

### A. Powers and Duties

1. The Executive Committee shall implement and/or monitor action on Council decisions and may call special Council meetings. Actions taken by the Committee at such times are subject to review by the full Council. The Executive Committee may take action during the summer recess and it may call a meeting of the Council during said recess if it believes a quorum may be obtained.
  - a. The Executive Committee shall be responsible for preparing written agenda for meetings of Council and of the faculty, and for making arrangements for such meetings. Agenda shall be issued to the Council and to the faculty at least three days on which classes are held, Saturdays excepted, before each regular meeting.
  - b. The Executive Committee shall prepare an agenda to be issued to Council and to the faculty at least five days on which classes are held, Saturdays excepted, in advance of meetings of the faculty called at the request of Council.
  - c. The Executive Committee shall call Council into special session on request of a signed petition of 20 members of the faculty, upon request of five Council members, or upon request of the President of the College.
2. The Executive Committee shall conduct or provide for the conduct of a referendum on a Council decision when the referendum has been requested by a signed petition of 30 voting members of the faculty.
3. The Executive Committee shall draft or cause to be drafted By-Laws to the Charter for consideration and review by Council.
4. The Executive Committee shall make a selection of any eligible Council member to any unanticipated vacancy on either the Executive Committee or among the officers of Council. Such service of the person selected will end with the fulfillment of action specified in the Charter for that position.
5. In accordance with Section IV.F. of the Charter of the Council, the Executive Committee shall, subject to the approval of Council, each year make the initial appointment of all members and officers to all committees under the jurisdiction of Council, except those committee members and officers whose appointment or selection is otherwise provided for in the By-Laws governing a particular committee, and further excepting those appointments that have been delegated to the Committee on Committees, per Article XXVII of the By-Laws.

6. a. The Executive Committee shall perform, or arrange for the performance of, any necessary duties of any committee under Council jurisdiction that fails to be properly constituted or organized, fails to hold required meetings, or is unable to obtain a quorum.
  - b. Determination by the Executive Committee to take jurisdiction under this section shall require affirmative vote of at least four members of the Executive Committee, or unanimous agreement of the members if there are only three members in attendance. Actions subsequent to that determination are under regular voting and quorum rules.
  - c. The Executive Committee shall report to Council any action under this section. In the case of the extended disability of a committee, the Executive Committee shall recommend to Council a proposal for remediation.
- 7.a. A request for intervention is a request that an issue be taken from a committee under Council jurisdiction (hereafter a "Council Committee") and decided by another entity as specified herein, and with respect to which all of the following conditions are satisfied:
    - i. The requester is an individual or group within the College community.
    - ii. The request is in writing to the Executive Committee, stating explicitly the problem and desired remedy.
    - iii. The request is that an action or decision be taken which is within the powers of the Council Committee.
    - iv. The Council Committee in question is not the Academic Standing Committee, Curriculum Committee, Executive Committee, Undergraduate Admissions Committee, or the Board of College Discipline.
    - v. The requester has exhausted all reasonable opportunities to secure the desired result from the Council Committee.
    - vi. The Council Committee has either failed to decide one way or another on the requested decision or action, or has been negligent by failing to take into account important factors.

The burden of showing that these conditions are satisfied lies with the requester.

- b. Upon receipt of such a request for intervention, it shall be considered as soon as practicable by the Executive Committee. The Executive Committee may receive or require documentation, make inquiries, or hold a preliminary hearing to obtain information needed to decide what, if any, further proceedings should be held.
- c. i. The Executive Committee may at its discretion endeavor to arrange a solution mutually agreeable to the interested parties.





## B. Membership

1. The Executive Committee shall consist of the Council Chair, Vice-Chair, Secretary, the President of Rhode Island College, the Vice President for Academic Affairs, and two other elected members of Council, to be elected by Council by preferential ballot as the next order of business after the election of Secretary. The Secretary shall be elected by preferential ballot.
2. A quorum of the Executive Committee shall be four members, except that three members may act by unanimous consent of the three.

## **XVII. Article on the FACULTY RESEARCH COMMITTEE**

### A. Powers and Duties

The Committee shall:

1. Evaluate and act on proposals from the faculty and other College personnel seeking grants-in-aid from the Rhode Island College Faculty Research Fund to assist research projects. Evaluation may entail clarifying details of proposals with applicants and contacting competent authorities for assistance.
2. Award grants to defray such expenses as material and equipment, photocopying, travel, secretarial, student assistant and student aide services, computer services, consultation, library fees, and other costs directly connected with the project.
3. Ensure that the grant recipients:
  - a. Submit proposals which involve human participants or animal subjects to the Committee on the Use of Human Participants in Research or the Institutional Animal Care and Use Committee for review.
  - b. Acknowledge the assistance of the College in any publications supported in whole or in part by grants from the Rhode Island College Faculty Research Fund.
  - c. Submit reports on the progress of their projects by September 30<sup>th</sup> of the year in which grant expenditures were concluded.
4. Ensure that the applicants are considered in the following order of priority: full-time faculty, other full-time College personnel, part-time faculty, and *emeriti* faculty.
5. Recommend to the Vice President for Academic Affairs via the appropriate academic deans/director, the allocation of funds for grants-in-aid to stimulate and promote scholarly study and research.
6. Notify the Vice President for Academic Affairs, deans/director, and applicants on action taken on proposals within a month following the deadline for submission.

7. Prepare an annual budget request for the Rhode Island College Faculty Research Fund to be submitted to the President of the College by April 15.
8. Provide for such review functions as are required by federal, state, and other granting agencies.

B. Membership

The Committee shall consist of five faculty members appointed by the Committee on Committees for staggered two-year terms with no more than one member from any one department. The Director of Research and Grants Administration will serve as an *ex-officio* non-voting member of the committee.

**XVIII. Article on the GRADUATE COMMITTEE**

The mission of the Graduate Committee is to oversee graduate curricula and programs and to advance the interest of graduate programs and students at Rhode Island College.

A. Powers and Duties

The Committee shall:

1. Be responsible for the approval of graduate curricula, including Certificates of Graduate Study Programs. The Committees' recommendations will be sent to the Dean of Graduate Studies and Office of the Vice President for Academic Affairs for approval. Implementation of Graduate Committee decisions regarding graduate curricula is subject to action by the President of the College. Courses which carry both a 400- and 500-level number will require approval of the Undergraduate Curriculum Committee and the Graduate Committee.
2. Initiate study of new graduate curricula or changes in graduate curricula, and consider suggestions for graduate curriculum development from the administration, divisions, departments, individual faculty members, and students. The Graduate Committee shall consult faculty concerned with particular graduate curriculum proposals under consideration.
3. Initiate semi-annual reports to the faculty on the decisions of the Committee and subsequent actions on these decisions, and list of proposals which remain on the calendar.
4. Meet at least once a month during the academic year to review and evaluate the graduate curriculum in general, to consider important problems and deficiencies in the graduate curriculum, and to discuss its major goals and directions. Such meetings may be conducted largely under suspension of rules and without a formal agenda of specific proposals. Any faculty member may attend any meeting.
5. The recorded minutes of each meeting and meeting agenda will be posted on the Graduate Committee website.

6. Periodically or as needed, review and interpret policies pertaining to graduate studies at Rhode Island College, and shall recommend changes to the Dean of Graduate Studies as appropriate.
7. Seek to maintain high standards of quality of program, including recruitment, admissions, and assessment of graduate programs, in coordination with the Dean of Graduate Studies.
8. Review and promote uniformity among graduate program so far as it is consistent with quality, in coordination with the Dean of Graduate Studies.
9. Advise the Deans of the Schools and the Vice President for Academic Affairs on other matters of mutual concern.
10. Have jurisdiction over appeals from graduate students concerning admission, standing, and satisfaction of requirements, in cases not satisfactorily resolved by the department chair or Dean/Director, so far as not assigned through by-laws to some other entity or person. On matters within the scope of a department, the Graduate Committee shall have jurisdiction over questions of procedure but not professional judgment.
11. Have the responsibility, through the proper and appropriate channels, of dealing with matters that extend beyond the scope of any one department and are entirely or predominantly concerned with graduate studies.
12. Except in emergencies specified in the call of the meeting, an agenda shall be printed in the Briefs one week prior to each meeting.

#### B. Membership

The Committee shall consist of 9 voting members and 2 non-voting members:

1. Three graduate program directors or graduate faculty members elected from among the graduate programs in the School of Education. (3)
2. Three graduate program directors or graduate faculty members elected from among the graduate programs in the School of Arts and Sciences. (3)
3. One graduate program director or graduate faculty member elected from the School of Management. (1)
4. One graduate program director or graduate faculty member elected from among the School of Nursing. (1)
5. One graduate program director or graduate faculty member elected from among the School of Social Work.
6. Dean of Graduate Studies. (1; non-voting)
7. One graduate student accepted in a graduate program, appointed annually as directed by the Vice President for Academic Affairs. (1; non-voting)

The elected members of the Committee shall serve for two year terms in such a manner as to provide for staggered terms.

C. The Executive Committee shall consist of the Chair of the Graduate Committee and two other elected members.

#### **XIX. Article on the HONORARY DEGREES COMMITTEE**

##### A. Powers and Duties

The Committee shall:

1. Solicit and receive recommendations for honorary degrees.
2. Submit nominations to Council for approval.
3. In advance of any meeting called to discuss a nominee, the Chair shall send the list of nominees, with supporting documents, to the members of the Committee.
4. The Chair shall maintain a file of all nominees and documents supporting their nomination.

##### B. Membership

The Committee shall consist of seven members:

1. The President of the College, or designee, shall be Chair and serve, *ex-officio*, non-voting.
2. Three faculty members, appointed by the Committee on Committees for staggered two-year terms.
3. The advisor to the senior class.
4. The Senior Class President.
5. One graduate student, appointed by the Vice President for Academic Affairs for a one-year term.

#### **XX. Article on the LIBRARY ADVISORY COMMITTEE**

##### A. Powers and Duties

The Committee shall:

1. Serve as a communication link between faculty, staff, students, administration, and the Director of the Library.
2. Actively solicit and interpret the concerns, complaints, and compliments of the College community regarding the operation of the Library.

3. Advise and make recommendations to the appropriate unit head and/or, when appropriate, to Council on any relevant matter of policy, rules, or operations of the Library.
4. Assist the Director of the Library in reviewing the implications for the Library of changes and innovations in academic programs.

#### B. Membership

The Committee shall consist of eight members:

1. Five faculty members, appointed by the Committee on Committees to serve staggered two-year terms.
2. One undergraduate student appointed by SCG by the end of the first three weeks of class during the Fall semester. Appointments not made by that deadline may be made by the Dean of Students. Appointments are subject to ratification by Student Parliament.
3. One administrator, appointed by the President.
4. The Director of the Library, *ex-officio*, non-voting.

### **XXI. Article on the STUDENT CONDUCT BOARD**

#### A. Powers and Duties

The Board shall:

1. Establish, publish, and implement procedures for adjudicating alleged conduct by students contrary to policies and regulations of the College and to regulations established by other lawful authorities, or breaching the rights of other persons. These procedures shall protect the rights of all parties. The Board shall emphasize the substance of issues rather than the technicalities.
2. Be authorized to hear and adjudicate charges against individual students or student organizations in accordance with the provisions of paragraph A.1.
3. Be authorized to assess penalties including, but not limited to, reprimands, suspension or cancellation of privileges, probation suspension, and expulsion when an individual or organization is found responsible for violating said policies and regulations.
4. Oversee the administration of behavioral discipline of the College to insure compatibility and fairness.
5. Be permitted to delegate responsibility and authority to College officers (e.g., Dean of Students) or groups (e.g., Student Court) and hear appeals of actions taken under this delegation.
6. In emergencies, or when it cannot be assembled, permit College officers designated by the Vice President for Student Affairs to act in its place. Such actions and decisions

shall be reported in writing to the Board. The Board shall have the power, upon the request of the aggrieved party, or upon its own initiative, to review the actions and decisions.

7. File a report of its activities, at least once each year, with Council, to be placed in the Council's public file, with the Vice President for Student Affairs and the Dean of Students, and with Student Parliament.

8. Make recommendations to the Council or its committees, to the Vice President for Student Affairs, and to any other appropriate persons or entities, for improvements related to the Board's responsibilities.

9. Meet as necessary, at the call of its Chair or upon written request of the President of the College or any four Board members.

#### B. Membership

The Board shall consist of seven members, none of whom shall concurrently serve on the Committee on Student Life.

1. Three faculty members, appointed by the Committee on Committees, to serve for staggered two-year terms.

2. One undergraduate student appointed for a one-year term by SCG after consultation with the Dean of Students. This appointment is subject to ratification by Student Parliament.

3. One graduate student, appointed by the Graduate Committee, to serve for a one-year term.

4. Two members of the professional staff, appointed by the President of the College, one of whom will serve as Chair of the Board.

### **XXII. Article on the COMMITTEE ON STUDENT LIFE**

#### A. Powers and Duties

1. The Committee shall:

a. Develop and administer a regular process for monitoring the quality of student life at Rhode Island College and make recommendations as appropriate.

b. Review the goals and objectives of those College agencies which affect the quality of student life.

c. Recommend regulations concerning conduct of students while on campus or when representing the College; codify and publish such regulations as soon as is practicable.

- d. Have the authority to delegate responsibility to Student Community Government, Inc., residence hall councils, or other appropriate entities. Decisions on matters so delegated shall be subject to the approval of the Committee.
2. In emergencies, action may be taken by officers designated by the President of the College, subject to subsequent review by the Committee or by the Executive Committee of Council, as circumstances permit; such actions shall be communicated promptly to the Committee and to the Executive Committee of the Council.
3. Actions taken by the Committee under paragraphs 1 and 2 of this Article are subject to review by Council and by the President of the College.
4. The Committee shall file a report of its activities, at least once each year, with the Council of Rhode Island College, to be placed in the Council's public file, with the Vice President for Student Affairs and with Student Community Government, Inc. The Committee shall make recommendations to Council or its committees, to the President, to the Vice President for Student Affairs and/or to any other appropriate persons or entities, with respect to development or modification of policies, procedures, or regulations necessary for improving the quality of student life at Rhode Island College.
5. The Committee shall meet as necessary at the call of the Chair, or upon written request of the President or the Vice President for Student Affairs, and, in any case, at least once during the first month of each semester.

#### B. Membership

The Committee shall consist of ten members:

1. Four faculty members, appointed by the Committee on Committees to serve for staggered two-year terms.
2. Two professional staff from the Division of Student Affairs, appointed by the Vice President for Student Affairs.
3. Three students appointed by SCG by the end of the first three weeks of class during the Fall semester: at least one of whom shall be a graduate student, at least one of whom shall be a student living in a campus residence hall, and at least one of whom shall be an undergraduate student. Appointments not made by that deadline may be made by the Dean of Students. Appointments are subject to ratification by Student Parliament.
4. The Vice President for Student Affairs, *ex-officio*, non-voting.

### **XXIII. Article on the TRAFFIC AND PARKING COMMITTEE**

#### A. Powers and Duties

The Committee shall:



1. Report to Council on any changes to the *Traffic and Parking Regulations for Rhode Island College*.
2. Receive, review, and make appropriate recommendations to the College Administration relative to all requests for special parking privileges and report any such recommendations to Council.
3. Consider and make recommendations to Council on all matters pertaining to traffic and parking not specifically addressed in the *Traffic and Parking Regulations for Rhode Island College*. Such policies shall be published and made available to the College community.
4. Maintain a file specifying the procedures by which internal decisions of the Committee are made; said file shall be available to all members of the College community on request.
5. The Chair, or designee, shall have the authority to respond immediately to special requests, subjects to the approval of the Committee at its next meeting.

#### B. Membership

The Committee shall consist of nine members:

1. Two faculty members, appointed by the Committee on Committees to serve for staggered two-year terms.
2. Two undergraduate student appointed by SCG by the end of the first three weeks of class during the Fall semester. Appointments not made by that deadline may be made by the Dean of Students. Appointments are subject to ratification by Student Parliament
3. One administrator, appointed by the President.
4. One member from the professional staff, appointed by the President of Rhode Island College.
5. One member from among classified employees appointed by the appropriate union president, in even numbered years, Local #2878; in odd numbered years, Local #2879.
6. The Director of Security, *ex-officio*, non-voting.
7. The Director of Facilities and Operations, *ex-officio*, non-voting.

#### **XXIV. Article on the ADVISORY COMMITTEE ON UNDERGRADUATE ADMISSIONS POLICY**

##### A. Powers and Duties

The Committee shall:

1. Formulate policy and recommend standards for the admission of freshmen and transfer students. Regulations for the admission of students who do not fall into these categories are determined by other appropriate committees or offices of the College.
2. Aid and assist the Director of Admissions in the disposition of any matters brought before it by the Director.
3. Undertake an annual review of admission standards and procedures and submit a written report of findings to the President of the College and to Council.
4. Review and advise the Undergraduate Admissions Office on recruitment policies and programs.

#### B. Membership

The Committee shall consist of nine members:

1. Four faculty members, appointed by the Committee on Committees for staggered two-year terms.
2. One student appointed by the Committee on Committees after consultation with the President of Student Community Government, Inc., for a two-year term.
3. One academic administrator, appointed by the President of the College.
4. Two professional staff members, appointed by the Committee on Committees for staggered two-year terms.
5. The Director of Admissions, ex-officio, non-voting.

### **XXV. Article on the COMMITTEE ON COMMITTEES**

#### A. Powers and Duties

1. The Committee shall, upon the request of Council, or upon its own initiative when necessary under the Charter and By-Laws of Council, or upon a resignation or other termination of a committee membership, make appointments to the standing committees of Council and to all ad-hoc committees of Council unless otherwise provided in the establishment of the committees.
2. The Committee shall regularly review existing Council committees to ensure that committee memberships are consistent with the By-Laws and the Charter.
3. The Committee shall, at the request of Council committees, assist in making appointments as expeditiously as possible. The Committee shall further seek to make appointments to Council committees so as to give the widest possible representation consistent with the efficient operation of Council and its committees.
4. The Committee may consult persons and committees who may have information relevant to the special needs or requirements for a committee membership.

5. The Committee on Committees shall be responsible for informing chairs of the membership of their committees.
6. The Committee shall report on its activities to Council at least once a year in May.

B. Membership

1. The Committee shall consist of five members of the Council of Rhode Island College, one and only one of whom shall be a member of the Executive Committee. Four members shall be elected by Council at its first meeting of the academic year for one-year terms. The Executive Committee shall choose its representative to the Committee. The term of office shall coincide with the academic year. There is no restriction on re-election.
2. The manner of election shall be by nomination and election by a written, secret ballot. Each member of Council may vote for not more than four of the nominated candidates; those nominees with the highest vote totals shall be elected. In the case of a tie, a runoff election shall be held.
  - a. Vacancies in membership of this Committee shall be filled in the same manner at the first meeting after which the vacancy has become known.

C. Officers

At its first meeting of the year the Committee shall elect from its members a Chair to serve a one-year term.

D. Meetings

1. The Committee shall meet at least once each semester.
2. A majority of the members shall constitute a quorum.

**XXVi. Article on the BY-LAWS COMMITTEE**

A. Powers and Duties

1. The Committee shall, upon the request of Council or upon its own initiative, draft By-Laws to the Charter for consideration and review by Council.
2. The Committee shall regularly review existing By-Laws, recommend amendments as deemed necessary and appropriate, and ensure that policies promulgated by Council committees are consistent with the By-Laws and the Charter.
3. The Committee shall consult persons and Council committees who may have information relevant to the formulation and amendment of new and/or existing By-Laws.
4. The Committee shall, at the request of Council committees, assist in formulating amendments to existing By-Laws.

5. The Committee shall report on its activities to Council at least once a year in May.

B. Membership

The Committee shall consist of three members selected from among those who are eligible to be elected to Council, appointed by the Committee on Committees for staggered two-year terms. The term of office shall coincide with the academic year. There is no restriction on reappointment.

C. Officers

The Committee shall elect a Chair from among its members at its first meeting of the year to serve a one-year term.

D. Meetings

1. The Committee shall meet at least once each semester.
2. A majority of the members shall constitute a quorum.