

# THE UNIVERSITY OF TEXAS AT ARLINGTON

## Undergraduate Assembly

### Bylaws

The deliberations and the actions of the Undergraduate Assembly of The University of Texas at Arlington will be governed by the provisions of the Regents' Rules and Regulations, the Handbook of Operating Procedures for the University of Texas at Arlington, and the Bylaws of the Undergraduate Assembly.

#### I. Purpose and Functions

- A. "The Undergraduate Assembly shall be the agency of the faculty to recommend policy on undergraduate academic affairs in the following areas: approval of candidates for degrees, admission requirements, graduation requirements, standards for scholastic performance, approval of course offerings, approval of degree program offerings, general undergraduate educational policy, grading system, academic honors, and faculty-student curricular relations. " – HOP 3-504. Section 3-504 Of the Handbook of Operating Procedure provides detail.

#### II. Officers and Meetings

- A. Officers of the Undergraduate Assembly shall be as designated in Section 3-501 of the Handbook of Operating Procedures. The Provost of the University, or his/her designate, shall preside and a Secretary shall be elected from the members or ex-officio members for a two-year term. Duties of the officers and provisions for substitutions are included in the Handbook. In addition, a Parliamentarian shall be elected for a one-year term by the Assembly from members or ex-officio members of the Assembly. In the Parliamentarian's absence the presiding officer shall appoint a substitute.
- B. A minimum of four regular meetings will be held during each academic year. The presiding officer of the Assembly will be responsible for scheduling the meetings and publishing the schedule. The schedule of meetings is to be published during the first week of June.
- C. Special meetings will be called by the presiding officer on his/her own initiative, or on the petition of seven members of the Assembly, or on the petition of 10% of the voting members of the faculty. A special meeting will require a notice in writing to be delivered to the campus address of all members of the Assembly at least five working days prior to the date of the meeting. Only those matters specified in the notice may be considered and acted on at any special meeting.

- D. In the event of an emergency, a meeting of the Assembly may be called by the presiding officer without prior notice to the membership.
- E. Balloting by mail is authorized on matters submitted to the membership in writing by the presiding officer. Sixty percent (60%) of the membership must vote in order for the results to become official.

### III. Rules of Procedure

- A. The general authority governing the conduct of Undergraduate Assembly meetings shall be Robert's Rules of Order (most current issue). Minutes shall be considered for approval at the next regular meeting of the Assembly.
- B. Sixty percent (60%) of the voting membership of the Assembly shall constitute a quorum.
- C. In the normal course of business a voice vote will be employed to arrive at the decisions of the Assembly. A roll call ballot will be used upon the request of three members of the Assembly, or a secret ballot will be conducted upon the request of any member of the Assembly.
- D. The order of business.
  - 1. Approval of Minutes
  - 2. Unfinished Business
  - 3. Reports
    - a. Standing Committees
    - b. Ad Hoc Committees
    - c. Other
  - 4. New Business
  - 5. Adjournment

### IV. The Agenda

- A. The Secretary of the Assembly shall be responsible for the publication of the agenda for regular meetings of the Assembly.

1. Items to be placed on an agenda shall be delivered to the Secretary at least ten days prior to the date on which the agenda is to be considered.
  2. Items may be placed on the agenda by a member of the Assembly, by any member of the faculty and staff, or by any student. The Secretary, in consultation with the Provost or Provost's designate, will screen student requests to insure that the agenda item requested is appropriate for consideration by the Assembly. The ten-day deadline will apply in all requests to place items on the agenda. A rationale for any denial will be provided to the requestor in writing.
- B. Each Assembly member shall be furnished a complete agenda, including full committee reports, five days prior to the date of the meeting at which the agenda is to be considered. Two full working days must be included in this required lead time.
3. A summary agenda shall be furnished to each administrative office of the University at least five days prior to the date of the Assembly meeting at which the agenda is to be considered.
  4. The summary agenda shall be posted at least five days prior to the date of the Assembly meeting at which the agenda is to be considered.

V. Appearance Before the Undergraduate Assembly

- A. Any faculty or staff member may appear before the Assembly to speak to an item on the agenda. The faculty/staff member who wishes to speak should notify the Secretary of the Assembly in writing twenty-four hours prior to the meeting as to the item of interest and desire to be heard on the matter.
- B. Students may be granted permission to appear before the Assembly to speak to an agenda item. A student wishing to be heard must request permission in writing twenty-four hours prior to the opening of the meeting. The request to speak should be addressed to the Secretary of the Assembly. Permission to speak to an item on the agenda may be granted by the presiding officer.

VI. Committees reporting to the Undergraduate Assembly

- A. Appointment of standing committees reporting to the Assembly

1. All appointments to standing committees reporting to the Assembly shall be made by the President of the University on the advice of the University Committee on Committees. A yearly administrative memorandum lists the terms of appointment and the members of university committees.
2. Unless otherwise stated, chairmen of standing committees will be elected from the voting membership of each committee.

## B. Standing Committee

### 1. University Committee on Undergraduate Curricula

Curricular matters are forwarded to the University Committee Undergraduate Curricula by the appropriate College/School Curriculum Committee.

Responsibilities of this committee consist of: (a) reviewing and evaluating undergraduate curricular matters involving changes, deletions, or additions to undergraduate courses or undergraduate degree requirements; (b) providing appropriate assistance and advice concerning general university degree requirements; and (c) insuring that proposals under its consideration meet such requirements. All curricular matters approved by this committee are forwarded and presented for action by the Assembly.

### 2. The Registration, Calendar and Scheduling Committee

This committee has responsibility for policy development regarding registration procedures. The committee also prepares and submits registration schedules (days and hours) and the university calendar (days and events) to the Assembly for final approval.

### 3. Academic Standards Committee

Undergraduate academic issues concerning admissions; academic progress, deficiency or probation; and graduation requirements may be referred to the ASC by the University Committee on Undergraduate Curricula, the Undergraduate Assembly, or the Provost. The ASC may also consider and make recommendations to the Undergraduate Assembly on policies concerning these same issues without referral.

### 4. Teacher Education Council

The council (a) provides liaison between the Center for Professional Teacher Education and other academic departments; (b) establishes policies for

Teacher education; (c) proposes new programs for certification; and (d) hears Appeals from students denied admission to certification.

- C. Ad Hoc Committees - Ad Hoc Committees may be constituted by the Provost or his/her designate, or by motion of the committee for special, short-term initiatives as needed.

VII. Records of the Undergraduate Assembly

- A. The Secretary of the Undergraduate Assembly is responsible for keeping the minutes of all meetings of the Assembly. The minutes are to be complete, including all supporting documents.
- B. A complete copy of the minutes will be publicly available. Another copy shall be placed on deposit in the University Archives.

VIII. Amendment of the Bylaws

- A. Proposals for changes in the Bylaws may be placed on the agenda of any regular or special meeting of the Undergraduate Assembly but shall not be acted on until the next meeting of the Assembly.
- B. Two-thirds of the members present and voting must approve the change in order for it to take effect.