

I. Title

Bylaws for the Undergraduate Curriculum Committee
University of Texas at Arlington

II. Name

Undergraduate Curriculum Committee (UCC) at the University of Texas at Arlington

III. Purpose

The purpose of these Bylaws is to set out the rules that govern the UCC. The UCC is a committee of the Undergraduate Assembly and derives its authority from this larger body.

IV. Responsibilities

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;
- (c) ensuring that proposals under its consideration meet such requirements. Only curricular matters approved by this committee are forwarded and presented for action by the Undergraduate Assembly;
- (d) any proposal voted down at a lower level (college/school or department/program) will not be reviewed by the UCC; and,
- (e) If there are any conflicts between the Handbook of Operating Procedures or UT System rules and these by-laws, the Handbook of Operating Procedures or UT System rules take precedence.

V. Membership

- a) The Undergraduate Curriculum Committee will be appointed by September 1st of each year.
- b) The representative(s) from each college/school/center are expected to attend UCC meetings.
- c) The composition of the UCC is defined as follows:
 - a. College of Engineering (2 members)
 - b. College of Liberal Arts (2 members)
 - c. College of Business (2 members)
 - d. College of Science (2 members)
 - e. School of Social Work (1 member)
 - f. College of Nursing and Health Innovation (2 members)
 - g. College of Education (1 member)
 - h. College of Architecture, Planning, and Public Affairs (1 member)
 - i. CMAS and CAAS (1 member)
 - j. Honors College (1 member)
 - k. Interdisciplinary Studies (1 member)

- d) Apportionment

- a. Current apportionment based on previous precedent. The Provost can change the apportionment, and this must be approved by the Undergraduate Assembly by a simple majority vote of representatives in attendance.
- e) Ex-Officio
 - a. Non-voting, Ex Officio members may be appointed by the Provost as necessary.

VI. Quorum

A quorum shall be established if a simple majority of voting representatives are in attendance. A quorum must be present to conduct business.

VII. Officers

- a) Chair.
 - a. The chair shall convene regularly scheduled meetings and shall ensure required business is conducted and communicated to members in a timely fashion prior to the meeting in which that business is conducted.
 - b. The chair sets the agenda and creates the yearly calendar of meetings.
 - c. The chair finds a meeting location.
 - d. The chair acts on items in the curriculum workflow pursuant to the recommendations of the voting members of the UCC.
 - e. In the absence of the chair, the chair will designate an acting chair for a meeting.

VIII. Elections

The UCC shall conduct elections for officers at the first regularly scheduled meeting each academic year. Officers are elected with a simple majority of voting representatives on the committee.

IX. Terms of office and Eligibility

- a) Terms of Office
 - a. The Officers shall be elected to one-year terms and are eligible for election for three consecutive terms. Vacancies in the officer positions may be filled at any meeting by an interim election and approval by a simple majority vote of the representatives in attendance provided a quorum is present.
- b) Eligibility
 - a. Officers must be elected from among the voting members of the Committee.
 - b. Officers must be faculty members (Tenure Track or Non-Tenure Track full time faculty).

X. Subcommittees.

A subcommittee may be formed with a simple majority vote of the present voting representatives. The Chair may also form subcommittees as needed. The Chair has the authority to appoint members to subcommittees. Subcommittees vote on their own chairs as needed.

XI. Meetings

The UCC shall hold a minimum of three regularly scheduled meetings during each long semester. The Chair may call additional meetings as necessary by electronically notifying all members at least 24 hours in advance. Subcommittee meetings may be held at a frequency determined by the subcommittee.

XII. Notice of Meetings

Written notice stating the place, date, and hour of all regular meetings of the UCC for the entire academic year shall be delivered electronically to each representative at the start of each academic year, and no later than seven days prior to the first meeting.

XIII. Action without Meeting

Any action required or permitted to be taken by the UCC may be taken without a meeting if a majority of voting representatives of the UCC individually or collectively consent in writing to such action.

XIV. Parliamentary Authority

The most recent edition of *Robert's Rules of Order* shall serve as the Parliamentary Authority for the organization.

XV. Amendments

The UCC shall review the Bylaws periodically, but no less frequent than every four years, and may adopt, amend or repeal such Bylaws as long as such changes are in accordance with the UCC's charges from the Undergraduate Assembly. In order to adopt, amend, or repeal such Bylaws, notice of the proposed change(s) shall be delivered personally, electronically or by mail to each member entity of the UCC at least two weeks prior to the time of the vote on the proposed amendment. The Bylaws shall be amended by a 2/3 vote of the voting representatives, provided a quorum is present.

XVI. Adoption and Approval

These bylaws were approved at a meeting of the UCC by a unanimous vote on March 2, 2021, and accepted by the Undergraduate Assembly on 3/23/21 by unanimous vote.