

DOUGLASS COLLEGE FELLOWS BYLAWS

PREAMBLE

These Bylaws, prepared and adopted by the Fellows of Douglass College, are intended to govern the affairs of the College in accordance with the provisions set forth in the several articles that follow and with University Regulations. In the event of any conflict or inconsistency between the Bylaws and University regulations, the University regulations shall prevail.

ARTICLE I. FELLOWS MEMBERSHIP

Section 1. The following shall be voting members of the Douglass College Fellows:

- a. Members of the several New Brunswick faculties, full and part-time, who are committed to the mission of Douglass College, have requested Fellows status, or have actively participated in Douglass College committees, courses, academic advising, or other such activities, and who have agreed to be Fellows.
- b. The administrative, counseling and library staffs of New Brunswick who are committed to the mission of Douglass College and have requested Fellows status;
- c. The Executive Director of the Associate Alumnae;
- d. Others whom the Fellows invite to become members;
- e. The President and University Vice-President for Academic Affairs of Rutgers, and the Executive Dean of the Faculty of Arts and Sciences- New Brunswick.

Section 2. The term of membership in the Douglass College Fellows is indefinite.

Section 3. The following shall be non-voting members of the Douglass Fellows meeting privileged to speak and question:

- a. The President of the Douglass College Government Association;
- b. Student members of the University Senate or an equal number of student representatives elected by the student body;
- c. Professors Emeriti whom the Dean of the College or Fellows invite.

Section 4. Underclass academic advisers ordinarily shall be Fellows of Douglass College.

ARTICLE II. OFFICERS

- Section 1. The Dean of the College normally shall preside at the Fellows meetings.
- Section 2. The Dean for Academic and Student Affairs shall serve as Secretary to the Fellows.
- Section 3. The Dean of the College shall annually appoint a Parliamentarian.

ARTICLE III. MEETINGS

- Section 1. Regular Fellows meetings ordinarily shall be held at least twice a semester during the academic year.
- Section 2. Special Fellows meetings may be called by the President of the University, the University Vice President for Academic Affairs of the University, the Executive Dean of the Faculty of Arts and Sciences, New Brunswick, the Dean of the College, or upon written request of twenty-five percent of the Fellows. Such meetings shall be announced at least one week in advance, except in cases of emergency, and the notice that calls the special meeting shall state the purpose for which the meeting is called. Business transacted at a special meeting shall be germane to that mentioned in the call.
- Section 3. Five percent of the Fellows shall constitute a quorum at Fellows meetings. Absentee ballots shall be counted in determining a quorum.
- Section 4. At least one week in advance of each regular meeting, the Secretary shall distribute to the members the agenda and any supporting materials for that meeting.
- Section 5. The Fellows meeting shall be open to the public.
- Section 6. The Fellows may by majority vote go into executive session. No one but Fellows as defined in Article I, Section 1 above, shall be permitted in the hall during an executive session.

ARTICLE IV. RULES OF ORDER

- Section 1. The Fellows will approve changes to the agenda at the beginning of each meeting.
- Section 2. A regular Fellows meeting shall automatically stand adjourned no later than one and one-half hours after the time for which it is called.
- Section 3. Each formal report, motion, or amendment shall be presented in writing to the Secretary upon its introduction.

Section 4. No question that does not appear on the agenda as circulated in advance of a regular meeting may be voted upon without the consent of two-thirds of the members present and voting.

Section 5. Motions pertaining to the following types of questions shall be designated policy questions and shall not be voted upon unless the question has been introduced at a previous meeting and referred for comment to the relevant standing or special committee.

- a. Significant changes in any aspect of the academic life of the College;
- b. Non-curricular decisions affecting the academic life of a substantial number of students;
- c. Decisions relative to the role of the College within the University.

Policy questions shall be identified as such by their initiators and provided with an explanatory preamble. Any question identified as a policy question may have that designation removed with the approval of two-thirds of the members present and voting. Any question not so identified may be designated a policy question with the approval of a majority of the members present and voting. Should the chair rule that the existence of an emergency requires the immediate disposal of a policy question not introduced at a previous meeting, said question shall require the approval of two-thirds of the members present and voting.

Section 6. The President of the Government Association normally shall introduce recommendations originating in the Douglass College Government Association.

Section 7. When a voting member is prevented by official College or University responsibilities from attending all or part of a Fellows meeting, (s)he may submit to the Secretary a signed ballot designating the date of the meeting, the question to be voted upon, and the side on which the absentee's ballot is to be cast. All absentee ballots shall be in the Secretary's hand at the start of the voting on a given issue.

ARTICLE V. COMMITTEES-GENERAL PROVISIONS

Section 1. There shall be standing committees of the Fellows as specified in Articles VI and VII below.

Section 2. To further the work of the College, the Fellows or the Dean may establish committees ad hoc.

Section 3. All standing committees shall make policy-of-operation reports to Fellows meetings at least every other year.

- Section 4. The Dean of the College, or her designee, shall be ex officio a member of every committee except the Nominating Committee.
- Section 5. Candidates for elected positions on all committees, standing and ad hoc, shall be Fellows. Such candidates shall be nominated by the Nominating Committee or by a written petition of ten Fellows. The Secretary of the Fellows shall conduct the elections.
- Section 6. Any vacancy that arises in an elected Fellows position on a committee shall be filled by the Nominating Committee until the next annual election, at which time the position shall be filled by election for the remainder, if any, of the unexpired term. The Nominating Committee normally shall select the person with the next highest number of votes at the last election for that committee. If that person cannot serve, the Nominating Committee shall select a faculty member eligible to serve according to the requirements of the Bylaws for that committee.
- Section 7. Student members shall not constitute a majority of any committee, standing or ad hoc, of the Fellows.
- Section 8. The records of the Nominating Committee shall be filed in the office of the Dean for Academic and Student Affairs at the end of each academic year and shall be kept for a period of not less than three years. These records shall be confidential and shall be kept only for the use of the Dean of the College and the committee, and none shall remain in the hands of committee members. The records of the Student Academic Affairs Committee (SAAC) shall be maintained by the Executive Secretary of SAAC.

ARTICLE VI. STANDING COMMITTEES

- Section 1. The Committee on Admissions shall be composed of three Fellows, all of whom shall hold full time faculty appointments; the head of the Department for Academic Programs; the head of the Department for Academic Services; the Directors of the Educational Opportunity Fund and Educational Foundations Program; the Bunting Program coordinator, and a non-voting representative from the Admissions Office. The term of service for the Fellows shall be for three years, staggered so that one member shall be elected each year. The chairperson shall be the Director of Recruitment.
- The Committee shall be responsible for advising the Dean and the Office of Undergraduate Admissions on all matters relating to admission of students to the College.
- Section 2. The Curriculum Committee shall be composed of four elected members who are full-time members of the teaching faculty, one student chosen annually by the Government Association, and the head of the Department for Academic Programs. The term of service for Fellows

shall be two years. Two Fellows shall be elected each year. The Committee annually shall elect its own chairperson from among its members.

The Committee shall be responsible for the following matters:

- a. Establishment of general education, distribution, and graduation requirements;
- b. Recommendations to add courses and programs to those now available to the students of the College or to delete courses and programs that are now available to students;
- c. Establishment of standards for graduation with honors from the College;
- d. Development of programs either with college resources or in conjunction with FAS and professional disciplines, that fulfill the mission of the College;
- e. Determination, within University guidelines, of the credit to be awarded for innovative courses related to the college mission and supported by college assigned resources;
- f. Suggesting to the appropriate discipline(s), the development of courses, interdisciplinary programs and certificate programs, that relate to the college mission;
- g. The head of the Department for Academic Programs will act as liaison with the Faculty of Arts and Sciences, the FAS Curriculum Committee, and the other Schools and colleges for the Committee.

Section 3. The Equal Opportunity Committee shall be composed of seventeen members, three elected from the Fellows, all for staggered terms of three years; the head of the Department for Community Development, the Director of New Student and Diverse Community Programs, the Assistant Director of Residence Life, the Coordinator of Services to Students with Special Needs, the Director of Recruitment, the Director of Student Activities, a representative of the Women's and Gender Studies Department, one student appointed by the Douglass College Government Association, and seven students responsive to the needs of the College and of its diverse communities appointed by the Dean for Academic and Student Affairs. Faculty and administrative members must be Fellows of the College. The head of the Department for Community Development shall chair the Committee.

The Committee shall serve as a coordinating mechanism for all groups and activities concerned with the rights and needs of the diverse communities at Douglass College. The Committee shall co-ordinate its

activities with those of appropriate/relevant/related University-wide bodies.

Section 4 The Nominating Committee shall consist of two Fellows and the Secretary to the Fellows. The Chairperson of the Committee shall be the senior elected member.

The Committee shall nominate at least two candidates for all positions to which the Fellows elect. No member of the Committee shall be eligible for nomination by the Committee for elective office. Nominations shall be distributed to the Fellows and the Committee shall invite and receive additional nominations by petition. The Committee shall advise the Dean of the College on appointment of Fellows to committees.

Section 5 The Student Academic Affairs Committee shall be composed of four Fellows who hold faculty appointments; a representative from the staff of the Department of Community Development; the head of the Department for Academic Services; and an academic counselor for special programs. The term of service of the elected members shall be two years, with the terms being staggered. The Committee shall be chaired by the head of the Department for Academic Programs.

Section 6 The Policy Committee shall consist of six Fellows, three elected and three appointed by the Dean, and the head of the Department for Student Life. At least three members must have a faculty appointment. The term of service shall be three years, with the terms being staggered. The Committee shall be convened by and shall advise the Dean on general policy issues related to the College.

The College's delegates to the New Brunswick Faculty Council shall be elected by the faculty Fellows of the College from among the faculty Fellows who are members of the Policy Committee.

Section 7 In the event that the office of the Dean of the College becomes or is about to become vacant, the Fellows shall elect at least three representatives and two alternates from among those faculty Fellows who are currently serving as members of a Douglass College Committee and do not remove themselves from the ballot, and those faculty Fellows who shall agree to put themselves forth as candidates for the Search Committee to advise the President on the selection of a new Dean.

ARTICLE VII. DOUGLASS COLLEGE ASSEMBLY

The Douglass College Fellows shall discharge all legislated obligations to the Douglass College Assembly.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern faculty meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE IX. AMENDMENTS

These Bylaws may be amended at any Fellows meeting with the approval of two-thirds of the members present and voting, providing a quorum is present, and providing that the amendment has been submitted in writing two weeks in advance and referred for comment to the Policy Committee.

Approved at the Douglass College Fellows meeting of 3/7/01 for immediate effect.