

**CONSTITUTION**  
**UNIVERSITY OF WISCONSIN**  
**WASHINGTON COUNTY**

**May, 2007**

# CONSTITUTION

## UNIVERSITY OF WISCONSIN-WASHINGTON COUNTY

### CAMPUS MISSION STATEMENT

The University of Wisconsin - Washington County (UWWC), as a part of the University of Wisconsin System (UWS), recognizes a threefold mission.

- I. UWWC, as an institution of higher learning, shares with other such institutions:
  - A. The desire to discover and disseminate knowledge, and to serve the community by
    1. helping to develop the full academic potential of each student;
    2. helping to develop heightened intellectual, cultural, and humane sensitivities; and
    3. helping to develop scientific, professional, and technical expertise.
  - B. The desire to pursue excellence in all academic endeavors, and to impart to each student a sense of the worth of such endeavors.
  
- II. As a member of the University of Wisconsin Colleges (UWC), UWWC recognizes its mission as a two-year institution, and as such
  - A. aims to provide a quality two-year liberal arts program that leads to an associate degree and has been selectively determined to meet the needs and interests of students in Washington County and surrounding areas;
  - B. aims to meet the students' needs for university degrees, as well as professional and paraprofessional degrees, by offering collaborative degree programs.
  - C. aims to provide courses that meet requirements for UWC certificate programs.
  
- III. As an institution drawing its support from the City of West Bend, Washington County, and the surrounding areas, UWWC is committed to serving this community to its fullest capacity. This includes but is not limited to:
  - A. meeting off-campus instructional and continuing educational needs of the citizens of the community, including offering collaborative degree programs with other units of the university system;
  - B. providing service to the community, both as a cultural center and as a source of professional and technical expertise.

## IMPLEMENTATION OF MISSION

Because of the special character of UWWC as a two-year institution within the larger UW System, UWWC places special emphasis on the following areas designed to aid this campus in achieving its stated mission:

### I. EXCELLENCE IN TEACHING

This campus recognizes the need for high standards in teaching. The campus expects its faculty and instructional academic staff to maintain these standards. It supports creative teaching methods, delivery systems, and use of state of the art technology.

### II. PROFESSIONAL ACTIVITIES

This campus recognizes the need for faculty and staff to be professionally active. The campus expects its faculty to engage in research and share the results of research. Faculty and academic staff are encouraged to participate in professional meetings and other scholarly activities.

### III. PERSONALIZED EDUCATION

This campus recognizes the importance of education that relates to students on a personal level. Faculty members are encouraged to link classroom instruction with community and cultural experiences that strengthen the personal involvement of the students. The campus also provides assistance to special needs students.

### IV. STUDENT PARTICIPATION

This campus recognizes the importance of the students' role in campus life and interests. Students have a voice in determination of campus programs and activities through voting membership on most campus committees. The campus is responsive to the educational and cultural needs and interests expressed by students. It provides programs for students in intercollegiate and intramural athletics, fine arts, and lectures.

### V. COMMUNITY SERVICE

This campus recognizes the campus' responsibility to the community which it serves. Faculty and staff are encouraged to serve the community through the use of their professional expertise, serving on community boards and committees, and other volunteer work.

### VI. CULTURAL AND EDUCATIONAL CENTER

This campus recognizes its responsibility to be a cultural center for its surrounding community. Serving as an education center for the community, the campus supports fine arts and lecture programs designed to bring to the campus outstanding individuals in various fields of interest for both student and community benefit.

## GOVERNANCE

Governance of UWWC shall be consistent with the Constitution, rules, regulations, and procedures of the University of Wisconsin Colleges, this Constitution, and the UWWC Bylaws. The latest edition of *Robert's Rules of Order* shall be followed in all parliamentary procedures.

- I. The Campus Dean is the administrative and chief executive officer (CEO) of the campus. The Dean shall be responsible to the Chancellor for effective administration and implementation of the academic and fiscal program of the campus, and for those responsibilities the Chancellor delegates to the Dean.

### II. CAMPUS COLLEGIUM

#### A. Membership

The Collegium shall consist of UWWC faculty and academic staff, and elected student representatives. There shall be five student members of the Collegium as determined by the Student Government Association (SGA). Instructional academic staff with appointment of one half time or more may serve as Collegium members. All Collegium members may participate in all elections and vote on all Collegium motions, except that only faculty and academic staff with faculty status shall vote for the faculty senator, only faculty shall vote on faculty personnel issues, and only eligible academic staff shall vote on academic staff personnel issues.

#### B. Presiding Officer

The Dean (nonvoting), or the Dean's designee, shall be presiding officer of the Collegium.

#### C. Jurisdiction and Responsibilities

The UWWC Collegium shall be the deliberative and legislative body of UWWC. This body shall establish such Bylaws as it deems necessary. Through its committees, the Collegium shall recommend to the Dean means of maintaining and improving the educational program. It shall recommend to the UWC Senate matters of Colleges-wide concern and act on matters presented to it by the Senate.

#### D. Committee Representation

For purposes of representation on various standing committees, the faculty and instructional academic staff shall be grouped into three divisions. Academic staff serve on committees as determined by their duties and responsibilities.

#### NATURAL SCIENCE AND MATHEMATICS

Biological Sciences  
Chemistry  
Computer Sciences  
Engineering  
Mathematics  
Physical Education  
Physical Geography  
Physics

#### HUMANITIES

Art  
Communication & Theatre Arts  
English  
Foreign Languages  
Music  
Philosophy

#### SOCIAL SCIENCES

Anthropology  
Business  
Cultural Geography  
Economics  
History  
Political Science  
Psychology  
Sociology

E. Annual Reports

Each Collegium standing committee shall present an annual written report at the May Collegium meeting.

F. Standing Committees

**1. Steering Committee**

(a) Membership

- (1) The committee shall include the Faculty Senator and the Steering Committee Chair elected as required in Sections IV and V.
- (2) One faculty member from each of the three academic divisions shall be elected. If the Steering Committee Chair is a faculty member, two faculty members from the unrepresented divisions will be elected.
- (3) One elected member of the academic staff, the SGA President or Vice President, and the Dean, who shall be a nonvoting ex-officio member, shall fill the remaining committee positions. If the Steering Committee Chair is a member of the academic staff, that person shall constitute academic staff representation.

(b) Duties and Responsibilities

- (1) Prepare the agendas for the Collegium meetings.
- (2) Call regular and special Collegium meetings.
- (3) Recommend the establishment of standing and ad hoc committees.
- (4) Refer specific issues to appropriate Collegium committees.
- (5) Act temporarily for the Collegium until the next scheduled meeting of the Collegium.
- (6) Act as the UWWC Budget Committee.
- (7) Appoint Collegium members to committees listed in Section V.A of the Bylaws.

**2. Tenure, Retention, and Promotion Committee**

(a) Membership

- (1) Membership will consist of six tenured faculty members. Two members shall be elected to replace the two members with the longest current service on the committee every other year. Voting for election of committee members will be restricted to members of the tenured faculty. No member may be elected for a succeeding term, but will be eligible after two years. Nominations shall be made from the floor by tenured faculty at the April Collegium meeting from among those eligible for election. Voting will be by campus mail ballot within one week of the nominations. After the 2007-08 Academic year, no more than one person from a department may serve on the committee at any one time.
- (2) In the case of a committee vacancy, an election, consistent with part 2.(a)(1), shall be held as soon as possible.
- (3) Committee members who discussed and/or voted on a promotion or tenure case in his or her department shall be absent from campus deliberations and votes on those same cases. The committee shall function as a committee of five in that particular matter.
- (4) No committee member may vote or discuss his or her own case. The committee shall function as a committee of five in that particular matter.

- (b) Duties and Responsibilities
  - (1) The committee shall adhere to the tenure, retention and promotion procedures given in UW Colleges Senate Faculty Personnel Policy 501.
  - (2) The committee shall make all recommendations to the Dean regarding tenure, retention, promotion, and emeritus status of faculty members.

### **3. Merit Evaluations Committee**

- (a) Membership
  - (1) The full committee shall be elected every odd numbered year.
  - (2) The committee shall consist of six faculty, with at least one member from each of the three divisions described in part IID.
- (b) Duties and Responsibilities
  - (1) The committee shall adhere to evaluation procedures given in UW Colleges Senate Faculty Personnel Policy 503 and UW Colleges Senate Academic Staff Policy 320.
  - (2) The committee shall evaluate faculty and instructional academic staff for purposes of making merit recommendations.
  - (3) The committee shall evaluate instructional academic staff for possible reappointment by the Dean.

### **4. Appointment Committee**

- (a) Membership and Terms of Office
  - (1) Membership shall consist of one faculty member from each division, one non-instructional academic staff, and one student member.
  - (2) The faculty members and the non-instructional academic staff member shall be elected for a one year term.
  - (3) The student member shall be selected by the SGA each year for a one year term.
- (b) Responsibilities and Duties
  - (1) The Committee shall make recommendations to the Dean for membership on ad hoc appointment committees.
  - (2) The Committee shall verify that all ad hoc appointments committees adhere to federal, state, and university guidelines for hiring.

### **5. Curriculum Committee**

- (a) Membership

The committee shall consist of one faculty member elected from each of the three divisions, one member of the Student Services staff, and one SGA member, and the Associate Dean as a non-voting member.
- (b) Duties and Responsibilities
  - (1) The committee shall make recommendations on:
    - i) Specific course offerings for all academic terms.
    - ii) General long-range curriculum and program planning.
    - iii) Any related curriculum matter when advice is requested by the Dean or Collegium.
  - (2) The divisional representatives on the committee will be responsible for convening their divisional committees and transmitting their

recommendations for course offerings and class scheduling to the Curriculum Committee.

- (3) In making these recommendations, the committee shall seek the advice of members of the appropriate department or its executive committee.

## **6. Academic Actions Committee**

### **(a) Membership**

The committee shall consist of four persons elected from among the faculty and instructional academic staff, one SGA member, and the Director of Student Services or his/her designee (nonvoting). A majority of the voting members of the committee shall be faculty.

### **(b) Duties and Responsibilities**

- (1) The committee shall hear individual student appeals for exceptions to application of UWS, UWC, Colleges, and UWWC academic regulations.
- (2) The committee, after hearing each appeal and reaching a decision based on the merits of the particular case, shall make its recommendation to the Director of Student Services.
- (3) The committee procedures shall allow for exclusion of the student member of the committee, at the request of the appellant.
- (4) Official student notification of the committee's decision is the responsibility of the chair.

## **7. Campus Facilities Committee**

### **(a) Membership**

- (1) The committee shall consist of the Assistant Dean of Administrative Services, one SGA member, and three persons selected from among the ranked faculty.

### **(b) Duties and Responsibilities**

- (1) The committee shall advise the Dean regarding plans that will change the use of campus facilities. This includes changes which have an impact on the academic program.
- (2) The committee shall advise the Dean on all building plans, including remodeling, during all stages of planning and construction.
- (3) The committee shall recommend to the Dean policies and procedures for the use of campus facilities by campus and outside organizations.
- (4) The committee shall make recommendations regarding other matters which are referred to it by the Dean, Collegium, Steering Committee or Student Government Association.

## **8. Grievance Committee**

### **(a) Membership**

The committee shall consist of three persons elected from among the faculty and academic staff. The majority of the committee shall be faculty.

### **(b) Duties and Responsibilities**

- (1) The committee shall hear faculty and academic staff grievances, including those based on recommendations concerning merit, salary increases and

promotions which do not involve tenure, when the recommendations of a Campus committee or the Dean are the basis of the grievance.

- (2) Procedures listed in Chapter 6.07 of the University of Wisconsin Colleges Constitution shall be followed. The procedures shall provide that any committee member who was involved in the action, which led to a particular grievance, shall be replaced by another Collegium member for consideration of that case.

### **9. Student Life and Interest Committee (SLIC)**

#### **(a) Membership**

The committee shall consist of two persons elected from among the faculty and one person from the Student Services staff elected by the Collegium, and four students appointed by the SGA.

#### **(b) Duties and Responsibilities**

- (1) The committee shall recommend to the Collegium and the Dean policies which pertain to activities in nonacademic areas of the campus student community.
- (2) The committee shall recommend to the Dean guidelines pertaining to the use of facilities by campus student organizations, either for social activities or for other short-term events.
- (3) The committee shall make recommendations on other matters which are referred to it by the Dean, Collegium, Steering Committee, or Student Government Association.

### **III. SENATOR**

The Faculty Senator shall be elected in even-numbered years by the faculty and academic staff who are members of the Collegium from among the faculty as specified in section 2.02 of the UW Colleges Constitution. The Faculty Senator shall be elected for a two-year term. The UWWC Steering Committee chair or his/her designee shall serve as the senate alternate.

### **IV. STEERING COMMITTEE CHAIR**

The Collegium shall elect from among the faculty and academic staff with voting privileges the chair for the UWWC Steering Committee. This election shall be held prior to the nomination of campus committees.

### **V. STUDENT GOVERNMENT ASSOCIATION**

Students shall organize and maintain a Student Government consistent with UWS statutes, Regents Policy, and the UWC Constitution, to be the representative of the student body. Duties of the Student Government Association shall include the responsibilities assigned to it elsewhere in this Constitution, the UWWC Bylaws, and the SGA Constitution.

## VI. AMENDMENTS

Amendments to this Constitution may be made by the following procedure:

- A. Notification to all Collegium members by publication of the proposed amendment in the agenda.
- B. A majority vote of the voting members present at a meeting of the Collegium.
- C. A two-thirds majority of the votes cast by campus mail ballot.
- D. Approval by the Dean and the Chancellor.

ADOPTED BY THE UWWC COLLEGIUM: March, 1976

REVISED October, 1976

REVISED October, 1977

REVISED August, 1987

REVISED August, 1988

REVISED June, 1989

REVISED April, 1992

REVISED June, 1993

REVISED December, 1993

REVISED May, 1994

REVISED January, 1997

REVISED March, 1999

REVISED September, 2003

REVISED January, 2004

REVISED March, 2006

REVISED May, 2007

# UWWC COLLEGIUM BYLAWS

## I. MEETING DATES

The Steering Committee shall annually establish a regular meeting time for the Collegium. Additional meetings may be scheduled by the Steering Committee or the Collegium. The agenda shall be published a minimum of three days prior to the meeting date.

## II. PROXY

If a Collegium member is unable to attend a meeting, a written proxy may be given to another member authorizing a vote on a specific agenda item or items. This is not to be a general proxy; it must state how the proxy shall vote on each issue. Any challenge of a proxy or any questions relating to a proxy shall be decided by the presiding officer.

## III. STUDENT COLLEGIUM MEMBERS

Students, except first semester freshmen, must maintain at least a 2.0 grade point average in order to serve on the Collegium.

## IV. NOMINATION AND ELECTION PROCEDURES

- A. Nominations for Steering Committee Chair and, in even numbered years only, the representative to the UW Colleges Senate will be made from the floor at the March meeting of the Collegium [See III and IV ],. Following this, an election by campus mail shall be conducted.
- B. The Nomination Committee [ See V.B.2 ] shall poll appropriate faculty and academic staff Collegium members to determine their preferences for membership on committees listed in the Constitution and then present to the Collegium, before the regular April meeting, a slate of nominees with at least one candidate for each position. Additional nominations may be made from the floor at the April meeting of the Collegium. No faculty or academic staff may accept nomination to more than one of the following committees: Curriculum, Merit Evaluations, and Steering. No instructional academic staff or SGA member may accept nomination to both the Curriculum Committee and the Steering Committee.
- C. Elections for the faculty and academic staff positions on the committees listed in the campus Constitution will be held by campus mail ballot within one week of the nominations.
- D. The SGA Members on the Academic Actions Committee, the Appointments Committees, and the Curriculum Committee shall be appointed by SGA.
- E. There shall be a one-week period for the distribution and return of ballots. Ballots will be counted by the Chair of the Steering Committee and the Dean or the Dean's secretary. Elections shall be by plurality except for Faculty Senator, which shall be by majority.

- F. After elections are held for positions on the committees listed in the Constitution, the Nomination Committee shall poll appropriate campus personnel for their preferences for membership on committees listed in V.A below. Based on these preferences, previous committee membership and service, and in consultation with the Dean, the Nomination Committee shall recommend to the Steering Committee assignments for committee membership for the following year. On the basis of these recommendations, the Steering Committee shall make appointments, subject to the approval of the Collegium, to these committees. Student members of these committees shall be appointed by SGA.

## V. OTHER STANDING COMMITTEES

- A. In addition to the committees [II. F.] listed in the Constitution, the Collegium shall maintain the following committees:

### 1. Athletic Board

(a) Membership

The UWWC faculty representative to the Wisconsin Collegiate conference, two faculty or academic staff, one student from each letter-awarding sport, one representative of SGA who is not a participant in a letter-awarding sport, and the UWWC Director of Athletics (nonvoting) and/or his/her designee (nonvoting).

(b) Duties and Responsibilities

- (1) To review and make recommendations on matters referred to it by either the Wisconsin Collegiate Conference or the Collegium.
- (2) To initiate recommendations for action on matters concerning local campus athletics to the Wisconsin Collegiate Conference or the Collegium.
- (3) To authorize the awarding of letters.
- (4) To determine annual athletic awards for the year at the conclusion of spring sports.
- (5) To consider student appeals pertaining to intramural athletics.

### 2. Campus Health and Safety Committee

(a) Membership

One faculty member from each of the three divisions, a representative of the maintenance department appointed by the Dean, the Dean, Assistant Dean for Administrative Services, and one student appointed by SGA.

(b) Duties and Responsibilities

The-committee shall have the responsibility to develop and promulgate a comprehensive health and safety program for the campus, to review and respond to the annual Loss Control Surveys of the campus, and to ensure the health and safety of the campus community.

### **3. Computer Related Technology Committee**

#### **(a) Membership**

One faculty member from each division, a student appointed by SGA, Assistant Dean for Administrative Services, Director of Library Services and the Instructional Technology Coordinator.

#### **(b) Duties and Responsibilities**

- (1) To advise the Dean, staff and campus committees on the purchase, use, disposition of computers and computer-related technologies.
- (2) To serve as a clearing-house for information on the instructional use of computer software and hardware.
- (3) To develop campus policies relating to computers and computer-related technologies.

### **4. Fine Arts Committee**

#### **(a) Membership**

No more than two students selected by SGA; a minimum of three faculty or academic staff, including a member of the Communication and Theatre Arts Department and a member of the Music Department; the advisor to the Student Government Association; the Director of University Relations/Marketing; and a community consultant (nonvoting) appointed by the Dean. One of the faculty or academic staff shall be the chair, who will be in charge of management of the current year activities. One of the faculty or academic staff shall be the associate chair in charge of planning the following year and will preferably serve as the chair at that time.

#### **(b) Duties and Responsibilities**

- (1) The committee shall select and make arrangements for the Fine Arts events for the following year.
- (2) The committee shall supervise the operation of the Fine Arts Series as set up by the previous year's committee.

### **5. Lectures Committee**

#### **(a) Membership**

No more than two students selected by SGA; A minimum of three faculty or instructional academic staff with divisional representation preferable; the Director of University Relations/Marketing; and a community consultant (nonvoting) appointed by the Dean. The Continuing Education Coordinator shall be invited to be an ex officio (nonvoting) member of the committee. One of the faculty or instructional academic staff shall be the chair, who will be in charge of management of the current year activities. One of the faculty or instructional academic staff shall be the associate chair in charge of planning the following year and will preferably serve as the chair at that time.

- (b) Duties and Responsibilities
  - (1) The committee shall select and make arrangements for the Lecture Series and for the Faculty/Staff Colloquia for the following year.
  - (2) The committee shall supervise the operation of the Lecture Series and the Faculty/Staff Colloquia set up by the previous year's committee.
  - (3) Fund requests from faculty for guest speakers for classes.

## **6. Library Committee**

- (a) Membership

One faculty from each of the three divisions, the Library Director, no more than one associate librarian, and one student selected by SGA.
- (b) Duties and Responsibilities
  - (1) To make recommendations to the Library Director and the Dean regarding policy and operation.
  - (2) To serve, when necessary, as a liaison among students, faculty, staff, administration, and the library.
  - (3) To advise the library in making periodicals decisions.

## **7. Publications Board**

- (a) Membership

Two faculty or academic staff and one SGA member who is a non-participant in any recognized student publication.
- (b) Duties and Responsibilities
  - (1) To advise campus publications on editorial policy.
  - (2) To hear concerns and to make recommendations to the Dean regarding publications, editors, advisers, staff, and advertising issues.

## **8. Scholarship Committee**

- (a) Membership

Faculty members serving on the Washington County Campus Foundation shall be ex officio members. One student services staff member and one faculty member from each of the three divisions shall also be members.
- (b) Duties and Responsibilities
  - (1) The committee shall organize itself into subcommittees in order to conduct its business.
  - (2) The committee shall make all recommendations regarding the selection/awarding of all UWWC academic scholarships.

B. The Collegium shall also maintain the following committees:

**1. Advisory Committee on Enrollment (ACE)**

- (a) Membership  
The Dean or his/her designee, Director of University Relations/Marketing, Director of Student Services or his/her designee, Steering Committee Chair, Curriculum Committee Chair, and two students selected by SGA.
- (b) Duties and Responsibilities
  - (1) The committee shall review all available data on enrollment including information on applications, admissions, and retention.
  - (2) Based on the review of the data, the committee shall make recommendations to the Dean regarding the Campus Marketing Plan.

**2. Nomination Committee**

- (a) Membership  
Chairs of the Curriculum, Evaluation, and Steering Committees.
- (b) Duties and Responsibilities  
To perform the functions called for in parts IV-B and IV-F of these Bylaws.

**3. Sexual Harassment Mediation Committee**

- (a) Membership  
One member of the faculty appointed by the Steering Committee, one academic staff member elected by the academic staff, one classified staff member elected by the classified staff, and one member appointed by SGA. Membership procedures for the faculty and student representative shall be determined as indicated in part IV.F. of these Bylaws. As indicated, the academic staff and classified staff members will be elected as representatives by their respective groups.
- (b) Duties and Responsibilities
  - (1) To mediate sexual harassment concerns promptly and either informally or formally, whichever is appropriate.
  - (2) To make an annual report to the Collegium and the Affirmative Action Council as to the number and types of complaints, status of the involved individuals, and the type of resolution (informal or formal)

**4. Natural Science and Mathematics, Humanities, and Social Science Divisional Committees:**

- (a) Membership  
All faculty and instructional academic staff in each of the above divisions as established under section II.D. of the UWWC Constitution.
- (b) Duties and Responsibilities  
Each divisional committee will have responsibility for coordinating class scheduling, developing evening programs, and making recommendations to appropriate UWWC and UW Colleges committees on matters which are of general concern to those disciplines within the division.

## 5. Summer Committee

### (a) Membership

The Dean and/or Dean's designee shall appoint the faculty and academic staff members of the committee. Faculty and academic staff members shall be selected from among those with summer appointments, together with others who are willing to serve. SGA shall appoint one student member and one alternate. The Dean shall appoint a convening chair.

### (b) Duties and Responsibilities

The committee shall organize itself into working groups, each having a faculty majority. Each working group shall carry out duties assigned to it by the Dean and/or the Dean's designee during the period between the end of spring semester and the beginning of fall semester.

## VI. COMMITTEE PROCEDURES

### Other Provisions

- A. Committee members begin their terms immediately following the regularly scheduled May Collegium meeting. However, a committee may decide that certain matters related to work from the current year should be handled by it rather than the new committee.
- B. Each Collegium Committee shall elect its own chair.
- C. Each committee shall develop and make available committee procedures consistent with the Constitution and Bylaws.
- D. Each committee shall record minutes of meetings, distribute the minutes as appropriate, and archive the minutes.
- E. Each committee shall prepare annual reports to be presented at the May collegium meeting.
- F. All committee procedures shall be made available in the campus policy book.

## VII. OTHER POSITIONS

### A. Wisconsin Collegiate Conference Representative

The faculty of the Collegium shall elect one of its members as the UWWC faculty representative to the Wisconsin Collegiate Conference. The term of office shall be two years. Elections shall occur in the spring of even-numbered years.

### B. Investigating Officer

The Steering Committee shall annually recommend to the Chancellor the individual who will serve for a one-year term as Investigating Officer under the UW-Colleges procedures implementing the UWS14 academic misconduct policy and UWS 17.06. This recommendation shall be made by the end of the Spring Semester.

## VIII. COMMITTEE VACANCIES

- A. If a faculty or academic staff vacancy should occur on any of the committees listed in the Constitution, the Steering Committee shall seek nominations for the vacant position. These nominations shall be made at a meeting of the Collegium or through campus mail as determined by the Steering Committee for each case. After nominations have been completed, an election shall be conducted by the Steering Committee.
- B. If a faculty or academic staff vacancy should arise on any of the committees listed in the Bylaws, the Steering Committee shall determine an appropriate replacement that is consistent with membership requirements of the committee and subject to confirmation by the Collegium.
- C. Student vacancies on committees shall be filled in accordance with SGA policy on committee vacancies. As soon as a vacancy occurs, a newly elected or current member of SGA shall assume the responsibility of representing the student body.
- D. Under extraordinary circumstances the Steering Committee may make temporary appointments consistent with the membership of the committee.

## IX. AMENDMENTS

These Bylaws may be amended by following, in order, the steps listed below:

- A. Notify all Collegium members by publication of the proposed amendment in the agenda.
- B. A majority vote of the voting members present at a meeting of the Collegium.
- C. A majority of the votes cast by campus mail ballot.
- D. Approval by the Dean and the Chancellor.

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