

# 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 the representative to the UW Colleges Senate will be made from the floor at the March meeting of the Collegium in even numbered years [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, academic staff, and university 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 member 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, academic staff, and university 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 Campus Administrative Specialist. 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, and on previous committee membership and service, 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. G.] 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 members chosen from faculty, academic staff, or university 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 Athletic Director (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 Facilities and Safety Committee

(a) Membership

One faculty member from each of the three divisions, the Campus Administrator (nonvoting ex officio), a representative of the maintenance department appointed by the Regional Director of Facility Planning and Management, and one student appointed by SGA.

(b) Duties and Responsibilities

- (1) The committee shall advise the Regional Dean or his/her designee 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 Regional Dean or his/her designee on all building plans, including remodeling, during all stages of planning and construction.
- (3) The committee shall recommend to the Regional Dean or his/her designee 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 Regional Administration, Collegium, Steering Committee, or Student Government Association.
- (5) 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. Fine Arts Committee**

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

No more than two students selected by SGA; a member of the Communication and Theatre Arts Department and a member of the Music Department; one member from either academic staff or university staff; the advisor to the Student Government Association; the Fine Arts Coordinator; and a community consultant (nonvoting) appointed by the Regional Executive Officer/Dean. One of the faculty, academic staff, or university staff shall be the chair, who will be in charge of management of the current year activities. One of the faculty, academic staff, or university 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.

### **4. Lectures Committee**

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

No more than two students selected by SGA; a minimum of three faculty or instructional academic staff members with divisional representation preferable; and a community consultant (nonvoting) appointed by the Regional Executive Officer/Dean. One of the faculty or instructional academic staff members shall be the chair, who will be in charge of management of the current year activities. One of the faculty or instructional academic staff members 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.

## **5. Library Committee**

### **(a) Membership**

One faculty member from each of the three divisions, two library staff members, and one student selected by SGA.

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

- (1) To make recommendations to the Executive Director of Libraries and to the Campus Administrator 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.

## **6. Publications Board**

### **(a) Membership**

Two faculty or academic staff members 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.

## **7. Scholarship Committee**

### **(a) Membership**

Faculty members serving on the Washington County Campus Foundation shall be ex officio members. One Student Affairs 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.

## **8. Student Recruitment and Retention Committee**

### **(a) Membership**

The Regional Associate Dean of Student Affairs, three faculty members (one from each division if possible), two members chosen from academic or university staff, the Campus Assessment Coordinator (who shall count as the representative from his/her faculty division), and one student selected by SGA.

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

- (1) To assist the Regional Associate Dean of Student Affairs to determine student retention action needs.
- (1) To make recommendations to the Regional Associate Dean of Student Affairs regarding student recruitment and retention actions.
- (2) To assist in carrying out student recruitment and retention actions.

B. The Collegium shall also maintain the following committees:

**1. 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.

**2. 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.

**VI. COMMITTEE PROCEDURES**

Other Provisions

A. Committee members begin their terms at the beginning of the next academic year.

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. This recommendation shall be made by the end of the Spring Semester.

## VIII. COMMITTEE VACANCIES

- A. If a faculty, academic staff, or university 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, academic staff, or university 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 Regional Executive Officer/Dean and the Chancellor.

ADOPTED BY THE UWWC COLLEGIUM: March, 1976

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