

Morgan State University Council

Constitution/By-Laws

Approved by Board of Regents on May 4, 2010

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PREAMBLE

The evolving demands of university status warrant a participatory system of governance which creates for each member of the Morgan State University community an opportunity for involvement, communication, and accountability.

This Constitution/By-Laws establishes the Morgan State University Council as a campus wide governance structure involving the administration, faculty, professional administrative staff, classified employees, and student body in the ongoing operation of the University. This Constitution/By-Laws assumes that the University community is willing and has the opportunity to engage in shared work and shared responsibility.

The functioning of the University Council shall not supersede either the statutory authority of the Board of Regents as the University's governing body or the President as the University's chief executive officer and administrator.

ARTICLE 1

JURISDICTION AND FUNCTIONS OF THE

UNIVERSITY COUNCIL

There is hereby created a Morgan State University Council, which shall be responsible for reviewing proposed policies and advising the President concerning those policies of University-wide impact. The University Council shall review such matters as are submitted by the President for its consideration and advice. The University Council may also, on its own initiative, make recommendations to the President for the President's and the Board of Regent's consideration with respect to any matter of University-wide significance and impact.

ARTICLE 2

COMPOSITION OF THE UNIVERSITY COUNCIL

Section 1: Composition Generally. The University Council shall consist of voting and non-voting members selected in accordance with the criteria specified in the succeeding sections of this Article.

Section 2: Non-Voting Members. The following persons shall serve ex officio as non-voting members of the University Council:

- (a) The President of the University;
- (b) The Provost and Vice President for Academic Affairs;
- (c) All Vice Presidents of the University;
- (d) All Deans of the University;

- (e) The Director of Continuing Education; and
- (f) The Director of Library Services.

Section 3: Voting Members. The following persons shall serve as voting members of the University Council and be selected in accordance with Article 3:

- (a) Three faculty members shall come from each of the academic colleges and schools at the University. For academic colleges and schools with graduate programs, at least one of the three representatives shall be a member of the graduate faculty.
- (b) Five members of the University's Professional Administrative Staff;
- (c) Two members of the University's classified employees; and
- (d) Three students.

ARTICLE 3

QUALIFICATIONS AND SELECTION OF UNIVERSITY COUNCIL MEMBERS

Section 1: Faculty Members. All full-time University employees appointed to a faculty rank as defined in the University's policy for Appointment, Promotion and Tenure are eligible to serve on the University Council and to participate in the election of faculty members to the University Council. The elections shall be conducted by the Deans of the academic colleges and schools.

At the beginning of the Spring semester of each even-numbered calendar year, the eligible faculty of each of the University's academic colleges and schools shall elect two faculty members to serve on the University Council for two year terms commencing

July 1 of the even-numbered year in which the election is held and ending June 30 of the next even-numbered year. At the beginning of the Spring semester of each odd-numbered year, the eligible faculty of each of the University's academic colleges and schools shall elect one faculty member to serve on the University Council; that person shall serve for a term of two years, commencing July 1 of the odd-numbered year in which the election is held and ending June 30 of the next odd-numbered year.

Section 2: Professional Administrative Staff Members. All full-time University employees appointed to positions as members of the Professional Administrative Staff are eligible both to serve on the University Council and to participate in the election of Professional Administrative Staff to the University Council. The elections shall be conducted by the Director of Human Resources. At the beginning of each Spring semester of each even-numbered calendar year, eligible members of the Professional Administrative Staff shall elect three persons to serve as members of the University Council for two year terms commencing July 1 of the even-numbered year in which the election is held and ending June 30 of the next even-numbered year. At the beginning of the Spring semester of each odd-numbered year, eligible members of the Professional Administrative Staff shall elect two persons to serve as members of the University Council each serving for a two year term commencing July 1 of the odd-numbered year in which the election is held and ending June 30 of the next odd-numbered year.

Section 3: Classified Employees. All full-time University employees who are employed in classified positions are eligible to serve as members of the University Council and to participate in the election of members to the University Council. At the

beginning of the Spring semester of each even-numbered calendar year eligible members of the classified employees shall elect one person to serve on the University Council for a term commencing July 1 of the even-numbered year in which the election is held and ending June 30 of the next even-numbered year. At the beginning of the Spring semester of each odd-numbered year, eligible members of the classified employees shall elect one person to serve on the University Council for a term commencing July 1 of the odd-numbered year in which the election is held and ending June 30 of the next odd-numbered year.

Section 4: Student Members. All full-time and part-time students at the University who are in good standing are eligible to participate in the election of student members of the University Council. Three students shall serve as members of the University Council. One shall be the President of the Student Government Association (SGA). The other two shall be elected at the beginning of the Spring semester of each academic year. One elected student shall be a full-time undergraduate student who has accrued a minimum grade point average of 2.60, has completed at least 56 credit hours of academic work at the University, and has been enrolled at the University for at least two consecutive semesters. The election shall be conducted by the President of SGA. The other elected student shall be a graduate student who is enrolled in a degree-granting graduate program at the University, has accrued a minimum grade point average of 3.00, and has completed at least 12 credit hours of academic work at the University. The election shall be conducted by the Dean of the School of Graduate Studies. The terms of elected student members shall be one year commencing July 1 of the year in which the election is held and ending June 30 of the next year.

Section 5: Consecutive Terms. An ex officio member of the University Council shall serve as a member as long as he or she holds the office by virtue of which such person qualifies for membership on the University Council. Other than an ex officio member, no person shall serve more than two consecutive terms as an elected member of the University Council. A person who is not a member of the University Council for the equivalent of one full term is thereafter eligible for election to as many as two consecutive elected terms, regardless of the cumulative number of terms previously served. For purposes of this section, a member who by lot or otherwise is elected to an initial term of less than two years shall be deemed to have served a full term at the expiration of the initial term.

Section 6: Vacancies. Whenever a vacancy occurs because of a voting member's resignation, removal, disqualification, or death, the Chair of the University Council shall appoint a qualified substitute member to serve the unexpired portion of the term. The substitute member shall satisfy any eligibility criteria that the predecessor satisfied. A member of the University Council may be removed for cause, provided that (i) the cause is specified in writing and given to all members of the University Council not less than fourteen days prior to a regularly scheduled meeting of the University Council, and (ii) not less than two-thirds of the members present at such meeting vote to remove the member.

ARTICLE 4

OFFICERS OF THE UNIVERSITY COUNCIL

Section 1: Election of School Representatives: Schools shall hold their elections

at the beginning of each Spring semester.

Section 1: Election of Officers. Three officers shall be elected at the last meeting of the University Council of the academic year: a Chair, Vice Chair, and Secretary. Officers' terms commence July 1 in the year elected and end on June 30 of the next year. Only voting members of the University Council are eligible to serve as officers. All officers are eligible for reelection. Outgoing officers shall facilitate transition by transmitting to the newly-elected chair all records compiled during their term of office no later than June 30.

Section 2: Chair. The Chair shall preside at meetings of the University Council; appoint, after consultation with members, the chairs and members of standing and special committees and serve as an ex officio member of all such committees; appoint substitute committee members to fill unexpired terms; fix the time and place for meetings of the University Council; and make any procedural or parliamentary rulings necessary for the efficient conduct of business. The Chair may, at his or her discretion, appoint a member to serve as Parliamentarian for the purpose of providing advice on the construction or application of parliamentary rules of order. The Parliamentarian shall serve in that capacity at the pleasure of the Chair.

Section 3: Vice Chair. The Vice Chair shall preside at meetings of the University Council in the absence of the Chair; and perform any other functions or duties assigned by the Chair.

Section 4: Secretary. The Secretary shall assume responsibility for the recording and transcription of minutes within seven (7) days of each meeting of the University Council and the distribution of minutes to members; prepare the notice and

agenda for each meeting of the University Council; act as custodian of all papers and files of the University Council and its standing and special committees; and prepare the Annual Report of the University Council, which shall be submitted to the President of the University and the Board of Regents after the last regular meeting of the University Council each academic year.

ARTICLE 5

MEETINGS OF THE UNIVERSITY COUNCIL

Section 1: Regular Meetings. The University Council shall meet in regular session at least four times annually at such time and place as shall be determined by the Chair. As soon as practicable after each election, the Chair shall cause to be published in the official University communications medium a notice of the time and place of regular University Council meetings for the upcoming academic year. At least two regular meetings shall be scheduled for each fall and spring semester.

Section 2: Special Meetings. The Chair may call a special meeting as required at such time and place as shall be determined by the Chair. The notice of the special meeting shall state the subject matter of the special meeting. A special meeting shall also be convened if two-thirds of the voting members of the University Council request by written notice to the Chair that a special meeting be held. The written notice to the Chair shall specify the subject matter of the special meeting. The Chair shall schedule a special meeting as promptly as possible and shall provide a minimum of three days' written notice to the membership.

Section 3: Notice. The Secretary shall give written notice to the membership of

the University Council at least fourteen days in advance of the regular meetings and at least three days in advance of special meetings. The notice shall specify the time and place of the meeting, the nature of the meeting (regular or special), the agenda, and, for special meetings, the subject matter of the special meeting.

Section 4: Quorum. A majority of the voting members constitutes a quorum for the conduct of business. Voting by proxy or assignment shall not be permitted.

Section 5: Conduct of Business. The University Council, when meeting in regular or special session, shall conduct its deliberations in open session; except that, to the extent required or permitted by law, the University Council may meet in closed session. If any person who is not a member of the University Council wishes to address the Council at a regular or special meeting, such person must request and receive the Chair's permission at least forty-eight hours prior to the commencement of the meeting. The Chair may attach conditions or limitations to such permission. To the extent feasible, the conduct of meetings shall be governed by Robert's Rules of Order. Voting shall be by voice, unless a member requests a recorded vote. A recorded vote shall be by show of hands, and the minutes shall reflect the final tally and the votes of the individual members. Unless otherwise specified in this Constitution/By-Laws, all votes shall be decided by a simple majority of the voting members present and casting votes.

ARTICLE 6

COMMITTEES OF THE UNIVERSITY COUNCIL

Section 1: Committees in General. There shall be three categories of

committees of the University Council: executive, standing, and special. Only members of the University Council are eligible to serve on committees except as specifically noted herein. The Chair of the University Council, after consultation with the members of the University Council, shall appoint chairs and members of standing and special committees, and shall endeavor (subject to the limitations imposed in succeeding sections of this Article) to appoint to each committee at least one ex officio member, one faculty member, one Professional Administrative Staff member, one classified employee, and one student member. Only faculty members and Professional Administrative Staff members are eligible to serve as chairs of standing or special committees. One member shall not serve simultaneously as chair of more than one committee.

Section 2: Executive Committee. The Executive Committee shall be composed of the three elected officers of the University Council (the Chair, Vice Chair, and Secretary) and the chairs of the standing committees. The President of the University shall serve as ex officio non-voting member. The Chair of the University Council shall serve as chair of the Executive Committee. The Executive Committee shall meet as required when the University Council is not in session and shall act for the University Council on urgent or pressing matters that cannot await consideration by the University Council in regular or special session. The Executive Committee shall determine the agenda of the regular meetings; assign matters to standing committees; make recommendations with respect to proposed amendments to this Constitutions/By-Laws; and advise the President of the University on matters that do not come within the purview of one of the standing or special committees.

Section 3: Standing Committees. The standing committees of the University

Council shall be:

- (a) Academic and Student Affairs Committee;
- (b) Budget and Finance Committee;
- (c) Physical Plant Committee;
- (d) Athletic Committee;
- (e) University Professional Welfare Committee; and
- (f) Technology and Communications Infrastructure Committee.

The chair of each standing committee shall be responsible for scheduling meetings; providing notice to committee members of meeting times, dates, locations, and agendas; preparing and preserving minutes of committee meetings; presiding at committee meetings; and preparing and presenting reports to the University Council on the activities, conclusions, and recommendations of the committee. Committees shall endeavor to meet at least once prior to each meeting of the University Council.

Section 4: Academic and Student Affairs Committee. The Academic and Student Affairs Committee shall consider matters relating to undergraduate and graduate academic instruction at the University. The Committee shall make appropriate recommendations on academic course offerings; accreditation and certification of degree programs; policies concerning employment, promotion, and tenure of faculty; policies concerning recruitment and retention of students; policies concerning adequacy and utilization of library and instructional media resources; official University publications such as the University Catalog, the University Calendar, and the Faculty Handbook; and policies concerning non-academic matters related to student

welfare. The committee shall not review, become involved in, or make recommendations concerning the employment, promotion, tenure, or grievances of particular University employees or the academic standing or discipline of particular University students. The Provost and Vice President for Academic Affairs and the Vice President for Student Affairs shall serve as ex officio, non-voting members of the committee.

Section 5: Budget and Finance Committee. The Budget and Finance Committee shall consider matters relating to the business and financial policies and practices of the University and the formulation of the University's operating and capital budgets. The Vice President for Finance and Management shall serve as an ex officio, non-voting member of the Committee.

Section 6: Physical Plant Committee. The Physical Plant Committee shall consider matters relating to the property management policies of the University.

Section 7: Athletic Committee. The Athletic Committee shall consider matters relating to the operation of the University's intercollegiate and intramural athletic programs. Faculty representatives to the National Collegiate Athletic Association (NCAA) will be ex-officio members of the Athletic Committee.

Section 8: University Professional Welfare Committee. Membership on the University Professional Welfare Committee shall be limited to senior-level faculty, Professional Administrative Staff, and *classified employees*. The committee shall develop and administer standards and procedures for the mediation and adjudication of grievances by members of the University community. Standards and procedures developed by the committee shall be reviewed by the Office of the General Counsel

and approved by the University Council, the President of the University, and the Board of Regents prior to implementation.

Section 9: The Technology and Communication Infrastructure Committee. This Committee shall consider matters relating to the operation of the University's electronic and telecommunication infrastructure and services related to student instruction, distance learning and faculty and staff support.

Section 10: Special Committees. The Chair of the University Council may appoint special committees to consider matters of a temporary, special, or unusual nature not coming within the purview of a standing committee. The chair of a special committee shall have the same responsibilities as those of a standing committee chair as set forth in Section 3 of this Article.

Section 11: Committee chairs shall submit to the incoming University Council chair all committee records within 30 days after the last meeting of the University Council of each academic year.

ARTICLE 7

ADOPTION AND AMENDMENT

Section 1: Adoption. This Constitution/By-Laws shall become effective upon approval by the Board of Regents.

Section 2: Amendment. This Constitution/By-Laws may be amended in whole or in part by a two-thirds majority of all voting members of the University Council at any meeting of the University Council; provided, however, that (a) the text of the proposed amendment shall be sent in written form to all members of the University Council no

less than thirty days prior to such meeting, and (b) the proposed amendment is approved by the President and the Board of Regents before taking effect.

University Council Constitution/By-Laws Amendments

BOR approved on November 19, 1987, Vol 80-7

BOR Amendment approved on May 17, 1990, Volume 80-9

BOR Amendment approved on May 13, 1992, Volume 90-1

BOR Amendment approved on March 15, 1995, Volume 90-4

BOR Amendment approved on May 11, 1999, Volume 90-8

BOR Amendment approved on May 4, 2010, Volume 00-9