

**UNIVERSITY OF MASSACHUSETTS AT AMHERST  
OFFICE OF THE SECRETARY  
THE FACULTY SENATE**

**BYLAWS AND CONSTITUTION  
OF THE  
UNIVERSITY OF MASSACHUSETTS AT AMHERST'S  
FACULTY SENATE**

**MAY 2005**

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**BYLAWS  
OF THE  
UNIVERSITY OF MASSACHUSETTS AT AMHERST'S  
FACULTY SENATE**

**CHAPTER 1: CONDUCT OF MEETINGS**

**Section 1: Rules of Order**

1-1-1 Meetings of the Senate shall be conducted in accordance with parliamentary procedure as provided by the latest edition of Robert's Rules of Order, Revised except as hereinafter provided.

**Section 2: Attendance**

1-2-1 Except when in executive session, Senate meetings shall be open to non-members. The Presiding Officer may grant non-members the privilege of the floor, provided they are seated in a designated section of the meeting hall reserved for non-members. The Senate may move into executive session upon a 2/3 vote of those present.

1-2-2 Meetings of all Councils, Committees and Ad Hoc Committees shall be open to non-members except when in executive session. Councils and Committees may move into executive session upon a 2/3 vote of those present.

**Section 3: Agenda**

1-3-1 Agendas for regular meetings shall be prepared by the Rules Committee and shall be sent to each member of the faculty at least five working days prior to the meetings. Business to be placed on the agenda shall be submitted to the Secretary at least fifteen calendar days prior to the date of the next regular meeting.

1-3-2 Agendas for special meetings shall be sent to each member of the faculty at least two working days prior to the meeting and shall include a statement indicating by whom the special meeting is called, except that the agenda for special meetings called in emergency situations shall be announced by the Presiding Officer at the outset of the meeting.

**CHAPTER 2: ELECTIONS**

**Section 1: General Arrangements**

2-1-1 The Rules Committee shall provide for regular and by-elections, including the apportionment of election districts, the calculation of vacancies to be filled, the selection of dates, the preparation of election ballots, and (if required) run-off ballots, and for the counting of votes.

2-1-2 Voters shall be allotted to election districts of at least 20 but not more than 80 voters, grouped in a reasonable manner, with each academic department or other subdivision entirely within one election district.

2-1-3 The number of members to be elected from each district shall be the nearest whole number to the product of  $1/x$  times the number of qualified voters allotted to that district, the value of  $x$  being such that the total number of elected members shall not be less than 60 and not more than 80, except that no district shall have less than two elected members.

2-1-4 Regular elections shall be held in March with elected members assuming office at the first regular meeting of the ensuing academic year. By-elections shall be held no later than the second week following the creation of the vacancy, with elected members assuming office immediately.

**Section 2: Principles**

**2-2-1 Election procedures shall conform to the following principles:**

- (a) The Rules Committee shall invite written nominations from each election district;
- (b) If the number of nominees is less than or equal to the number of vacancies to be filled, a mail election shall be held which makes provision for additional write-in candidates;
- (c) If the number of nominees is at least equal to but not more than twice the number of vacancies to be filled, a mail election shall be held;
- (d) If the number of nominees exceeds twice the number of vacancies to be filled, a preliminary election shall be held by mail to reduce the number of candidates to twice the number of vacancies. Rank plurality of votes cast shall determine which candidates shall appear on the ballot at the subsequent mail election; and
- (e) Candidates shall be listed on all mail ballots in alphabetical order.

**2-2-2 The election of members shall be determined by majority vote where one member is to be selected from a district, and by rank plurality of votes cast where more than one member is to be elected.**

**CHAPTER 3: ELECTED OFFICERS**

**Section 1: Secretary**

**3-1-1 A Secretary shall be elected from among the members of the faculty to serve a term of three years. The election of an elected senator to the position of Secretary shall create a vacancy in the member's district. Prior to the first of January of the year in which a Secretary's term expires, or whenever for other reasons the office falls vacant, the Chancellor shall appoint a nominating committee of three members of the Senate. The committee shall nominate one or more candidates to fill the position of Secretary and shall report its nomination(s) to the Senate no later than the first regular meeting in March. Additional nominations may be made from the floor. The Secretary shall be elected at the first regular meeting of the Senate after the meeting at which the committee presents its nomination(s). The Secretary shall assume the duties of office on July 1 of the same year, or, if the office becomes vacant prematurely, as soon as possible.**

**3-1-2 The Secretary shall:**

- (a) Be the administrative officer of the Senate and shall:
  - (i) coordinate the activities of the Senate, its Councils and Committees, oversee the implementation of Senate enactment, and ensure the observance of the Constitution and Bylaws;
  - (ii) receive and transmit all agenda items to the Rules Committee;
  - (iii) keep minutes of Senate meetings, distribute and disseminate all agendas and minutes to the Faculty Senate;
  - (iv) maintain the Senate website ([www.umass.edu/senate](http://www.umass.edu/senate)), including minutes of Senate meetings and documents important to the work of the Senate;
  - (v) preserve all documents of the Senate and its Councils and Committees in a central file;
  - (vi) distribute annually to the faculty lists of Senate members, Council and Committee members, and copies of the Senate Constitution and Bylaws;
  - (vii) supply Councils and Committees with copies of Trustee documents, minutes and Committee reports and other information necessary to facilitate their work;
  - (viii) keep the Committee on Committees continuously informed of Constitutional and Bylaw requirements relating to the selection of individuals to serve on Senate Councils, Standing Committees and Ad Hoc Committees; and
  - (ix) approve graduation lists on behalf of the Faculty Senate.
- (b) Serve as the Senate's official spokesperson to the administration, the faculty, the student body, and other interested parties;
- (c) Preside at meetings of the Senate on those occasions when the Presiding Officer is unable to discharge the duties of the office;

- (d) Publish Senate attendance records at the end of each semester; and
- (e) Interpret the Board of Trustees' Statement on University Governance (T73-098A, as amended) in consultation with University Administration Officials and the Rules Committee and, when appropriate, so inform the Senate and its constituent bodies as to their responsibilities, duties, function and procedures under the statement.

3-1-3 The Secretary shall serve as an ex officio voting member of the Rules Committee and as an ex officio non-voting member of all Councils, Standing Committees and Ad Hoc Committees of the Senate, except the nominating committee provided for in 3-1-1, for which the Secretary shall be ineligible.

Section 2: Presiding Officer

3-2-1 The Senate shall annually elect from its membership a Presiding Officer at the last regular meeting in the spring semester. The Presiding Officer shall preside at all meetings of the Senate and shall serve as a voting ex officio member of the Rules Committee.

Section 3: Delegate to the Board of Trustees

3-3-1 The Senate shall elect from its membership a Delegate to the Board of Trustees at the last regular meeting in the spring semester. The Delegate shall serve a term of two years and shall assume office on June 1, serving as liaison between the Senate and the Board of Trustees and serving as a voting ex officio member of the Rules Committee.

Section 4: Associate Delegates to the Board of Trustees

3-4-1 At the first regular meeting of the fall semester, the Senate shall elect from its membership two Associate Delegates to the Board of Trustees for terms of two years. The Associate Delegates shall assume office forthwith, assisting the Delegate in serving as liaison between the Senate and the Board of Trustees. The Associate Delegates shall be voting ex officio members of the Rules Committee.

Section 5: At-Large Members of the Rules Committee

3-5-1 In addition, the Rules Committee shall include four other elected members whose terms of office on the Committee shall coincide with the unexpired portion of their Senate term of office. No at-large member shall serve more than three consecutive years on the Rules Committee.

3-5-2 The Senate shall annually elect at its first regular meeting:

- (a) Sufficient persons to provide for a Rules Committee of nine members; and
- (b) A Chairperson of the Rules Committee from among the four at-large members.

CHAPTER 4: COUNCILS AND COMMITTEES: GENERAL PROVISIONS

Section 1: Definitions

4-1-1 "Councils" shall be defined as subordinate units of the Senate established for the following purposes:

- (a) To review and evaluate existing campus policies and programs and to develop policy recommendations within their assigned responsibilities to be presented in the form of reports, with motions, for subsequent Senate action; and
- (b) To provide advice on implementation of policy within their assigned responsibilities. Such advice shall be provided directly to the administration, provided, however, that detailed summaries of advice rendered shall be reported to the Senate at least once every semester.

4-1-2 “Standing Committees” shall be defined as subordinate units of the Senate established for the following purposes:

- (a) To review and evaluate existing campus policies and programs within their assigned responsibilities, and to report thereon to the Senate; and
- (b) To develop policy recommendations within their assigned responsibilities, to be presented in the form of reports, with motions, for subsequent Senate action.

**Section 2: Duties**

4-2-1 Councils and Standing Committees shall:

- (a) Meet at least once every semester;
- (b) Exercise their powers and duties as prescribed by the Constitution and these Bylaws;
- (c) Keep and distribute minutes of all meetings. One copy of all minutes together with all relevant documents shall be placed on file with the Secretary of the Senate who shall make them available to inquiring faculty members by placing them on the Senate website. One copy of all minutes shall be sent to the University Archivist;
- (d) Prepare and submit an annual report by September 1<sup>st</sup> of each year, and such other reports as may be ordered; and
- (e) Create or discontinue such subcommittees as deemed necessary for the conduct of the business of the Council or Standing Committee except for those subcommittees that are required by Bylaw. A majority of subcommittee membership shall normally be drawn from the membership of the Council or Committee and the chairperson shall normally be from the Council or Committee. Where a Council or Committee needs to establish a large number of subcommittees or where other special circumstances prevail, a modification of these requirements on membership may be granted by the Rules Committee.

**Section 3: Membership**

4-3-1 Except as otherwise provided, the term of office of faculty members on all Councils and Standing Committees shall be three years. The terms shall be so arranged that the terms of approximately one-third of the members shall expire each year.

4-3-2 Except as otherwise provided, the selection of faculty members and librarians shall be by nomination of the Committee on Committees and ratification by the Senate; members of the administration shall be appointed by the Chancellor; student members shall be appointed as the Student Government Association and Graduate Student Senate shall determine; representatives of the non-academic professional staff and the non-professional staff shall be appointed as their representative groups shall determine; and representatives of the Massachusetts Society of Professors shall be appointed as the Massachusetts Society of Professors’ board shall determine. Ex officio members shall serve for an indefinite term and shall have all privileges of membership on Councils and Committees, including the power to vote, except as otherwise specified and in the unique case of the Secretary, who votes only on the Rules Committee. Such members shall be ineligible to serve as chair. Senate ratification of Council and Committee nominations may be waived by the Senate when voting to establish Ad Hoc Committees or in the case of temporary replacements to Committees that must function during the summer.

4-3-2 Council and Committee members shall be drawn from the widest possible range of available talent among the faculty and librarians, including those with Emeritus status for up to 3 years following their date of retirement, and where appropriate, the administration, the professional staff, the alumni and students.

4-3-3 Except as otherwise provided, the chairperson of each Council and Standing Committee shall be elected annually, in the fall, and shall be eligible for re-election. Chairpersons of Councils and Committees who are not senators shall be accorded the privilege of the floor, when deemed appropriate by the Presiding Officer.

4-3-4 Council and Committee members may resign from membership at any time prior to the expiration of a term by notifying the Secretary of the Senate in writing.

4-3-5 Members of the Senate, its Councils and Committees shall also notify the Secretary of any impending academic leave of absence.

4-3-6 For the purpose of membership on Councils and Committees, the Graduate School and Commonwealth College shall not be considered as separate constituencies.

**Section 4: Ad Hoc Committees**

4-4-1 Motions establishing Ad Hoc Committees shall include:

- (a) The name of the Committee and its charge;
- (b) Its size and composition;
- (c) Whether it shall be elected or appointed, and by what methods; and
- (d) A date by which the Committee is expected to present a progress or final report.

4-4-2 Ad Hoc Committees shall keep and distribute minutes of all meetings in the manner prescribed in 4-2-1 (c).

**Section 5: Floor Action on Council and Committee Reports**

4-5-1 A copy of each report of all Councils, Standing Committees and Ad Hoc Committees shall be sent to each senator at least five working days before its presentation. The report shall contain a summary of the matters considered, a list of recommendations in the form of motions for Senate action and, where appropriate, reference to prior Senate actions and policies.

4-5-2 Council and Committee recommendations shall be subject to Senate action except:

- (a) When the Senate empowers a Council or Committee to act for it, in which case the Council or Committee's annual report shall include a full account of actions taken; or
- (b) When emergency conditions require immediate actions, in which case all actions shall be reported immediately to the Rules Committee in writing and included in the "on the table" section of the agenda for a subsequent regular meeting.

**CHAPTER 5: COUNCILS**

**Section 1: Councils**

5-1-1 Beginning with the first academic year after the adoption of these Bylaws, Faculty Senate Councils to be appointed shall be:

- (a) An Academic Matters Council;
- (b) An Academic Priorities Council;
- (c) An Athletic Council;
- (d) A General Education Council;
- (e) A Graduate Council;
- (f) A Health Council;
- (g) An International Studies Council;
- (h) A Program and Budget Council;
- (i) A Research Council;
- (j) A Research Library Council;
- (k) A Status of Minorities Council;
- (l) A Status of Women Council;
- (m) A Student Affairs and University Life Council;
- (n) An Undergraduate Education Council;
- (o) A University Advancement Council; and
- (p) A University Service, Public Service and Outreach Council.

**Section 2: Academic Matters Council**

**5-2-1 The Academic Matters Council shall:**

- (a) Develop policy recommendations relating to every aspect of the academic and curricular life of the campus, except as otherwise provided; and**
- (b) Examine proposals of major and minor programs from the several schools and colleges to ensure adherence to University policies. Course proposals shall be referred to the Council for its review. After consideration, the Council shall make its recommendation to the Faculty Senate in the established manner.**

**5-2-2 Its membership shall be:**

- (a) One Faculty Member from each of the Schools and Colleges;**
- (b) Three Faculty Members or Librarians selected at large;**
- (c) The Provost or a designee, serving ex officio;**
- (d) The Dean of Commonwealth College or a designee, serving ex officio;**
- (e) The Chairperson of the Program and Budget Council or a designee, serving ex officio;**
- (f) The Vice Chancellor for Student Affairs and Campus Life or a designee, serving ex officio;**
- (g) The Vice Provost for Outreach or a designee, serving ex officio;**
- (h) The Director of the Undergraduate Advising and Academic Support Center (UAASC) or a designee and a comparable representative from the professional schools selected by the Provost, both serving ex officio;**
- (i) The Undergraduate Registrar, serving ex officio;**
- (j) The Director of the Internship Program or a designee, serving ex officio;**
- (k) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;**
- (l) The Chairperson of the Student Government Association's Academic Affairs Committee, serving ex officio;**
- (m) One Graduate Student; and**
- (n) Three Undergraduate Students.**

**5-2-3 The Academic Matters Council shall establish a committee on Military Studies consisting of five faculty members, none of whom shall be members of either of the two Military Science departments. One non-voting representative from each of the said departments shall be invited to the committee's meetings. The committee shall: (a) review all matters pertaining to the curriculum of said departments to ensure compatibility with prevailing academic standards; and (b) screen candidates for faculty positions in said departments on which matters the subcommittee shall report directly to the Provost.**

**5-2-4 The Academic Matters Council shall establish a subcommittee on Commonwealth College, (the Commonwealth College Curriculum Committee) consisting of: four faculty members from Arts and Sciences, and four from the professional schools, chosen by the Council for overlapping three-year terms; the Dean of Commonwealth College, serving ex officio; one representative from the Student Affairs' Academic Support Services Division; and four Commonwealth College students.**

**5-2-5 The subcommittee on Commonwealth College shall: (a) make policy recommendations to the Council pertaining to Commonwealth College and departmental honors programs; (b) approve honors designations for departmental courses; (c) monitor and review all departmental honors programs; (d) evaluate and make decisions on all appeals for graduation with higher honors; and (e) review all other matters pertaining to Commonwealth College, to ensure compatibility with prevailing academic standards.**

**5-2-6 The subcommittee on Calendars shall develop proposed academic calendars. It shall consist of: five faculty members; the Undergraduate Registrar or a designee, serving ex officio; the Graduate Registrar, serving ex officio; the Vice Chancellor for Student Affairs and Campus Life or a designee, serving ex officio; the Vice Provost for Outreach or a designee, serving ex officio; the Coordinator of Five Colleges, Inc. or a designee, serving ex officio; the Provost or a designee, serving ex officio; three undergraduate students, one of whom shall be President of the Student Union Commission, and two graduate students.**

5-2-7 The Academic Matters Council shall establish a University Without Walls (UWW) Faculty Advisory Board for the purpose of reviewing and approving the curriculum of the UWW Program. New course proposals by the UWW Program must be approved by the Board before being sent to the Academic Matters Council. In addition, the Course Subcommittee of the AMC will vet proposed new UWW courses through the relevant academic department prior to submission to the full AMC for approval.

**Section 3: Academic Priorities Council**

5-3-1 The Academic Priorities Council shall:

- (a) Provide advice to the Administration on all matters of academic planning and priority;
- (b) Provide periodic advice to the Administration relating to the growth, stabilization and reduction of academic programs;
- (c) Review, at the request of the Administration, long-range plans involving changes in academic priorities;
- (d) Develop criteria and procedures whereby programs can be assigned an academic priority; and
- (e) Review all proposals for new programs.

5-3-2 Its membership shall be:

- (a) Fifteen Faculty Members, including one from each of the Schools and Colleges and one from the Professional Library Staff selected at large;
- (b) A Representative of the Massachusetts Society of Professors;
- (c) The Provost or a designee, serving ex officio;
- (d) The Chairperson of the Academic Matters Council or a designee, serving ex officio;
- (e) The Chairperson of the Program and Budget Council or a designee, serving ex officio;
- (f) The Chairperson of the Graduate Council or a designee, serving ex officio;
- (g) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (h) One Graduate Student; and
- (i) Two Undergraduate Students.

**Section 4: Athletic Council**

5-4-1 The Athletic Council shall implement the "Statement of Athletic Policy" adopted by the Board of Trustees on February 14, 1957, and any resolution which the Board may adopt thereafter. Consistent with present policies on admissions and academic standards, the Intercollegiate Athletic Program shall be developed to a point where it is representative of the best efforts of the University, with aims and ideals of achievement comparable to those expected of the academic departments. This development shall proceed in accord with policies and regulations of the National Collegiate Athletic Association, and all athletic conferences in which the University maintains membership. The Intramural Athletic Program shall be staffed and equipped to meet the needs of all students who desire to participate, and the University shall encourage participation through a varied program including sports with carry-over value for life after graduation. All athletic accounts shall be open to review by the President of the Student Government Association or a designee. This Council shall submit an annual report both to the Faculty Senate and the Student Government Association, which shall include a detailed breakdown of all athletic program budgets.

5-4-2 Its membership shall be:

- (a) Eleven Members of the Faculty and Professional Staff, three of whom shall be alumni selected by the Associate Alumni for three-year terms. The other eight shall be Faculty Members or Librarians selected at large, nominated by the Committee on Committees, and approved by the Faculty Senate, for three-year terms;
- (b) One at-large position for an alumnus/alumna, not necessarily a current member of the faculty or staff, to be appointed by the Associate Alumni for a three-year term;
- (c) The Director of Athletics, serving ex officio, without vote;
- (d) The Vice Chancellor for University Advancement or a designee, serving ex officio;

- (e) A Faculty Member appointed by the Chancellor as the University Faculty NCAA Representative;
- (f) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (g) The President of the Graduate Student Senate or a designee, serving ex officio;
- (h) The President of the Student Government Association or a designee, serving ex officio; and
- (i) Six undergraduate students to be chosen for two-year terms. No team shall be represented by more than one participant.

**Section 5: General Education Council**

**5-5-1** The General Education Council shall oversee that part of the University curriculum which is required of all undergraduate students. It shall:

- (a) Review and recommend proposals and policies concerning General Education requirements;
- (b) Establish guidelines and criteria for all courses which satisfy General Education requirements; review the courses proposed for General Education and existing distribution requirements and make appropriate recommendations to the Faculty Senate;
- (c) Review courses previously approved to fulfill General Education requirements (or distribution designations) within five years of their approval (and within every five years thereafter) in order to recommend their re-approval to the Faculty Senate;
- (d) Serve as an advisory body to the Faculty Advisor to the Provost for Undergraduate Education on matters relating to General Education; and
- (e) Serve as an advisory body to curriculum committees in schools and colleges on matters pertaining to General Education and other requirements (excluding requirements for the major).

**5-5-2** Its membership shall be:

- (a) Twelve Faculty Members or Librarians, at least four from different professional schools and at least four from Arts and Sciences (with at least one from each of the three colleges and one from the Professional Library Staff);
- (b) The Undergraduate Registrar, serving ex officio;
- (c) The Director of Transfer Affairs or a designee, serving ex officio;
- (d) The Director of the Undergraduate Advising and Academic Support Center (UAASC) or a designee, serving ex officio;
- (e) The Faculty Advisor to the Provost for Undergraduate Education or a designee, serving ex officio;
- (f) The Director of the University Writing Program or a designee, serving ex officio;
- (g) The Five College Coordinator or a designee, serving ex officio;
- (h) The Chairperson of the Academic Matters Council or a designee, serving ex officio;
- (i) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (j) Two Graduate Teaching Assistants/Associate s; and
- (k) Three Undergraduate Students.

**Section 6: Graduate Council**

**5-6-1** The Graduate Council shall:

- (a) Provide advice to the Dean of the Graduate School on all matters relating to the administration of the Graduate Program on the campus;
- (b) Develop policy recommendations on all matters relating to graduate studies within the University, including (i) the standards governing the establishment, modification and termination of all graduate programs including cooperative graduate programs with other colleges and universities and joint programs in the University of Massachusetts system; (ii) the standards governing graduate student admission, financial aid, and graduation; (iii) the qualifications required for membership on the graduate faculty and participation in the Graduate Program including the direction of theses and dissertations; (iv) the development of a system designed to resolve such differences as may arise between graduate students and members of the faculty; and
- (c) Send minutes of its meetings to principal administrative officers and to all academic deans as well as to those listed in 4-2-1.

Its membership shall be:

- (a) Fifteen Graduate Faculty Members, with at least one from each School and College, and two from the Professional Library Staff;
- (b) One Faculty Member each from Amherst, Hampshire, Mount Holyoke and Smith Colleges, chosen by whatever procedure each college shall deem appropriate;
- (c) One Graduate Faculty Member each from the Boston, Dartmouth, Lowell and Worcester campuses, chosen from among or designated by the membership of the Intercampus Faculty Council;
- (d) The Vice Chancellor for Student Affairs and Campus Life or a designee, serving ex officio;
- (e) The Vice Provost for Research, serving ex officio;
- (f) The Vice Provost for Outreach or a designee, serving ex officio;
- (g) The Dean of the Graduate School, serving ex officio;
- (h) The Chairperson of the Research Council or a designee, serving ex officio;
- (i) The Chairperson of the Academic Matters Council or a designee, serving ex officio;
- (j) The Provost of a designee, serving ex officio;
- (k) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (l) The President of the Graduate Student Senate or a designee, serving ex officio; and
- (m) Four Matriculating Graduate Students chosen by the Graduate Student Senate.

**Section 7: Health Council**

**5-7-1 The Health Council shall:**

- (a) Propose processes and/or vehicles appropriate for health program evaluation and review program evaluations as they are completed;
- (b) Advise on the operation of existing health and health education programs;
- (c) Recommend policies concerning the health needs of the campus community; and
- (d) Advise campus administrators on the operation of health-related programs, reporting its advice to the Faculty Senate, the Graduate Student Senate and the Student Government Association.

**5-7-2 Its membership shall be:**

- (a) Nine Faculty Members or Librarians selected at large;
- (b) Two non-academic professionals selected by the staff of Health Services;
- (c) The Administrative Director of the University Health Services, serving ex officio;
- (d) The Medical Director of the University Health Services, serving ex officio;
- (e) The Director of Mental Health of the University Health Services, serving ex officio;
- (f) The Director of Environmental Health and Safety, serving ex officio;
- (g) The Vice Chancellor for Student Affairs and Campus Life or a designee, serving ex officio;
- (h) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (i) Four Representatives of the classified staff, two to be chosen by USA and two to be chosen by AFSCME Local 1776;
- (j) Two Graduate Students, one of whom shall be the Chairperson of the Student Health Advisory Board; and
- (k) Seven Undergraduate Students.

**Section 8: International Studies Council**

**5-8-1 The International Studies Council shall:**

- (a) Advise the Provost on all international and ethnic programs and studies, such activities to be known in this section as Council activities;
- (b) Coordinate campus internationalization efforts with other components of the University and other institutions of higher learning;

- (c) Serve as a forum for the exchange of information on international studies in the University and the Five Colleges;
- (d) Coordinate and encourage efforts to acquire outside funding for Council activities;
- (e) Evaluate and coordinate proposals for Council activities; and
- (f) Advise and recommend the assignment of priorities in budgetary allocations for Council activities.

5-8-2 Its membership shall be:

- (a) Thirteen Faculty Members, including one from each of the Schools and Colleges and one Member of the Library Staff;
- (b) Two Faculty Members selected by the Area Studies Programs (Latin American, Asian, Modern European and Judaic and Near Eastern Studies);
- (c) One Faculty Member selected by the Center for International Education;
- (d) The Director of International Programs or a designee, serving ex officio;
- (e) The Coordinator of International Area Studies or a designee, serving ex officio;
- (f) The Foreign Student Advisor or a designee, serving ex officio;
- (g) The Dean of the Graduate School or a designee, serving ex officio;
- (h) The Vice Provost for Outreach or a designee, serving ex officio;
- (i) The Five College Coordinator or a designee, serving ex officio; and
- (j) The Secretary of the Faculty Senate or a designee, serving ex officio, non voting.

Section 9: Program and Budget Council

5-9-1 The Program and Budget Council shall:

- (a) Participate in an advisory capacity in the campus operating budget process, including the current fiscal year and plans which are developed for future years;
- (b) Participate in an advisory capacity in the campus capital budget process, including the current fiscal year and plans which are developed for future years;
- (c) Undertake, at the request of the Senate or the Chancellor, surveys of the costs of proposed programs and policies; and
- (d) Review the administration of funds on the Amherst campus.

5-9-2 Its membership shall be:

- (a) Ten Faculty Members or Librarians selected at large;
- (b) The Chairperson of the Academic Matters Council or a designee, serving ex officio;
- (c) The Chairperson of the Campus Physical Planning Committee or a designee, serving ex officio;
- (d) The Chairperson of the Research Council or a designee, serving ex officio;
- (e) The Chairperson of the Graduate Council or a designee, serving ex officio;
- (f) The Chairperson of the University Service, Public Service and Outreach Council, serving ex officio;
- (g) A Representative of the Massachusetts Society of Professors;
- (h) The Provost or a designee, serving ex officio;
- (i) The Vice Chancellor for Student Affairs and Campus Life or a designee, serving ex officio;
- (j) The Vice Chancellor for Administration and Finance or a designee, serving ex officio;
- (k) The Vice Chancellor for University Advancement or a designee, serving ex officio;
- (l) The Campus Budget Officer or a designee, serving ex officio;
- (m) The Vice Provost for Research or a designee, serving ex officio;
- (n) Two Deans from the Schools and Colleges of the University selected by the Deans' Council;
- (o) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (p) One Graduate Student; and
- (q) Two Undergraduate Students.

**Section 10: Research Council**

**5-10-1 The Research Council shall:**

- (a) Advance the research mission of the University;
- (b) Advise the administration on policy issues and major changes regarding Research Trust Fund (RTF) expenditures and review annually the RTF of the prior fiscal year;
- (c) Review and make recommendations regarding the awarding of research and scholarship-oriented grants and awards such as Faculty Research Grants (FRGs), Healey Endowment Grants, Faculty Fellowships, and FRG Conference Travel Grants; and
- (d) Review applications for research grant programs which limit the number of applications an institution may submit, such as the David and Lucile Packard Fellowship and the NSF Presidential Faculty Fellows Award.

**5-10-2 Its membership shall be:**

- (a) Fifteen Graduate Faculty Members, with at least one from each School and College and one from the Professional Library Staff;
- (b) The Chairperson of the Graduate Council, serving ex officio;
- (c) The Provost or a designee, serving ex officio;
- (d) The Vice Provost for Research, serving ex officio;
- (e) The Dean of the Graduate School, serving ex officio;
- (f) The Director of the Office of Grants and Contracts, serving ex officio;
- (g) The Secretary of the Faculty Senate or a designee, serving ex officio; non-voting;
- (h) The President of the Graduate Student Senate, serving ex officio;
- (i) The President of the Student Government Association or a designee, serving ex officio;
- (j) Two Graduate Students; and
- (k) One Undergraduate Student.

**5-10-3 Minutes of meetings shall be sent to the Academic Deans and to other recipients as required by these Bylaws.**

**Section 11: Research Library Council**

**5-11-1 The Research Library Council shall represent the faculty by:**

- (a) Advising the Provost and the Chancellor regarding the functions and operations of the University's research library including the development of library collections and information resources, staffing levels, fundraising, ranking as a research library, and service to the community;
- (b) Addressing issues of policy regarding campus funding priorities as they affect the Library;
- (c) Reviewing the budget for fundraising proposals before they are formally approved by the administration; and
- (d) Undertaking or supporting surveys of such matters as collection development, accessibility, security, or adequacy of staffing, at the request of the Senate, the Provost or the Chancellor.

**5-11-2 Its membership shall be:**

- (a) Fifteen Faculty Members, with at least one from each of the Schools and Colleges, and one from the Professional Library Staff;
- (b) The Chairperson of the Research Council or a designee, serving ex officio;
- (c) The Provost or a designee, serving ex officio;
- (d) The Director of University Libraries or a designee, serving ex officio;
- (e) The Vice Provost for Research or a designee, serving ex officio;
- (f) The Vice Provost for Outreach or a designee, serving ex officio;
- (g) The Dean of the Graduate School or a designee, serving ex officio;
- (h) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (i) The President of the Graduate Student Senate or a designee, serving ex officio;
- (j) The President of the Student Government Association or a designee, serving ex officio; and
- (k) The Speaker of the Student Government Association or a designee, serving ex officio.

**Section 12: Status of Minorities Council**

**5-12-1** The Status of Minorities Council shall make recommendations on all matters affecting the status of minorities on the campus, including such matters as recruitment, promotion and salaries, the admission of undergraduate and graduate minority students, granting of financial aid, and the development of programs to reflect the needs of the minority community.

**5-12-2** Its membership shall be:

- (a) Thirteen Faculty Members, including one from each of the Schools and Colleges, selected at large, and one Member of the Library;
- (b) One representative from the Massachusetts Society of Professors, selected by the Massachusetts Society of Professors;
- (c) The Provost or a designee, serving ex officio;
- (d) The Vice Chancellor for Administration and Finance or a designee, serving ex officio;
- (e) The Associate Chancellor for Equal Opportunity and Diversity or a designee, serving ex officio;
- (f) The Vice Chancellor for Student Affairs and Campus Life or a designee, serving ex officio;
- (g) The Director of Human Relations, serving ex officio;
- (h) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (i) Two Members of the non-professional staff selected by the appropriate unions;
- (j) One Member of the professional staff chosen by SEIU Local 509;
- (k) Two Graduate Students; and
- (l) One Undergraduate Student.

**Section 13: Status of Women Council**

**5-13-1** The Status of Women Council shall make recommendations affecting the status of women on the campus, including such matters as recruitment, promotion and salaries, the granting of tenure, the establishment of day care centers, the admission of undergraduate and graduate women students, the granting of financial aid, the development of programs for women whose careers have been interrupted by marriage or childbirth, and the availability and conditions of part-time work.

**5-13-2** Its membership shall be:

- (a) Thirteen Faculty Members, including one from each of the Schools and Colleges and one Member of the Library Staff;
- (b) One Representative from the Massachusetts Society of Professors, selected by the Massachusetts Society of Professors;
- (c) One Representative from Everywoman's Center;
- (d) Two Members of the non-professional staff, selected by the appropriate unions;
- (e) One Member of the professional staff, chosen by SEIU Local 509;
- (f) The Provost or a designee, serving ex officio;
- (g) The Vice Chancellor for Administration and Finance or a designee, serving ex officio;
- (h) The Vice Chancellor for Student Affairs and Campus Life or a designee, serving ex officio;
- (i) The Associate Chancellor for Equal Opportunity and Diversity or a designee, serving ex officio;
- (j) The Director of Human Relations, serving ex officio;
- (k) The Chairperson of the Women's Studies Program or a designee, serving ex officio;
- (l) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (m) Two Graduate Students; and
- (n) Two Undergraduate Students.

**Section 14: Student Affairs and University Life Council**

**5-14-1 The Student Affairs and University Life Council shall:**

- (a) Provide advice to the Vice Chancellor for Student Affairs and Campus Life and other members of the administration on matters described in paragraph (c);
- (b) Make recommendations to the Faculty Senate regarding policies in those areas that appropriately call for faculty review; and
- (c) Review, at its discretion, all policies concerning non-academic student activities and university life not within the purview of other Faculty Senate Councils and Committees, including, but not limited to: (i) residence hall policies; (ii) disciplinary policies; (iii) placement and recruitment policies; (iv) legal rights of members of the University community; and (v) matters relating to picketing and free speech.

**5-14-2 Its membership shall be:**

- (a) Four Faculty Members selected at large;
- (b) The Provost or a designee, serving ex officio;
- (c) The Vice Chancellor for Student Affairs and Campus Life or a designee, serving ex officio;
- (d) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (e) One Graduate Student; and
- (f) Two Undergraduate Students.

**Section 15: Undergraduate Education Council**

**5-15-1 The Undergraduate Education Council shall serve as initiator and advocate for the quality of the undergraduate educational experience on the Amherst campus. The Council shall review, deliberate, and make recommendations to the Faculty Senate with respect to all areas of undergraduate experience insofar as it relates to academics. The Council's primary tasks shall be to:**

- (a) Strengthen teaching excellence;
- (b) Investigate curricular and programmatic resource problems that impact undergraduate education;
- (c) Monitor and make recommendations on both immediate and long-term challenges to the quality of undergraduate education on the Amherst campus;
- (d) Deliberate and make recommendations on any policy, programmatic, curricular, or resource issues relating to undergraduate education brought forward by the campus administration; and
- (e) Help to coordinate the work of other Councils and Committees on undergraduate education.

**5-15-2 Its membership shall be:**

- (a) Seven At-Large Members of the Faculty, from different Schools and Colleges;
- (b) One Member from the Professional Library Staff;
- (c) The Chairperson of the Rules Committee or a designee;
- (d) The Chairperson of the Academic Matters Council or a designee;
- (e) The Chairperson of the General Education Council or a designee;
- (f) The Chairperson of the Program and Budget Council or a designee;
- (g) The Chairperson of the Research Library Council or a designee;
- (h) The Dean of Commonwealth College or a designee;
- (i) The Associate Provost for Academic Planning and Assessment;
- (j) The Faculty Advisor to the Provost for Undergraduate Education;
- (k) The Provost or a designee;
- (l) The Vice Chancellor for Student Affairs and Campus Life or a designee;
- (m) The Vice Provost for Outreach or a designee, serving ex officio;
- (n) The Director of the Center for Teaching;
- (o) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting; and
- (p) The Student Trustee or a designee.

**Section 16: University Advancement Council**

**5-16-1 The University Advancement Council shall represent the faculty by:**

- (a) Participating in an advisory capacity regarding the function of the Office of University Advancement including: alumni relations, University communications, development, public affairs, and University relations;
- (b) Addressing issues of policy and its implementation; and
- (c) Reviewing the budget of all University Advancement units.

**5-16-2 Its membership shall be:**

- (a) Thirteen Faculty Members, including one from each of the Schools and Colleges and one from the Professional Library Staff;
- (b) The Provost or a designee, serving ex officio;
- (c) The Vice Chancellor for University Advancement or a designee, serving ex officio;
- (d) The Vice Provost for Outreach or a designee, serving ex officio;
- (e) The Director of Athletics or a designee, serving ex officio;
- (f) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (g) The Editor of the Massachusetts Daily Collegian or a designee;
- (h) One Graduate Student; and
- (i) One Undergraduate Student.

**Section 17: University Service, Public Service and Outreach Council**

**5-17-1 The University Service, Public Service and Outreach Council shall:**

- (a) Monitor and review campus-level activities and develop policy recommendations relating to the definition, development, promotion, delivery and evaluation of public service and outreach activities; and
- (b) Serve as a liaison to system-level service and outreach task forces and administrative bodies.

**5-17-2 Its membership shall be:**

- (a) Thirteen Faculty Members, including at least one from each of the Schools and Colleges and one from the Professional Library Staff;
- (b) The Chairperson of the Academic Matters Council or a designee;
- (c) The Chairperson of the Research Council or a designee;
- (d) The Chairperson of the Research Library Council or a designee;
- (e) The Vice Provost for Research or a designee, serving ex officio;
- (f) The Vice Provost for Outreach, serving ex officio;
- (g) The Dean of Commonwealth College or a designee, serving ex officio;
- (h) One Representative designated by the Massachusetts Society of Professors;
- (i) The Director of Libraries or a designee, serving ex officio;
- (j) The Director of UMass Extension, serving ex officio;
- (k) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (l) The President of the Graduate Student Senate or a designee, serving ex officio;
- (m) The President of the Student Government Association or a designee, serving ex officio; and
- (n) The Student Trustee or a designee, serving ex officio.

**CHAPTER 6: STANDING COMMITTEES**

**Section 1: Admissions and Records Committee**

**6-1-1 The Admissions and Records Committee shall recommend policies concerning:**

- (a) Admission and readmission of undergraduate students;**
- (b) Transfer credit;**
- (c) Residence requirements and completion of degrees in absentia;**
- (d) Minimum and maximum course loads;**
- (e) Registration procedures; and**
- (f) Academic records and distribution of grade reports.**

**6-1-2 At the request of the Provost or the Dean of Enrollment Services, the Committee may recommend action in individual cases.**

**6-1-3 Its membership shall be:**

- (a) One Faculty Member (other than an Academic Dean) from each School and College;**
- (b) The Director of Undergraduate Admissions, serving ex officio;**
- (c) The Director of Transfer Affairs, serving ex officio;**
- (d) The Undergraduate Registrar, serving ex officio;**
- (e) The Graduate Registrar, serving ex officio; and**
- (f) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting.**

**6-1-4 Minutes of meetings shall be sent to the Academic Deans and to the Chairperson of the Academic Matters Council as well as the distribution listed in 4-2-1 (c).**

**Section 2: Campus Physical Planning Committee**

**6-2-1 The Campus Physical Planning Committee shall:**

- (a) Recommend policies related to the development of campus facilities, infrastructure and grounds;**
- (b) Act in concert with other appropriate University committees, offices, and individuals to recommend priorities for new buildings and structures;**
- (c) Review conceptual designs for new buildings and infrastructure; and**
- (d) Recommend policies concerning the scheduling and utilization of University academic space.**

**6-2-2 Its membership shall be:**

- (a) Twelve Faculty Members, including one from each of the Schools and Colleges and one from the Professional Library Staff;**
- (b) One Faculty Member from the Department of Landscape Architecture and Regional Planning;**
- (c) The Chairperson of the Service Departments Committee or a designee, serving ex officio;**
- (d) The Director of Physical Plant or a designee, serving ex officio;**
- (e) The Director of the Arts Council or a designee, serving ex officio;**
- (f) The Director of Facilities Planning or a designee, serving ex officio;**
- (g) The Director of the Stockbridge School of Agriculture or a designee, serving ex officio;**
- (h) The Director of Environmental Health and Safety or a designee;**
- (i) The Director of Campus Planning and Space Management, serving ex officio;**
- (j) The Director of the Master of Architecture Program or a designee, serving ex officio;**
- (k) The Provost or a designee, serving ex officio;**
- (l) The Vice Provost for Research or a designee, serving ex officio;**
- (m) The Vice Provost for Outreach or a designee, serving ex officio;**
- (n) The Undergraduate Registrar or a designee, serving ex officio;**
- (o) The Assistant Vice Chancellor for Enrollment Services or a designee, serving ex officio;**
- (p) The Athletic Director or a designee, serving ex officio;**

- (q) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (r) One Representative from the Town of Hadley, non-voting;
- (s) One Representative from the Town of Amherst, non-voting;
- (t) The President of the Graduate Student Senate or a designee, serving ex officio; and
- (u) The President of the Student Government Association or a designee, serving ex officio.

**Section 3: Committee on Committees**

**6-3-1** Except as otherwise provided by the Constitution, Bylaws or by motion establishing an Ad Hoc Committee, the Committee on Committees shall:

- (a) Nominate to the Senate for ratification all faculty members of all Faculty Senate Councils and Standing Committees. Upon the request of any Senate Council or Standing Committee, the Committee on Committees shall consult with the Council or Committee in question and attempt to take into account nomination preferences of said bodies prior to the presentation of official recommendations to the Senate. Graduate and undergraduate members shall be selected, as their respective governance units shall direct; and
- (b) Act in good faith to fill the vacancy with a member of that constituency whenever a seat on a particular Council or Committee is assigned to a specific constituency. Any time that the Committee on Committees tries and fails to fill such a vacancy on that basis, the Committee on Committees shall proceed to fill the vacancy for its full term of membership with a faculty member or librarian chosen at large.

**6-3-2** Its membership shall be:

- (a) One elected senator for each 90 faculty members/librarians or a fraction thereof from each school and college provided that each school and college shall have at least one representative. These senators shall be elected by the Rules Committee, and shall serve for a term of office that shall coincide with the unexpired portion of their Senate term of office.
- (b) The Chancellor or a designee;
- (c) The Secretary of the Faculty Senate, serving ex officio, non-voting;
- (d) One Member from the Status of Minorities Council; and
- (e) One Member from the Status of Women Council.

**Section 4: Rules Committee**

**6-4-1** The Rules Committee shall:

- (a) Receive from the President, Chancellor, Provost and Deans requests for Senate advice, and refer them to appropriate Councils and Committees for study. The Secretary of the Senate shall publicize requests that have been acted upon, indicating to which body each has been referred;
- (b) Receive from the Secretary all items of new business, including those proposed by the Faculty, Councils, Committees and the Student Senates, and determine the appropriate disposition;
- (c) Report to the Senate regularly regarding the status of all items of business submitted to the Rules Committee;
- (d) Provide for the temporary replacement of elected officers in case of resignation or retirement;
- (e) Prepare the Senate agenda;
- (f) Review the Constitution and Bylaws, the Council and Committee structure, for needed revisions and report thereon, not later than February of each year;
- (g) Continuously review and investigate the implementation of actions of the Senate, its Councils and Committees, and report thereon at least every semester;
- (h) Conduct regular elections and by-elections to the Senate;
- (i) Recommend changes in election districts, as needed;
- (j) Act in an advisory capacity to the President, the Chancellor, and/or the Provost during the summer months or the January break, and in cases of emergency, as determined by the President, the Chancellor or the Provost; and
- (k) Act in an advisory capacity to the administration to make faculty nominations to non-Senate bodies, or bodies where Faculty Senate participation is not called for.

6-4-2 Its membership shall be nine members, as provided in Chapter 3 of these Bylaws.

6-4-3 The terms of office shall be as provided in Chapter 3 of these Bylaws.

**Section 5: Service Departments Committee**

6-5-1 The Service Departments Committee shall:

- (a) Recommend policies designed to improve campus services;
- (b) Oversee the implementation of motions adopted by the Senate dealing with the service departments; and
- (c) Provide liaison between the faculty, the service departments and the Vice Chancellor for Administration and Finance.

(For the purpose of these Bylaws, services shall be defined as photographic support for research and teaching, duplication services, telephone services, campus mail, state cars, the security, maintenance and refurbishing of buildings and security of the campus. The responsibilities of the Committee shall not include libraries, health services, computer services, parking and traffic control, or such additional services as are currently the concern of other Councils or Committees.)

6-5-2 Its membership shall be:

- (a) Ten Faculty Members or Librarians selected at large;
- (b) The Chairperson of the Campus Physical Planning Committee or a designee, serving ex officio;
- (c) The Vice Chancellor for Administration and Finance or a designee, serving ex officio;
- (d) The Director of Physical Plant or a designee, serving ex officio;
- (e) The Director of Public Safety or a designee, serving ex officio;
- (f) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (g) One Graduate Student; and
- (h) One Undergraduate Student.

**Section 6: University Computer and Electronic Communications Committee**

6-6-1 The University Computer and Electronic Communications Committee shall recommend policies designed to meet the educational and administrative computer and electronic communications needs of the campus.

6-6-2 Its membership shall be:

- (a) Fifteen Faculty Members, including one from each of the Schools and Colleges and one from the Professional Library Staff;
- (b) The Chairperson of the Research Council or a designee, serving ex officio;
- (c) The Associate Chancellor for Information Technologies, serving ex officio;
- (d) The Vice Provost for Research, serving ex officio;
- (e) The Director of the Library, serving ex officio;
- (f) The Director of Telecommunications, serving ex officio;
- (g) The Director of the Engineering Computing Service, serving ex officio;
- (h) The Chairperson of the Natural Sciences and Mathematics Computer Committee, serving ex officio;
- (i) The Provost or a designee, serving ex officio;
- (j) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (k) One Graduate Student; and
- (l) One Undergraduate Student.

**Section 7: University Press Committee**

**6-7-1 The University Press Committee shall:**

- (a) Control the imprint of the Press and approve all of its publications;
- (b) Recommend policies concerning the administration and operation of the Press; and
- (c) Recommend policies concerning the funding of Press activities.

**6-7-2 Its membership shall be:**

- (a) Eleven Faculty Members or Librarians from the Amherst campus, selected at large;
- (b) Four full-time Faculty Members, one each from the Boston, Dartmouth, Lowell and Worcester campuses, each chosen by their respective governing bodies;
- (c) The Provost or a designee, serving ex officio;
- (d) The Vice Provost for Research or a designee, serving ex officio;
- (e) The University Editor, serving ex officio;
- (f) The Director of the Press, serving ex officio; and
- (g) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting.

**Section 8: University Writing Committee**

**6-8-1 The University Writing Committee shall:**

- (a) Recommend policies concerning the administration and operation of the University Writing Program;
- (b) Monitor and oversee the Freshman Component of the Writing Program;
- (c) Approve and monitor the Junior-Year Writing Component in the University's academic units;
- (d) Evaluate the program and, on the basis of this evaluation, suggest changes in procedures or policies; and
- (e) Advise the Provost on the distribution of funds designated for the Junior-Year Writing Component.

**6-8-2 Its membership shall be:**

- (a) Seven Faculty Members, including at least two from the Professional Schools and one Representative from the Professional Library Staff, selected at large;
- (b) The Director of the Writing Program, serving ex officio;
- (c) The Associate Director of the Writing Program for Junior Year, serving ex officio;
- (d) The Provost or a designee, serving ex officio;
- (e) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
- (f) One Graduate Student; and
- (g) One Undergraduate Student.

**CONSTITUTION  
OF THE  
UNIVERSITY OF MASSACHUSETTS/AMHERST FACULTY SENATE**

**1. NAME**

The name of this organization shall be the Faculty Senate of the University of Massachusetts at Amherst, hereinafter referred to as the Senate.

**2. AUTHORITY**

- (a) The Senate derives its authority from actions by the Board of Trustees approving this Constitution, as provided in Section 3, Chapter 75 of the General Laws of the Commonwealth;
- (b) The Senate, in its responsibilities and relationships with other governing components of the University, shall be governed by the Board of Trustees' Statement on University Governance (Trustee Document T73-098, as amended).

**3. PURPOSE**

The purpose of the Senate shall be:

- (a) To ensure the representation of all faculty members of the campus community in the governance of the Amherst campus and the University as a whole;
- (b) To discuss and recommend policies affecting the campus and the University as a whole; and
- (c) To promote faculty participation in the development of policies and procedures within the various colleges, schools, faculties, and departments of the University of Massachusetts at Amherst.

**4. MEMBERSHIP**

- (a) All members of the Senate, except for ex officio members specified hereinafter, shall be elected. The elected membership shall consist of at least 120 but not more than 140 individuals apportioned in accordance with the formula set for in the Bylaws. Only qualified voters with at least one academic year of service to the University shall be eligible for election to the Senate;
- (b) The terms of membership shall be three years. An elected member of the Senate who resigns from the University or is on leave forfeits membership in the Senate permanently from the effective date of such resignation or temporarily during the leave of absence, thus creating a vacancy in the Senate;
- (c) The following officials shall be ex officio members of the Senate: The President of the University; the Chancellor and the Provost; the Vice Chancellors for Research, Graduate Education and Economic Development, Administration and Finance, University Advancement, and Student Affairs; the Deans of the Colleges of Arts and Sciences, the College of Food and Natural Resources, the School of Public Health and Health Sciences, the Graduate School, the School of Management, the School of Education, the College of Engineering, the School of Nursing, and the Directors of Health Services, University Libraries, and Continuing Education; the Secretary of the Board of Trustees; the President of the Alumni Association; the representative of the Massachusetts Society of Professors, the President of the Student Government Association; and the President of the Graduate Student Senate; The Secretary of the Senate shall be an ex officio member of the Senate; and Voting rights in the Senate shall be limited to members holding academic rank.

**5. ELECTIONS AND VOTING ELIGIBILITY**

- (a) Regular elections and by-elections shall be conducted by written ballot in accordance with procedures prescribed in the Bylaws; and
- (b) Qualified voters shall have the right to vote in regular elections or by-elections. Qualified voters shall be defined as full-time instructors, assistant professors, associate professors, or professors who are not in their first regular semester of service and who are not on leave, or any full-time librarians at the rank of Librarian II or higher who are not in their first six months of service and who are not on leave.

**6. COUNCILS AND COMMITTEES**

The Senate shall elect a Rules Committee and establish such other councils and standing committees as may be provided in the Bylaws.

**7. PROCEDURES**

- (a) The Senate shall hold at least one regular meeting each month while in session during the academic year;
- (b) A special meeting may be called by:
  - (i) the President of the University or the Chancellor of the Amherst campus;
  - (ii) the Rules Committee in case of emergency;
  - (iii) twenty percent of the membership of the Senate by petition to the Chancellor or the Secretary of the Senate; or
  - (iv) ten percent of the membership of the faculty, by petition to the Chancellor or the Secretary of the Senate.
- (c) The Chancellor of the Amherst campus shall be the President of the Senate;
- (d) The Senate shall choose a Secretary, a Presiding Officer, a Delegate and two Associate Delegates to the Board of Trustees;
- (e) A quorum for items published on the agenda for any regular or special meetings shall consist of those present. A quorum for business that has not appeared on a published agenda shall be a majority of the Senate; and
- (f) The Senate shall require regular reports from the standing committees and special reports from its ad hoc committees. It may also require reports from University officials.

**8. GENERAL FACULTY MEETINGS: REFERENDUM**

- (a) Meetings of the General Faculty may be called in one of the following ways:
  - (i) the President of the University or the Chancellor of the Amherst campus may call a meeting;
  - (ii) the Faculty Senate may call a meeting by a motion duly passed; or
  - (iv) ten percent of the membership of the faculty, by petition to the President or Chancellor or to the Secretary of the Faculty (who is Secretary of the Faculty Senate), may call a meeting.
- (b) An agenda for each regular meeting of the General Faculty shall be prepared by its Secretary and shall be sent to each member of the faculty at least five working days prior to the meeting by campus mail. Emergency meetings of the General Faculty may be called on 24-hour notice. The notice of Emergency meetings shall be delivered to individual faculty members by telephone notice to department heads or chairmen and they shall contact individual faculty members within their departments;
- (c) The Secretary of the Senate shall also serve as Secretary of the faculty; the Presiding Officer of the Senate shall preside at General Faculty meetings; and
- (d) Any action of the Senate may be overruled by a majority vote of those present and voting at a meeting of the General Faculty.

**9. CONSTITUTIONAL AMENDMENT PROCEDURES**

- (a) Amendments to this Constitution may be proposed:
  - (i) by a three-fifths vote of those present and voting at a Regular or Special Meeting of the Senate provided that the proposed change shall have been presented at a previous Regular or Special Meeting. The vote shall be by written ballot, unless the Senate rules otherwise by a two-thirds majority; or
  - (ii) by petition of 50 or more faculty members provided that it contains at least five signatories drawn from each of any five colleges or schools.
- (b) Ratification of amendments to this Constitution shall be by the general faculty and shall be by a majority of those voting by written ballot. Voting eligibility shall be as specified in Section 5(b) above. The ballot shall be prepared and distributed by the Secretary, under the supervision of the Rules Committee, setting out the proposed amendment in full. Accompanying the written ballot shall be excerpts from the Senate Minutes containing the debate by the Senate on the proposed

amendment and the exact vote by which it carried. The ballot shall also include the date, providing for a voting period of at least 14 but not more than 21 days, by which time votes must be received by the Faculty Senate Office. Votes shall be counted by the Secretary of the Senate, the Chairman of the Rules Committee, and the Presiding Officer; and

- (c) Amendments to this Constitution shall be effective only after approval by the Board of Trustees.

10. **BYLAWS AMENDMENT PROCEDURES**

The Bylaws of the Senate may be adopted, amended, or repealed by:

- (a) A three-fifths vote of those present and voting at a Regular or Special Meeting of the Senate; or by;
- (b) A majority vote of the voting members present and voting at a regular meeting of the General Faculty provided that;
- (c) Amendments relating to the powers, responsibilities or composition of Senate councils shall have been presented at two previous meetings of the body concerned, occurring in two different months;
- (d) All other proposed amendments shall have been presented at one previous meeting of the body concerned; and
- (e) The final vote on all Bylaw amendments shall be by written ballot unless those present rule otherwise by a two-thirds majority.