

# UNIVERSITY COUNCIL BYLAWS

## ARTICLE I. Membership

### Section 1. Membership

The University Council shall consist of twenty (20) members, composed of the following:

- Six (6) faculty
  - four (4) elected by the Faculty Senate
  - the Faculty Senate president ex officio, voting
  - one (1) faculty member from the Underrepresented Faculty Staff Coalition (UFSC)
- Six (6) students
  - three (3) elected by the Student Senate
  - the Student Body President ex officio, voting
  - two (2) graduate students
- Six (6) staff and administration representative
  - three (3) elected by the Staff Employee Advocacy Council (SEAC)
  - the SEAC Chair ex officio, voting
  - one (1) Council of Deans representative
  - one (1) staff member from the Underrepresented Faculty Staff Coalition (UFSC)
- the Assistant Vice President for Diversity, Equity, and Inclusion ex officio, non-voting
- the President of the University ex officio, non-voting or another President's Cabinet Member appointed by the President (non-voting).

### Section 2. Student Eligibility Requirements

All Student members of the Council must meet at least minimal eligibility requirements as specified in the Student Senate Bylaws, and have completed one semester at Valparaiso University.

### Section 3. Elections

Elections of council members shall be scheduled so as to be completed each year by the end of the Spring Semester. In August the Council shall have an organizational meeting in which they shall elect a Chair and a Vice-Chair. The chair shall be a faculty member.

### Section 4. Review of Size and Composition

To ensure appropriate representation, the size of the Council shall be reviewed by the Council at least every three (3) years. The Instrument for the Internal Governance of

Valparaiso University document shall be consulted when making changes; it provides guidelines for the composition of Council.

## **ARTICLE II. Organization**

### **Section 1. Regular Meetings**

Regular meetings of the University Council shall be scheduled four times during the academic year, ordinarily at 3:30 p.m. on the fourth Wednesday of September, November, February, and April. The Executive Committee may, however, call a special meeting if pressing concerns from the faculty, staff, or student body warrant it. The Executive Committee may, additionally, cancel a regular meeting if it agrees, with none of its members dissenting, that there is not sufficient business to warrant meeting and no Council member has introduced an item of business in writing to the Chair ten days prior to a regular meeting.

### **Section 2. Order of Business**

The business of the University Council and its committees shall be conducted according to Robert's Rules of Order, latest edition, except where special rules are set forth in the Instrument for the Internal Governance of Valparaiso University or its Bylaws.

### **Section 3. Special Meetings**

Special meetings of the Council can be called upon request by the President of the University, the Executive Committee, or by ten (10) or more members of the Council.

### **Section 4. Quorum**

The members present at any regular meeting of the Council shall constitute a quorum. One-half (1/2) of the membership of the Council shall constitute a quorum at special meetings.

### **Section 5. Voting by Proxy**

Voting by proxy shall not be permitted in the Council or any of its committees.

### **Section 6. Access to Relevant Information**

The President of the University shall be asked to provide the Council and its committees with the information concerning the University which they need for their studies.

### **Section 7. Purpose**

All matters of mutual or common concern to the University, which are other than those

specifically reserved to the Faculty in Article II of the Instrument of Internal Governance, to the Student Body in Article III of the Instrument for Internal Governance, or to the Staff Employee Advocacy Council statement of purpose located in the SEAC Bylaws, shall, subject to the authority of the President, be under the jurisdiction of the University Council. Among the areas that the Council would make recommendations to the President of the University:

- Goals and objectives of the University as a community
- Cultural and social events
- Convocations and public occasions
- Living environment
- Academic calendar
- Library use policy
- All-University regulations concerning non-academic matters
- Compliance with and implementation of Title VI of the Civil Rights Act of 1964
- Admissions
- Financial aid
- Placement
- Health service
- Coordination of counseling services (pastoral, psychological, academic)
- Extracurricular activities other than intercollegiate athletics
- Resource goals and priorities
- Campus planning and development, and
- Physical plant programs and priorities.

### **Section 8. Types of Committees**

The University Council shall have standing committees and special committees as described in Articles III and IV. It may, from time to time, establish ad hoc committees. The chair of each committee shall have a vote.

### **Section 9. Committee Recommendations**

Ordinarily, committee recommendations concerning matters lying within the province of a University Council committee shall be presented to the Council by the committee chair or the chair's representative. Any other member of a committee, however, shall have the right to introduce recommendations of the minority of the committee.

### **Section 10. Subcommittees**

Committees of the University Council may establish subcommittees to assist them in their work. The size, representation, and membership of its subcommittees shall be established by each committee.

## **ARTICLE III. Standing Committees**

### **Section 1. Standing Committees, Length of Term, Organizational Meeting, Regular and Special Meetings, Quorum**

The University Council shall have one (1) standing committee described in Section 2 of this Article.

Members shall serve for terms of two (2) years, one-half of the terms beginning on the first day of each fall term. Members shall not serve on any given standing committee for more than two (2) successive full terms. Student members, each of whom serves a term of one (1) year, must meet at least minimal eligibility requirements as specified in the Student Senate Bylaws.

Following the annual election of committee members, each committee shall have an organizational meeting. The Executive Committee shall determine and notify the committee members of the presiding member, meeting time, and meeting place for the organizational meeting of each committee. In its organizational meeting, each committee shall elect its chair, vice chair, and secretary.

A schedule of regular meeting times for each of the standing committees of the Council shall be established by the Executive Committee prior to the beginning of the fall term. The members present at any regular meeting shall constitute a quorum. Special meetings may be called by the committee chair, or by vote of the committee at one of its regular meetings, or at the request of one-half (1/2) of the committee members. For special meetings when the University is in session during the fall and spring terms, one-half (1/2) of its voting members shall constitute a quorum. For special meetings when the University is not in session and during the summer term, one-third (1/3) of its voting members shall constitute a quorum.

The President of the University, the Provost, the Vice-Presidents, the Academic Deans, the President of the Student Body, and the Chair of the Faculty Senate shall be *ex officio*, non-voting members of all standing committees. The Council may also, by a vote of the majority of the members present and voting, grant *ex officio*, non-voting membership on any committee to such persons as it may deem useful to that committee.

### **Section 2. Committee on Intercollegiate Athletics**

There shall be a Committee on Intercollegiate Athletics composed of:

- Representative from the Office of the Registrar
- The Faculty Athletics Representative (FAR)
- The Director of Athletics
- The Senior Women's administrator (SWA)
- The Senior Compliance Administrator

- Five (5) other faculty members, one (1) each from the College of Nursing and Health Professions, the College of Business, and the College of Engineering, and a total of two (2) from the College of Arts and Sciences, Christ College, and/or Library. At least one (1) faculty member shall be a member of the Council when elected to the committee.
- Two (2) student members, one (1) student member being elected by the Student-Athlete Advisory Committee (SAAC) and one (1) student member being a member of the Council when elected to the committee.

Each University college must choose their committee faculty member(s). Chosen members must be approved by the Council.

The chair of the committee will be chosen at the start of each academic year by the committee and must be a faculty member.

A representative from the Office of the Registrar shall serve as an ex officio, non-voting member of the committee.

The committee chairperson shall make reports and recommendations concerning intercollegiate athletics to the University Council. Such policy matters shall include, but not be limited to, the following:

1. Reviewing and monitoring team competition schedules that exceed the designated/acceptable student absence days. Committee may request meeting with designated coach for explanation of student class absences exceeding policy count.
2. Promoting and supporting ethical conduct in the University's intercollegiate athletics program.
3. Promoting academic achievement among student athletes through the creation and implementation of policies and procedures dedicated to furthering the academic success and welfare of all student-athletes.
4. Monitoring the student-athlete experience through exit interviews, surveys, and other means.
5. Promoting a stronger connection with faculty, staff, and community members by organizing and managing a campus/athletics liaison program.
6. Reviewing and advising the athletics department on current policies and strategic plans.
7. Reviewing and advising on departmental plans relating to diversity, equity, and inclusion.

When necessary to the making of informed recommendations on policy-making matters, the committee shall make a request to the President of the University for the release of pertinent data (including financial and budgetary data). Such data shall remain confidential within the committee.

## ARTICLE IV. Special Committees

### Section 1. Membership

The University Council shall have the special committees described in Sections 2 and 3 of this Article. All student members of these committees must meet at least minimal eligibility requirements. All faculty and administration/staff members of these committees must have completed three (3) years of full-time service at Valparaiso University.

### Section 2. Executive Committee

There shall be an Executive Committee of the University Council composed of two (2) faculty Council members, two (2) student Council members, and two (2) administration/staff Council members. The Chair and Vice Chair of the University Council shall be *ex officio* voting members. The University Council Chair shall serve as Chair of the Executive Committee. The remaining four (4) members shall be elected by the Council at its first meeting of the fall term. This committee shall be authorized to act on behalf of the Council in emergencies between meetings of the Council. It shall be called into session by the President or upon the request of three (3) of its members. Decisions of this committee shall require four (4) votes; in the case of a tie the President may vote.

The Executive Committee shall have the following additional duties:

1. Serve as a nominating committee for the annual elections of committee members and at any time a vacancy occurs.
  - a. The committee should seek out nominees that are willing to serve and provide widespread representation.
  - b. The committee should encourage all University personnel who meet eligibility requirements to apply for nomination for serving on the committee of their choice.
  - c. The committee should make every effort to obtain two nominees for every position.
2. Establish the agendas for the meetings of the University Council;
3. Forward matters that have been referred to the Council to appropriate meeting agendas and urge committees with recommendations to be presented in Council meetings to distribute such recommendations to Council members prior to the meeting.
4. Maintain regular meeting times of the standing committees and monitor the operations of all committees relative to effectiveness, attendance, proper procedures, etc.
5. Recommend changes in committee size, make up, processes, or charges when appropriate.
6. Recommend disbanding of committees when appropriate.
7. Review the University Council Bylaws and suggest revisions as appropriate.

### **Section 3. Student Academic Fair Practices Committee**

There shall be a Student Academic Fair Practices Committee composed of six (6) faculty members and six (6) student members. There shall be one student and one faculty representative from each of the following six colleges: Arts and Sciences, Business, Engineering, Nursing and Health Professions, Christ College, and the Graduate School. The President of the University and the President of the Student Body shall jointly appoint the student and faculty representatives. When necessary, the President of the University and the President of the Student Body shall appoint alternates, especially in the cases of absences and possible conflict of interest. The terms of appointment shall be two (2) years in the case of faculty members, with the possibility of reappointment. (Initially, two of the faculty appointments shall be for one year terms.) Students shall be appointed for terms of one year, with the possibility of reappointment. The chair shall be elected by the committee and shall preside at meetings with voice and vote.

The committee shall receive petitions from students who allege mistreatment on the part of faculty members, according to the principles and procedures in the statement on "Student Academic Fair Practices." (Adopted by the University Senate, March 30, 1983.) The committee shall report to the Council from time to time and may make recommendations to the Council.

### **ARTICLE V. Amendments**

Amendments to these Bylaws may originate in the Faculty Senate, the Student Senate, SEAC, or the University Council, in each case by a majority of the members present and voting. Any proposed amendment shall be submitted to the Faculty by a three-fifths (3/5) vote of the members of the University Council present and voting at any regular meeting, the amendment having been advertised in writing by the Chair at least ten (10) days prior to that meeting. If the Faculty adopts the amendment, it shall become effective on the day it receives approval of the President of the University.

Approved by the University Senate on April 19, 1995

Revised 2/19/97; 2/18/98; 4/15/98; 4/21/99; 12/19/02; 10/22/14; 4/22/15; 4/19/18; 5/5/20;  
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