THREE RIVERS COLLEGE
INSTRUCTION REGULATION

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6730 Faculty Bylaws	Page 1 of 3
Primary Policy: IP 6710 Faculty Rights and Responsibilities	
Associated Policy: GAP 1140 Institutional Effectiveness	
Associated Regulation: GAR 1110 Policy and Regulation Development	
Addendum: "Faculty Bylaws"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision: 10-15-2025

The Three Rivers College Faculty (subject to the approval of the President and Board of Trustees) shall make rules and regulations for its governance and procedures and for that of the students; provided such committees as may be required; prescribe rules regarding admissions, dismissal, discipline, scholarships, classes, courses of study, and requirements for graduation; and make such other rules as may be necessary or proper for the maintenance of high educational standards and student success. The Faculty shall prescribe rules for governing student publications, musical, dramatic, and literary clubs, and all other aspects of student life which relate to the educational process. The Faculty may also make recommendations concerning academic policies and regulations governing the aforementioned affairs of the College.

The Faculty shall consider any matter referred to it by the President, the Chief Academic Officer, the committees of the faculty, or any member or members jointly of the Faculty.

Each motion approved by the Faculty that would impact changes on matters within the Faculty's jurisdiction shall be communicated as a recommendation to the College President. The President shall have the right to veto any recommendation of the Faculty. Such action is to be communicated to the Faculty at the time of the decision and announced at the next faculty meeting. By a two-thirds majority vote of those present and voting at its first meeting following formal communication of a veto, the Faculty may request, with stated reasons, presidential reconsideration of the veto.

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DOCUMENT HISTORY:

04-19-2017: Initial approval of IR 6730 Faculty Bylaws.

11-20-2020: Edits for clarification regarding the following: Article III Officers, SEC C. chairs as advisors and orderly proceedings, inclusion of actions reported following the committee meeting at the next regular faculty meeting; Article VI Committees of the Faculty, Section A. Responsibilities and Composition of Committees Section, SEC A 6. student members of committees are elected by the Office of Student Services; Section B. Standing Committees of the Faculty, SEC B 8. Student Learning Improvement Committee, committee members now evenly divided to better represent and focus on the assessment of College career programs and general education. Greatest numbers of Faculty shall represent the disciplines in those subject areas with one member represented from the other whenever possible.

10-15-2025: Edits for clarification regarding the following: Article II Membership removal of librarians; Article IV Duties and Jurisdiction, SEC B. removal of the word "jointly"; Article VI Committees of the Faculty, SEC B Standing Committees of the Faculty, SEC B 3. Student Learning Improvement Committee, moved up from previous location, there will now be 10 committee members divided equally between career education and transfer. SEC B 4. Faculty Welfare, Evaluation, and Development Committee, moved down from previous location; under [Mission], word "TRC" in the last sentence replaced with the word "the"; percentage of faculty changed from 16% to 33% with Student Learning Improvement Committee added as a group of faculty not counted as remaining for the percentage calculation; SEC B 5. Student Advisement and Retention, percentage of faculty changed from 16% to 33% with Student Learning Improvement Committee added as a group of faculty not counted as

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remaining for the percentage calculation; SEC B 6. Learning Resources Committee moved up from previous location, percentage of faculty changed from 16% to 33% with Student Learning Improvement Committee added as a group of faculty not counted as remaining for the percentage calculation; Academic Policy, Regulations, and Procedures Committee removed from section and will no longer be a standing committee; SEC B 7. Student Standing Committee, faculty will be assigned on a rotating basis as needed; Article VIII Implementation removal of "administrative" and replaced with "policies and/or".

Three Rivers College
Bylaws of the Faculty

Article I: Name

Article II: Membership

Article III: Offices

Article IV: Duties and Jurisdiction

Article V: Meetings and Procedures

Article VI: Committees of the Faculty

Article VII: Academic Unit Faculties

Article VIII: Implementation

Article IX: Amendment or Repeal of Bylaws

ARTICLE I. NAME

The name of the body constituted in these bylaws shall be the Faculty of Three Rivers College (hereinafter referred to as the Faculty).

ARTICLE II. MEMBERSHIP

The membership of the Faculty shall consist of executive officers of the college, the registrar, full-time faculty members, members of the coaching staff who hold appointments split between classroom instruction and coaching duties, and other personnel designated by the president as holding faculty status. Executive officers of the college and the registrar shall not have the right of vote at meetings of the Faculty, except in cases of a tie when the presiding officer shall cast the tie-breaking vote.

ARTICLE III. OFFICERS

SECTION A. The presiding officer of the Faculty shall be the president of the college. In the event the president does not preside, the order of succession of the presiding officer shall be the chief academic officer, the vice chair of the Executive Committee, followed by the other members of the Executive Committee by descending order of seniority as Faculty of the college.

SECTION B. A person designated by the president shall keep accurate records of all meetings and actions of the Faculty and upon Faculty direction shall formally transmit all motions passed or actions taken to the persons or bodies concerned.

SECTION C. The chair shall advise as to appropriate procedure and assist in maintaining appropriate and orderly proceedings.

ARTICLE IV. DUTIES AND JURISDICTION

SECTION A. The Faculty (subject to the approval of the president and board of trustees) shall make rules and regulations for its governance and procedure and for that of the students; provide such committees as may be required; prescribe rules regarding admissions, dismissal, discipline, scholarship, classes, courses of study, and requirements for graduation; and make such other rules as may be necessary or proper for the maintenance of high educational standards and student success. The Faculty shall prescribe rules for governing student publications, musical, dramatic and literary clubs, and all other aspects of student life which relate to the educational process. The Faculty may also make recommendations concerning academic policies and regulations governing the aforementioned affairs of the college.

SECTION B. The Faculty shall consider any matter referred to it by the president, the chief academic officer, the committees of the faculty, or any member or members of the Faculty.

SECTION C. Each motion approved by the Faculty that would impact changes on matters within the Faculty's jurisdiction shall be communicated as a recommendation to the president. The president shall have the right to veto any recommendation of the Faculty. Such action is to be communicated to the Faculty at the time of the decision and announced at the next faculty meeting. By a two-thirds majority vote of those present and voting at its first meeting following formal communication of a veto, the Faculty may request, with stated reasons, presidential reconsideration of the veto.

ARTICLE V. MEETINGS AND PROCEDURES

SECTION A. The most current edition of *Robert's Rules of Order* shall govern the conduct of the Faculty's meetings, except as otherwise provided in these bylaws.

SECTION B. Regular meetings of the Faculty shall convene after the fall convocation each year, normally in August, as scheduled by the president, and monthly, September through April.

SECTION C. Special meetings may be called by the president, the chief academic officer, the Executive Committee, or by petition of one-fourth of the Faculty, presented in writing to the president, who will convene a meeting within three school days of receipt of the petition. Unless a matter requires action by the Faculty during the summer session, it shall be deferred to the fall semester session when the full faculty may consider it.

SECTION D. Notice shall be sent to each faculty member prior to any convened meeting. This notice shall contain the agenda for the meeting, minutes from any committee meeting, and such other information as may be appropriate for advance study by the Faculty.

SECTION E. The order of business for each meeting shall be as follows:

1. Approval of the minutes of the previous meeting;
2. Report of the presiding officer;
3. Old/Unfinished business;
4. Reports of committees of the Faculty and consideration of related business;
5. New business; and
6. Announcements.

SECTION F. New business intended for discussion by the Faculty may be presented in writing to the president or to the appropriate committee, and members of the Faculty shall have the right to present proposals from the floor.

SECTION G. No business shall be conducted at any meeting of the Faculty unless a quorum is present. A majority of the Faculty, as defined by Article II, shall constitute a quorum.

SECTION H. Voting at all meetings of the Faculty shall be by voice, by show of hands, or by ballot, as decided by the presiding officer. It shall be in order, however, to move for a vote by any of the aforementioned methods. Voting may not be done in absentia or by proxy.

SECTION I. The president, the chief academic officer, or the Faculty, by vote, may designate persons not defined as members of the Faculty in Article II of the bylaws who shall have the privilege of discussion at meetings of the Faculty but not the privilege of voting.

ARTICLE VI. COMMITTEES OF THE FACULTY

SECTION A. RESPONSIBILITIES AND COMPOSITION OF COMMITTEES SECTION

SECTION A.1. Committees of the Faculty shall make recommendations to the Faculty concerning matters within the Faculty's jurisdiction consistent with Article IV of these Bylaws. Only by authority delegated by these bylaws shall committees make recommendations to administrative officers and otherwise advise and assist officers in the name of the Faculty. Any decision made by such officers contrary to committee recommendations will be reported immediately and in writing by the officer concerned to the chair of the appropriate committee. The Executive Committee and the college curriculum

committee of the Faculty are empowered by this article to "act for the faculty" on certain specified matters. Such actions shall always be in the form of recommendations made to the president in the name of the Faculty. Each such action must be reported to the Faculty at its first meeting following the committee meeting at which the action was taken; any such action not so reported is null and void. No such committee action shall become effective until such a report has been made and until the day after the next regularly scheduled meeting of the Faculty or 10 working days, whichever is greater. Any such action is subject to annulment by the Faculty (by a majority of those present and voting) at any time prior to its date of effectiveness, which shall not be prior to the next scheduled faculty meeting.

SECTION A.2. Committees may receive matters referred to them by individual faculty members, the Faculty, the Executive Committee, or administrative officers of the college. Committees may also initiate recommendations consistent with their bylaw descriptions. They shall consult with the appropriate administrative officers before making recommendations and may invite anyone from the Faculty or administration to participate in discussions in which he or she has a particular concern. Any information utilized by a committee in its deliberations which concerns college Faculty, students, or employees must be held in confidence by committee members.

SECTION A.3. Committees shall submit reports from the floor at regular meetings of the Faculty and shall submit annual reports in writing to the Faculty in April. Committee reports shall give special attention to exceptions to standing policies and regulations, to actions of administrative officers, and to the substance of both previous and pending business and activities. Committee reports which include any recommended change in academic policy, regulations or procedures shall be circulated in writing to the Faculty and the president with the agenda for the meeting at which the report is to be presented.

SECTION A.4. Faculty members of committees shall be approved by the Faculty. Except as otherwise provided in these bylaws, Faculty will be selected for committee service, except the college curriculum committee and the Executive Committee, as outlined below.

a. Prior to the final meeting of the Faculty in April, a list of all committee vacancies for the next academic year shall be sent to each faculty member eligible for committee appointment.

b. Eligible faculty include new faculty hires and any faculty vacating a committee.

c. It will be the responsibility of the eligible faculty member to communicate his/her committee preference as directed.

d. Directions for communicating committee preference will be provided with the committee vacancy list.

e. Failure to respond will result in placement on a committee by the Chief Academic Officer. All faculty will serve on a committee.

f. The final roster of faculty selections will be presented to the Faculty for ratification.

SECTION A.5. Guidelines for committee membership, other than the Executive Committee and the college curriculum committee, are as follows:

a. Each committee should have at least one faculty member carried over from the previous year and at least one new member except when a new committee is established. In that case, half of the membership should have one calendar year terms, and half should have two calendar year terms.

b. Except as otherwise specified in the committee descriptions given in these bylaws, each term of service shall be for a two calendar year term of service commencing July 1st of that year.

c. Except as otherwise authorized in the committee descriptions given in these bylaws, no person shall serve for a term of membership on a committee that would cause the tenure of consecutive years of service as a member of that committee to exceed four years.

d. To the extent permitted by the provisions of the committee descriptions given in these bylaws, each committee's members should, collectively, reasonably reflect the diversity of the Faculty. When at all possible, no more than two members of the same academic discipline shall serve simultaneously on the same committee.

e. In general, faculty members should not serve as members of more than one standing committee of the Faculty simultaneously.

SECTION A.6. Student members of committees shall be elected by the Office of Student Services and shall be voting members unless otherwise provided in these bylaws.

SECTION A.7. Any other members of committees shall be selected and given voting privileges as provided by these bylaws.

SECTION A.8. The Chief Academic Officer will appoint a convener for each committee for which a chair is not designated by bylaw. The convener shall, within one week of the designation as convener, call the first meeting of the committee with the first order of business being the election of a chair. The chair of each committee must be a member of the Faculty as defined in Article II hereof and shall be elected from the voting membership of the committee by a simple majority. Any other officers of a committee shall be appointed as provided in bylaws or, in the absence of such provision, as deemed desirable by the committee.

SECTION A.9. All committees must operate within the bounds of the associated sunshine laws of the state of Missouri. As such, all meeting times must be announced, and all meetings shall remain open to the public.

SECTION A.10. Members of the Faculty with an interest in the workings of a committee are encouraged to attend. All members of the Faculty, with the permission of the committee chair, shall be allowed to participate in committee proceedings but shall not be allowed voting rights.

SECTION B. STANDING COMMITTEES OF THE FACULTY

SECTION B.1. Executive Committee

a. Membership

(1) The Executive Committee of the Faculty shall consist of the chief academic officer as chair and eight other members of the voting faculty to include one member from each academic unit and “at large” members as necessary elected from within the faculty. If the number of academic units is four or fewer, then two members from each academic unit should be selected for the committee. Faculty terms are to be two years starting July 1 of the year elected and ending June 30 two years hence. No more than two members from any academic discipline may serve at one time on the committee. Members of the Faculty are not eligible to serve during the first year of Faculty membership. Committee members are not eligible to succeed themselves.

(2) Prior to the February Faculty meeting, the chief academic officer shall solicit faculty members from each academic unit to fill vacating academic unit positions on the committee. Faculty within the eligible academic unit(s) shall elect their academic unit representative to serve on the committee. To fill the “at large”

vacancies on the committee, at least one nominee shall be solicited from each of the academic units that have eligible faculty.

(3) The election of the “at large” members of the committee whose term will begin July 1 of that year shall begin with the February faculty meeting and shall be continued, if necessary, from a ballot prepared by the chief academic officer. The balloting shall take place in accordance with the following procedure:

(a) Each faculty member shall cast no more than the same number of votes as there are vacancies.

(b) The candidate who receives a majority of votes cast in the election shall be elected to the committee.

(c) A special election shall be held to fill any at large vacancy of an unexpired term of the Executive Committee at the first faculty meeting following the vacancy. The Faculty shall vote from a ballot containing nominations sensitive to the vacancy being filled; the chief academic officer shall solicit nominations and prepare the ballot.

(d) The entire annual nomination and election process shall be completed prior to April 30 following the February meeting of the Faculty at which it begins. Under unusual circumstances, the chief academic officer may call for a May meeting to complete the election process.

b. Officers

Officers of the Executive Committee include the chief academic officer as chair and then both a vice-chair and vice-chair elect where the vice-chair elect is in his/her first year of the term. At the conclusion of the last meeting of the academic year, the vice-chair elect will assume the duties of the vice-chair and the new committee shall elect a vice-chair elect by private ballot. The chief academic officer shall ensure that accurate records of meetings and actions are kept and that copies of the agenda and minutes are distributed to the committee. The vice-chair and the vice-chair elect shall at the invitation of the president attend the meetings of the president's cabinet, shall at the invitation of the chief academic officer attend the meetings of the academic leadership team and at the invitation of the chief student officer attend

meetings of the student services leadership team. At any meeting where representation from the executive committee is requested, both the vice-chair and vice-chair elect shall attend and will serve as representatives of the faculty.

c. Meetings

The Executive Committee shall hold monthly meetings preceding a regularly scheduled faculty meeting. Special meetings of the committee may be called by the chief academic officer, the president, or a majority of the members of the committee. A faculty member may make a request to the chair for a special meeting. Two-thirds of the membership of the committee shall constitute a quorum.

d. Functions

(1) The Executive Committee may receive, study, or initiate any proposal and recommend to the faculty action upon it.

(a) The Executive Committee shall refer each proposal received, regardless of where initiated, to the appropriate standing committee of the Faculty for study and recommendation, provided there is a standing committee charged with issues of that type.

(b) The Executive Committee shall receive the recommendations of the standing committee prior to acting upon the proposal.

(c) The Executive Committee shall notify the standing committee chair if the proposal and recommendation are to be acted upon by the Executive Committee.

(d) The Executive Committee may recommend to the Faculty action on the proposal and recommendation and, if such is the case, shall summarize for the Faculty any significant changes made to the committee recommendations.

(e) The Executive Committee may recommend to the Faculty action on a proposal without referring the proposal to a standing committee on questions that unavoidably require immediate action.

(2) The committee shall act on behalf of the Faculty on questions that need immediate attention between meetings of the Faculty and shall submit such decisions to the Faculty at its next regular meeting for information, consideration, and any action desired by the Faculty.

(3) The Executive Committee may recommend to the Faculty changes in the membership of the standing committees in the event of one or more of the following circumstances:

(a) Resignation of a member;
(b) Recommendation by a majority of the committee to the vice chair of the Executive Committee.

(4) The committee may make recommendations to the Faculty concerning changes in statutes, bylaws, and other academic policies and regulations approved by the Faculty.

(5) Reports of the committee shall be made by the vice chair at Faculty meetings.

(6) The committee chair in consultation with the committee shall assemble the agenda for the Faculty meetings.

SECTION B.2. College Curriculum Committee

a. Membership

(1) The college curriculum committee shall consist of the chief academic officer as chair and eight other members of the voting faculty to include one member from each academic unit and “at large” members as necessary elected from within the faculty. If the number of academic units is four or fewer, then two members from each academic unit should be selected for the committee. Faculty terms are to be two years starting July 1 of the year elected and ending June 30 two years hence. No more than two members from any academic discipline may serve at one time on the committee. Members of the Faculty are not eligible to serve during the first year of Faculty membership. Committee members are not eligible to succeed themselves.

Prior to the February Faculty meeting, the chief academic officer shall solicit faculty members from each academic unit to fill

vacating academic unit positions on the committee. Faculty within the eligible academic unit(s) shall elect their academic unit representative to serve on the committee. To fill the “at large” vacancies on the committee, at least one nominee shall be solicited from each of the academic units that have eligible faculty.

(3) The election of the “at large” members of the committee whose term will begin July 1 of that year shall begin with the February faculty meeting and shall be continued, if necessary, from a ballot prepared by the chief academic officer. The balloting shall take place in accordance with the following procedure:

(a) Each faculty member shall cast no more than the same number of votes as there are vacancies.

(b) The candidate who receives a majority of votes cast in the election shall be elected to the committee.

(c) A special election shall be held to fill any at large vacancy of an unexpired term of the Curriculum Committee at the first faculty meeting following the vacancy. The Faculty shall vote from a ballot containing nominations sensitive to the vacancy being filled; the chief academic officer shall solicit nominations and prepare the ballot.

(d) The entire annual nomination and election process shall be completed prior to April 30 following the February meeting of the Faculty at which it begins. Under unusual circumstances, the chief academic officer may call for a May meeting to complete the election process.

b. Officers

The chief academic officer shall be chair of the Curriculum Committee. At the beginning of the first meeting of the academic year, the committee shall elect a vice chair. Reports of the committee shall be made at faculty meetings.

c. Meetings

When curricular actions are needed, the committee shall meet in September, October, November, January, February, March, and April.

Special meetings may be scheduled as the need arises.

d. Functions

This committee shall recommend to the Faculty general curricular rules affecting the academic programs offered by the college (e.g., core curriculum, exit examinations, and so on). The committee shall consider all proposals for new programs, program changes, and any other global curricular changes that affect the learning environment and make its recommendations to the Faculty for action. The committee shall review all proposed curricular actions and shall be the organization of the college to which any academic unit may make recommendations concerning curricular matters.

The committee shall act for the Faculty on any routine curricular matters (e.g., changes in course numbers, changes in course descriptions, and so on) which have been referred to it by the Faculty or by an academic unit. In exercising this latter function for the Faculty, the committee shall declare such matters as "routine" by a three-fourths majority vote of members present and voting.

SECTION B.3. Student Learning Improvement Committee

[Mission] The Student Learning Improvement Committee provides review and feedback on the student learning outcomes process under the leadership of the Chief Academic Officer in concert with the Office of Institutional Effectiveness.

[Duties] The committee shall coordinate and promote student learning outcomes assessment for the purpose of improving learning of specific programs, college wide outcomes, and the curriculum as a whole to ensure that these activities are used to improve learning and to provide feedback to faculty on ways to improve student learning and increase student success. The committee serves as a peer panel to review and provide feedback on assessment results and learning improvement initiatives.

[Meeting and Reporting] The committee shall meet regularly each semester and shall make recommendations to the Executive Committee. The committee shall report to the faculty at least annually. The committee shall be divided into two sub-committees, one for career program assessment and one for college wide outcomes assessment. The sub-committee for career program assessment shall have at least one academic transfer member. The sub-committee for college wide outcomes assessment shall have at least one career program member.

[Membership] The chief academic officer shall serve as the committee chair and the committee shall have 10 members of the faculty not serving on executive committee or curriculum committee, with one half of the representatives from career education and one half of the representatives from academic transfer. In cases when the total membership of the committee cannot be evenly divided, the last member may be from either career education or academic transfer. The following shall serve as *ex officio* nonvoting members: Institutional Effectiveness representative and the academic unit chairs.

SECTION B.4. Faculty Welfare, Evaluation, and Development Committee

[Mission] The mission of the faculty welfare, evaluation, and development committee is to study and recommend ways by which the intellectual and professional life and growth of the Faculty may be enhanced as well as ways to develop a sense of faculty community through intellectual, social, and aesthetic activities. It proposes rules and programs for faculty development and evaluation. It also investigates and makes recommendations concerning faculty welfare matters. It recommends awards of any internal teaching and learning grants for faculty; sponsors and co-sponsors workshops or forums on teaching methods and on strategies for understanding, assessing, and facilitating student learning; and proposes, initiates, and promotes other activities and services that provide a supportive environment for the professional growth and development of the Faculty.

[Duties] The committee shall promote various faculty enrichment activities and/or resources and shall advise how best to foster a sense of faculty community via enrichment concerns and activities and/or resources. They shall also provide input on the development, administration, analysis of the evaluation system which includes the faculty engagement process and the faculty rank and promotion system.

[Meeting and Reporting] The committee shall meet regularly each semester and shall report and make recommendations to the Executive Committee.

[Membership] The committee will be chaired by one of the Academic Unit Chairpersons and have 33% of the faculty not serving on executive committee, curriculum committee, and student learning improvement committee, to include at least one faculty representative from each academic unit. In addition, the chief academic officer or his or her designee shall serve as an *ex officio*, nonvoting member.

SECTION B.5. Student Advisement and Retention

[Mission] The mission of the committee on student advisement and retention is to enhance the academic advising and retention processes for students and help develop a campus-wide awareness of the role each administrator, faculty, and staff member plays in the retention and academic success of students.

[Duties] The committee shall review and evaluate advisement and retention goals, objectives, and procedures; review both current and proposed rules concerning advisement and retention and recommend changes to the Faculty; identify needs for advisement to enhance retention; and develop, assess, and help to keep both the advising plan/manual and retention plan current.

[Meeting and Reporting] The committee shall meet regularly each semester and shall report and make recommendations to the Executive Committee.

[Membership] The committee will be chaired by one of the Academic Unit Chairpersons and have 33% of the faculty not serving on executive committee, curriculum committee, and student learning improvement committee, including at least two representatives from career education and two representatives from academic transfer. The committee will also consist of the following ex officio, non-voting members: Chief Academic Officer, Chief Student Officers, and the Director of Enrollment.

SECTION B.6. Learning Resources Committee

[Mission] The learning resources committee shall make recommendations to the Faculty concerning the learning resources units of the college and shall act in an advisory capacity to the appropriate college administrators. Learning resources shall also include online course management systems and other distance learning resources/tools.

[Duties] The committee shall assist in the creation and improvement of learning resources. Learning Resources shall include but not be limited to library resources, ADA resources, tutoring, learning technologies, and the online learning management system. It shall help promote learning resources-related communication throughout the college.

[Meeting and Reporting] The committee shall meet regularly each semester and shall make recommendations to the Executive Committee.

[Membership] The committee will be chaired by one of the Academic Unit

Chairpersons and have two students, 33% of the faculty not serving on executive committee, curriculum committee, and student learning improvement committee, including at least two faculty members from career education and two faculty members from academic transfer. The following shall serve as nonvoting, ex officio members: the director of libraries, computer services representative, Distance Learning representative, Tutoring & Learning Center representative, College Store representative and the Coordinator of Disability Services.

SECTION B.7. Student Standing Committee

[Mission] The Student Standing Committee reviews student standing regarding admission, readmission, student progress, graduation, and other student academic matters, and serves as a body of faculty to serve on appeals committees as outlined in SP2140 and SR2140.

[Duties] Members of the committee shall also serve as faculty representatives on the college committees which complete initial reviews of student standing regarding admissions, readmissions, admissions by those students who have a felony conviction, financial issues, financial aid issues and on panels adjudicating appeals by students as outlined in SP2140 and SR 2140. No member of the committee serving on the committee that made the initial decision which is being appealed shall be eligible to serve as a member of the appeal panel.

[Meeting and Reporting] The committee shall meet regularly each semester and shall report annually the results of its review to the Executive Committee.

[Membership] The chair shall be the chief student services officer or the chief academic officer, who will assign committee members to serve on the various student standing committees on a rotating basis, as such committees have need to meet. Membership shall be drawn from the faculty as needed, and the following *ex officio*, nonvoting members: Chief Academic Officer, Chief Student Services Officer, Chief Financial Officer, the Registrar, Director of Financial Aid, and Director of Housing.

SECTION C. *Ad Hoc* Committees of the Faculty

When no standing committee has a mission that encompasses a specific task, the Faculty, in consultation with the president, may create such *ad hoc* committees as it deems necessary. The tenure of such committees shall be limited to one year. Every

effort should be made to incorporate new tasks into one of the standing committees of the faculty.

ARTICLE VII. ACADEMIC UNIT FACULTIES

Full-time faculty members holding academic appointments in the academic units shall constitute the Faculty of that academic unit. Each academic unit faculty is authorized by this article to organize as a deliberative assembly, with or without committees, for the purpose of making recommendations to the college Faculty through an appropriate committee of the college Faculty on matters within the Faculty's jurisdiction.

ARTICLE VIII. IMPLEMENTATION

Provisions recommended by the Faculty and approved by the president for the implementation of certain statutes or bylaws shall be included in the policies and/or regulations of the college as appropriate.

ARTICLE IX. AMENDMENT OR REPEAL OF BYLAWS

Proposals for change or repeal of any bylaws shall be submitted in writing to all members at least five days before the regular meeting of the Faculty at which they will be proposed. The proposal shall contain the exact wording of the amendment and an indication of its place in the bylaws. The proposed amendment shall be voted on at the next regular faculty meeting and must carry by a three-fifths vote of the members present and voting provided a quorum is present.