

## **APPENDIX C: BY-LAWS OF THE COUNCIL OF CENTRE COLLEGE**

The College Council shall have primary responsibility and authority, subject to the general governing authority of the President of the College and the Board of Trustees, to establish policy and adopt regulations on matters of concern to the College community as a whole.

### **Membership**

The College Council is a representative body whose membership is defined by the Board of Trustees. Fifteen members of the Faculty, elected by the Faculty; eight students, elected by the Student Government Association; and eight members of the staff, elected by the Staff Congress, shall serve as elected members of the College Council. Elected members shall be chosen in a manner to be determined by the electing body, but shall be elected not later than October 1 of the academic year in which their term of service shall begin. The President of the College, the Dean of the College, the Dean of Students, the Dean of Admission, the Vice President for Finance and Treasurer, the Athletic Director, the President of the Faculty, the President and Speaker of the House of the Student Government Association, the two Co-Presidents of the Staff Congress and the chairs of standing committees of the Council shall serve as *ex officio* voting members.

### **Officers**

The President of the College is the chair of the Council. The President of the College or his or her delegate shall preside at meetings of the Council. The Registrar shall be an *ex officio*, non-voting member of the Council, and serving as its Secretary, shall keep full and accurate minutes of all meetings. Minutes shall be published to the Council as soon as possible after each meeting.

### **Meetings and Quorum**

The Council shall normally meet in October, January, and April for the transaction of business. Special meetings may be called by the President of the College, or by the Dean of the College, or by the Steering Committee of the Council, provided that written notice is sent to all members of the Council at least 24 hours in advance. All members of the Council, with the exception of non-voting *ex officio* members, shall have a full and equal vote and shall be fully and equally bound by its decisions. Decisions of the Council shall be taken upon the vote of a majority of the members of the Council present at meetings of the Council at which a quorum is present. A majority of the Council shall constitute a quorum. All meetings of the Council shall be announced at least 24 hours in advance and shall be open to all members of the College community.

### **Committees**

With the exception of the Steering committee, membership and chairs of committees of the Council shall be appointed by the President of the College with the advice of a Nominating Committee to consist of the President of the Faculty, the President of Student Government Association, the President of the Staff Congress, and the Dean of the College, who will serve as its chair. Elected members of the Council will be appointed in reasonable proportion to all Council committees. Additionally, all full-time members of the Faculty, all full-time students, and all full-time members of the staff may serve as members of Council committees. Students

shall be excluded, however, from any consideration of matters involving the confidential personal records of other students and prospective students. The President of the College, as chair of the Council, shall be an *ex officio* voting member of every committee of the Council.

The Nominating Committee shall give due regard to the jurisdiction of the particular committee and its oversight responsibilities in considering committee composition and in appointing committee chairs. Particular recognition shall be given to the Faculty's predominant interest in activities under the jurisdictions of the Committee on Enrollment Management, the Committee on Athletics and Recreation, the Committee on Instructional and Technology Resources, and the Committee on Honors and Prizes.

Committees shall convene upon the call of the chair or upon the petition of a majority of the members. Decisions of a committee shall be taken upon the vote of a majority of members of the committee present at meetings of the committee at which a quorum is present. A majority of the members of a committee shall constitute a quorum. Accurate minutes of meetings of all committees shall be kept, with copies provided to all committee members, the President of the College, and to the Dean of the College. Copies of the minutes of committee meetings will also be posted electronically to the College community.

#### **A. Standing Committees**

The following standing committees shall be appointed to exercise oversight of the administration of established policy within their areas of responsibility, and to make appropriate recommendations to the Council, to the President of the College, or to other appropriate officers of the College regarding legislation or administrative policies within the area of their assigned jurisdictions:

1. **The Steering Committee:** The Steering Committee shall consist of the chairs of all standing Council committees, the President of the Faculty, the President of the Student Government Association, the Speaker of the House of the Student Government Association, the two Co-Presidents of the Staff Congress, and the Dean of the College, who will serve as its chair.

The Steering Committee of the Council shall act for the Council between regularly scheduled Council meetings in extraordinary circumstances when the Council cannot be assembled. As part of its normal function, the committee will consult with the President of the College and with other standing committees of the Council to set the agenda for Council meetings. The committee will discuss and propose policy to the Council on matters that are beyond or combine the jurisdiction of other standing committees of the Council, or which are of such collegiate significance as to require the concerted advice and efforts of several committees both within and without the Council's structure (calendar issues, for example).

2. **Committee on Enrollment Management:** The Committee on Enrollment Management shall propose admission policies and criteria, in consultation with the Dean of Admission; it shall set criteria, based upon grade point averages and standardized test scores, for acceptance and rejection of applicants without committee review, and shall review all

applications falling outside these guidelines. The committee shall make such studies relative to admission policy as it shall deem appropriate, and shall propose policies establishing criteria for the awarding and retention of all scholarships, grants-in-aid, loans, and other financial assistance. It may (shall) monitor compliance with regulations governing financial aid programs funded by the federal and state governments; and it shall work with the admission office in the identification and recruitment of students qualified for scholarships and financial aid. The committee shall also monitor and make recommendations regarding student retentions.

3. **Committee on Athletics and Recreation:** The Committee on Athletics and Recreation shall propose general plans and policy for the intercollegiate and intramural athletic programs and act as an advisory committee to the Director of Athletics, the Health and Human Performance Program, the coaching staff, and the administration.
4. **Committee on Instructional Resources and Technology:** The Committee on Instructional Resources and Technology will serve in an advisory capacity and recommend policies and procedures dealing with library and bookstore resources and facilities, and information technology. The committee shall discuss and make recommendations concerning policy and long-term planning, shall guide the setting of budget priorities and allocating of funds, and shall oversee the licensing of electronic and online services. To enact this charge, the committee shall make recommendations to the Director of Library Services, the bookstore manager, the Director of Instructional Resources/AV, and the Director of Information Technology Services, as well as other affected parties in the College community.
5. **Committee on Convocations:** The Committee on Convocations shall approve events to be designated as convocations, and act as final authority on all matters relating to convocations.
6. **Committee on Honors and Prizes:** The Committee on Honors and Prizes shall determine recipients of honors and prizes awarded by the College, and select Centre's nominees in competitions for honors, scholarships, and fellowships established by external agencies and foundations.
7. **Advisory Committee on Sexual Harassment:** The Advisory Committee on Sexual Harassment shall educate the College community about sexual harassment and the sexual harassment policy and procedures of the College. Any member of the committee may, when requested by a complainant, serve as an advocate during proceedings for a person bringing a sexual harassment complaint. The committee shall also periodically review and recommend changes to the policy, based on new or changing interpretations of the laws.
8. **Committee on Planning and Priorities:** The Committee on Planning and Priorities shall monitor the progress of the College in achieving stated goals and strategic objectives; it shall also act as a sounding board for members of the College community who seek clarification or further discussion on strategic planning issues. The Committee

shall, as part of its continuing work, offer advice and analysis as part of Centre's budget-making review process.

9. **Committee on Student Life:** The Committee on Student Life shall advise and oversee student support services throughout the College on those aspects of student affairs that relate to the educational process.
10. **Committee on Human Resources:** The Committee on Human Resources shall review all policies and procedures relating to benefits for members of the Faculty and staff.

#### **B. Other Committees:**

Other committees may be established on an *ad hoc* basis by action of the Council.

The continuance of a committee may be terminated by affirmative vote of the membership of the Council or by report of the completion of their task.

#### **Rules of Order**

Proposals for Council action, whether originating with a committee or an individual member, shall be distributed with the agenda of the meeting at least three days in advance. No substantive motion shall be debated or put to a vote until the motion shall have been submitted to the secretary in writing (determination of substantive issues to be made by the President of the College or chair of the Council after consultation, as appropriate, with the Presidents of the Faculty, the Student Government Association and the Staff Congress).

Proceedings shall be conducted in accord with the traditional parliamentary procedure (*Robert's Rules of Order*), except that any Council member, by requesting such action, may have the decision on a matter of policy postponed from one regular meeting to the next, there to be acted upon.

Any action of the Council shall be placed on the agenda for review and reconsideration at the Council's next meeting whenever this is requested by the President of the College. This request is to be made within two weeks of the publication of the minutes of the meeting in which that action was taken. The grounds for such review and reconsideration shall be communicated in writing to members of the Council prior to or at the next regular meeting. If following this review and reconsideration, the issue should not be resolved to the mutual satisfaction of the President and a majority vote of the members of the Council present (a quorum still being maintained), the President may, and shall if so directed by a majority vote of the membership of the Council, forward, to the next regularly scheduled Board of Trustees meeting, the Council action and vote and shall report back to the Council the Board's response. That report shall be made at the next regularly scheduled Council meeting following the Board's action. (If following this review and reconsideration the issue should not be resolved, by a vote of the majority of the membership of the Council, the issue shall be referred to the Board of Trustees for review and ultimate determination.)