

BYLAWS OF THE BOWIE STATE UNIVERSITY COUNCIL

Article I: Name and Functions

Section 1: Name

The name of the organization shall be the Bowie State University Council, hereinafter referred to as The University Council.

Section 2: Purposes

The Council facilitates and coordinates communication among the faculty, staff, administration and students of Bowie State University. The Council meets regularly to provide an opportunity for representative governance groups (Faculty Senate, FS; Staff Council, SC; Administration, Student Government Association, SGA; and Graduate Student Association, GSA) to discuss issues affecting the campus community. The Council is supported by University Council committees which perform much of the work of the Council.

Section 3: Responsibilities

The Council shall have such responsibilities as may hereafter be delegated to it by the President of the University or by the Board of Regents, and shall have the power to enact, amend, and repeal its own bylaws for its internal functioning.

Article II: Membership and Duties

Section 1: Council Membership

The members of the Council shall consist of three (3)members of the Executive Committee of each governance body.

Membership will consist of the Chair, Vice Chair and Secretary of Faculty Senate; the Chair, Vice Chair and Secretary of Staff Council; the President of the University, Chief Academic Officer and a Student Affairs Officer; the President, Vice President and Representative at Large of the Student Government Association; and the President, Vice President and Representative at Large of the Graduate Student Association.

Section 2: Duties of The University Council

The duties of The University Council shall include the following:

1. To review all agendas, minutes, reports, recommendations, and actions of all University Council committees;

2. To prepare for distribution, five (5) days prior to meetings, the topics for Council deliberation;
3. To prepare for distribution, five (5) days prior to meetings, the topics for Council deliberation;
4. To request that the representative governance groups meet, discuss and possibly resolve any differences among their respective recommendations;
5. To recommend policies and procedures involving relationships among and between the Council, the University President, and the representative governance groups;
6. To ensure vacant positions on committees are filled properly and promptly;
7. To provide the names of members of committees to The University Council at the May meeting;
8. To ensure Council committees submit written reports to the Council as required, with at least one report per semester;
9. To conduct the process for amending the Council bylaws; and
10. To maintain records of Council transactions, to include committee summary reports and update the Council Bylaws when necessary.

Section 3: Officers of the Council

The officers of the Council shall be designated as Chair, Vice Chair, and Secretary. The officers' term of office shall be one year. Officers shall be elected from and by the membership of the in-coming Executive Committee. The Chair shall alternate between the Chair of the Faculty Senate and the Chair of the Staff Council. Vice Chair shall alternate between the President of SGA and GSA. The Secretary shall alternate between Staff and Faculty Council. All officers shall begin their term on July 1. The officers shall have the following duties:

1. The Chair shall preside over all Council meetings.
2. The Vice Chair shall serve in the absence of the Chair.
3. The Secretary shall keep minutes of all Council meetings; shall keep the Council members informed of the activities of the Council, prepare and distribute the agenda of future meetings of the Council; and shall distribute the minutes of meetings to the members at least five (5) days prior to the meeting.

Section 4: Quorum

A quorum shall consist of fifty percent of the Council, and must include at least one member from each of the (five) 5 constituent bodies.

Article III: Procedures

Section 1: Regular Meetings

The Council shall meet monthly during the academic year.

Section 2: Special Meetings

Special meetings may be called by the Chair or at the request of the University President or two (2) or more governance bodies.

Section 3: Council Actions

The University Council cannot overturn a recommendation made by a governance body.

Section 4: Rules of Procedure

The rules of procedure in Council meetings, except as otherwise specified herein, shall be those presented in the current edition of Robert's Rules of Order.

Section 5: Amending Bylaws

The Bylaws of the Council shall be amended after a first and second reading of the amendment. Ratification shall be by a ballot at the meeting after the second reading of the amendment.

COMMITTEES OF THE UNIVERSITY COUNCIL

Article IV: Committees

Section 1: University Council Committees

1. Traffic, Parking and Safety Committee

The purpose of the Traffic, Parking and Safety Committee shall be to develop and recommend for implementation traffic, parking, safety and environmental issues, rules and regulations.

The Traffic, Parking and Safety Committee consists of eleven members: the Director of Public Safety and the Chief Academic Officer who shall be ex-officio,

three (3) faculty members serving two-year terms, three staff members serving two-year terms, and three students serving a one-year term.

2. Space, Buildings and Grounds Committee

The purpose of this committee shall be to address concerns regarding existing and future buildings and the surrounding campus environment. The committee shall encourage the academic community's involvement both in the early stages of new building planning and landscape development so that the entire campus community will have the opportunity to review architectural plans and offer suggestions and make recommendations before plans are officially adopted and construction begins. Further duties of the Committee shall include recommending policies concerning the utilization of space within University buildings, to insure that it is consistent with the policies and procedure established by the University.

The Space, Buildings and Grounds Committee consists of thirteen members: the Director of Facilities, a representative of the Dean's Council, a representative of the Chief Academic Officer, and the Registrar who shall be ex-officio, three (3) faculty serving a two-year term, three staff members serving a two-year term, and three (3) students serving a one-year term.

3. Fiscal Affairs Committee

The purpose of this committee shall be to review the University's fiscal resources and make recommendations regarding the utilization of these fiscal resources to the Council. The committee shall focus its efforts on the following activities:

1. Become knowledgeable about the internal and external mandates that affect the allocation of the University's fiscal resources;
2. Examine the University's plans and priorities and make recommendations regarding current and on-going initiatives.
3. Review, evaluate and comment on the University's operational budget;
4. Advise or recommend the use of supplemental and discretionary funds as they become available;
5. Provide input in the development of reports for the University System of Maryland and the Maryland Higher Education Commission on the University's fiscal allocation plans and actions; and
6. Provide an annual report to the Council, assess fiscal activity and progress towards meeting the University's mandates and priorities.

The Fiscal Affairs Committee shall consist of eleven (11) members: the Vice President for Finance and the Chief Academic Officer who shall be ex-officio, three (3) faculty serving a two-year term, three staff members serving a two-year term, and three (3) students serving a one-year term.

4. Government Relations Committee

The purpose of this committee shall be to:

1. Work collaboratively with the President's office and Institutional Advancement into monitoring State and Federal legislative policies, laws and mandates and to respond to issues affecting higher education and Bowie State University.
2. Report to the Council on important issues under consideration that affect higher education in general and Bowie State University specifically.

The committee shall consist of eleven (11) members, the Vice President for Institutional Advancement and the President's Assistant for Legislative Affairs who shall be ex-officio, three (3) faculty serving two-year terms, three staff members serving two-year terms and three students serving one-year terms.

5. The Wellness Committee

The purpose of the Wellness Committee is to ensure an environment that promotes the health of all members of the University community. It shall serve as a catalyst for the creation of a campus climate in which health of the entire community, holistically conceived, is appreciated and fostered. The responsibilities of the Committee include the following:

1. Collaborate with and provide appropriate advice to University offices and departments in assessing wellness, health and curriculum-related needs and initiatives;
2. Provide advice to University offices and departments regarding worksite wellness programs for campus employees;
3. Evaluate and make recommendations to appropriate the bodies regarding University policies on all issues affecting the health of the campus community, including alcohol and substance abuse issues;
4. Assess the impact of initiatives undertaken by the University to address alcohol and substance abuse and the effect of such abuse on the overall campus climate; and
5. Help the University participate in the on-going national dialogue regarding wellness and alcohol abuse issues.

The committee shall consist of 11 members, the Director of Student Health and Wellness and Counseling Center and the Director of Alcohol, Tobacco, and Other Drugs who will be ex-officio; three (3) faculty serving a two-year term, three (3) staff members serving a two-year term and three (3) students serving a one-year term.

6. Information Technology Committee

The purpose of this committee shall be to advise the Council regarding campus technology needs and priorities governing computer use, software and hardware products provided by the University.

The committee shall consist of the Director of the Library and Director of the Office of Information Technology who will be ex-officio, one (1) faculty from each academic department, each serving a two-year term, three (3) staff members serving a two-year term and two (2) students (one (1) under-graduate and one (1) graduate serving a one-year term.

The preceding document was produced collaboratively by representatives of the Faculty Senate, Dr. Amos White, Staff Council, Mrs. Vera Chesley, Student Government Association, Ms. Renarda Johnson, Graduate Student Association, Mr. Eddie Moore (invited but never participated), University Council, Dr. William Lawrence and University President, Dr. Calvin W. Lowe. In acknowledgement of the mutual agreement to the terms and conditions contained herein the following signatures are affixed.

Faculty Senate President
Dr. John Organ

Staff Council President
Mrs. Vera Chesley

Student Government Association
President, Mr. William Ridley

Graduate Student Association
President, Mr. Michael Hester