I. Article I. Meetings

The Campus Assembly will meet a minimum of once per term at a time designated by the Executive Board. The meeting date shall be at a time convenient for the majority of the members. The time and place may change at the wishes of the Executive Board. Special meetings may be called as needed by the Chairperson or any three members of the Executive Board.

II. Article II. Amendments

The Campus Assembly may amend the Bylaws by a two-thirds vote of the members present. All amendments to the Rules and Bylaws shall be distributed to the voting members at least two weeks prior to the date for voting on the adoption or change of the Rules and Bylaws.

III. Article III. Quorum

A quorum for the Campus Assembly shall be 33% percent of the voting members.

IV. Standing Committees

Minutes of all Campus Assembly standing committees are to be submitted promptly to the Chairperson of the Campus Assembly. All proposals and recommendations from standing committees require Campus Assembly action and shall be submitted to the Executive Board.

Academic Professional and Administrative (PA), Civil Service and Collective Bargaining Staff (CSCB) and faculty membership on all campus assembly standing committees shall be for a three-year term, with approximately one-third of the elected membership replaced each year. PA/CSCB voting members of all standing committees shall be members of the Campus Assembly. All members of Campus Assembly who are required by virtue of their respective titles (ex-officio) to serve on standing committees shall be voting members of Campus Assembly and have the same rights and privileges as other committee members, including the right to vote. Student membership on standing committees shall be for a one-year term. The chair of a committee is elected from the committee membership by the committee members in the fall term. A committee member shall not serve as chair more than two consecutive one-year terms. In the fall of each academic year, each committee will decide on how alternates will be selected.

A member of a committee shall forfeit membership if absent for three consecutive meetings of the committee during the academic year. A member of a committee (whether appointed or elected) will be considered absent if the member does not attend a meeting for which notification was given. In those instances when a committee member makes arrangements to attend a meeting by teleconference or other technological means, and the necessary technology fails to work, that committee member will not be considered to be absent from the meeting. Committee members who have official class teaching responsibilities, class conflicts (students), medical issues, or other serious and uncontrollable factors that prevent their attendance at committee meetings for up to a semester will be considered excused. If circumstances will prevent someone from attending meetings for more than a semester, the person should be asked to consider resigning and be appointed at a future time when commitments would not preclude participation.
1. **Awards Committee**

**A. Membership**

Membership shall include four faculty representatives and three student representatives. The media relations representative and student activities director shall be continuing voting members.

**B. Method of Selection**

Faculty members shall be elected by the Campus Assembly faculty. Student members shall be selected by Student Forum action.

**C. Duties**

1. To coordinate all campus honors and awards to faculty and students.
2. To schedule awards presentations.

2. **Committee on Access for Persons with Disabilities**

**A. Membership**

Membership includes the Coordinator of Office for Students with Disabilities, three faculty representatives, the Director of Residential Life, the Director of the Academic Assistance Center, the Director of Library Services, the Director of Human Resources, the Director of Facilities Management, the Health Services Coordinator, Environmental Health and Safety Technician, the UMC faculty representative to the University Senate Committee on Disability Issues, the Coordinator of the Center for Teaching, Learning and Technology (CTLT), and two students.

**B. Method of Selection**

Faculty members shall be elected by the Campus Assembly faculty. Student members shall be selected by Student Association action.

**C. Duties**

1. To insure access to programs, services, and facilities for qualified persons with disabilities in dialog with the UMC Office for Students with Disabilities and the UMC Office for Human Resources.
2. To recommend and promote improvements in programs, services, and facilities in compliance with the Americans with Disabilities Act
3. To recommend, promote, and support activities that serve to enhance retention of qualified students, faculty, and staff with disabilities, and that serve to improve the campus climate.

3. **Concerts and Lectures Committee**

**A. Membership**

Membership shall include four non-student members, four students and the Director of Student Activities.

**B. Method of Selection**

Non-student voting members shall be elected by the non-student voting membership of the Campus Assembly and student members selected by Student Association action.
C. Duties

To promote concerts, convocations, and other cultural activities for the students of the University of Minnesota, Crookston, and the Crookston community.

4. Constitution and Bylaws Committee

A. Membership

Membership shall include three non-student members and two students. The Parliamentarian shall serve as a non-voting, ex-officio member.

B. Method of Selection

Non-student voting members shall be elected by the non-student voting membership of the Campus Assembly and student members selected by Student Association action.

C. Duties

1. To examine the Constitution and Bylaws for possibilities of change and improvement.
2. To coordinate and put into final form all proposals or changes in the Constitution and Bylaws.
3. To act upon all proposals for changes in the Constitution and Bylaws and submit them to the Campus Assembly for action.
4. To insure that corrected copies of the Constitution and Bylaws are available to all members of the Campus Assembly.

5. Intercollegiate Athletic Committee

A. Membership

Membership shall include Director of Admissions, Director of Financial Aid, Director of Counseling, Registrar, Transfer Specialist, four faculty members, one PA/CSCB voting member of the Campus Assembly, and two students who shall serve on the committee as voting members. The Director of Athletics, the Senior Woman's Administrator, the Compliance Officer, and the Faculty Athletic Representative shall serve on the committee as non-voting members. The chairperson of the committee is to be a faculty member who has completed a term of at least one year.

B. Method of Selection

Faculty members and PA/CSCB members shall be elected by the voting members of Campus Assembly. The student members shall be selected by Student Association Action.

C. Duties

1. To make recommendations to the Campus Assembly on activities involving the College's athletic programs as they affect the community, faculty and Athletic Department.
2. To oversee certification of eligibility, compliance and other issues related to academic integrity.
3. To ensure institutional compliance and control in the athletic department.
4. To advise the athletic department on policies and decisions regarding the student athletes' well being.
6. Nominations and Elections Committee

A. Membership

Membership shall include three non-student members and the parliamentarian (ex-officio) shall serve as a non-voting member.

B. Method of Selection

Non-student voting members shall be elected by the non-student voting membership of the Campus Assembly.

C. Duties

To nominate and administer the election of non-student voting members for the at-large vacancies in Campus Assembly and the All University Senate Committees

1. By the end of the second week of the fall term, the Nominations and Elections Committee shall submit to the voting membership of the Campus Assembly a list of at least one non-student voting member for each faculty vacancy to be filled in the Campus Assembly. No member shall be placed on the ballot without that member’s consent. This list will be mailed to the non-student voting membership of the Campus Assembly for additional nominations.
2. The Nominations and Elections Committee shall handle the details of the election so that each non-student member eligible to vote has a convenient opportunity to vote and so that no voter can cast more than one vote. Elections will be completed by the sixth week of the fall term.
3. When an at-large non-student vacancy occurs at some time other than the expiration of a term of office, the Nominations and Elections Committee shall act to fill the vacancy following the procedures outlined above one week prior to the Campus Assembly meeting immediately following the vacancy.
4. Election to any position or vacancy that occurs shall be done by plurality vote.

7. Retention Committee

A. Membership

The Retention Committee shall be made up of the Associate Vice Chancellor of Student Affairs (ex-officio), the Director of Admissions and Enrollment Management (ex-officio), the Director of the Academic Assistance Center (ex-officio), the At-Risk Student Coordinator (ex-officio), the Athletic Compliance Officer (ex-officio), the Registrar (ex-officio), the Director of Financial Aid & Scholarships (ex-officio), The Director of Institutional Effectiveness (ex-officio), the Director of Diversity & Multicultural Programs (ex-officio), one faculty member from each academic department, two non-student members, and two student representatives.

B. Method of Selection

Faculty members shall be elected by the Campus Assembly faculty. Non-student members shall be elected by the campus assembly. Student members shall be selected by the Crookston Student Association action.

C. Duties

1. To provide leadership for campus retention and student persistence initiatives.
2. To identify, prioritize, evaluate, and recommend strategies and tasks that will enhance retention.
3. To gather and report retention and graduation rates.
8. Student Conduct Committee

A. Membership

Membership shall consist of four non-student members, two non-student alternates (to be selected from committee members who have served in the last four years), and four students. The Associate Vice Chancellor for Student Affairs who also served as Conduct Code Coordinator shall be a continuing non-voting member.

B. Method of Selection

The four non-student voting members shall be elected by the non-student voting membership. The four student members shall be selected by Student Association action and shall represent students living on campus and students living off campus.

C. Duties

1. To define area of disciplinary action.
2. To determine specific disciplinary actions in regard to problems brought to the Committee.
3. To maintain an orderly society on campus.

9. Sustainability Committee

A. Membership

Membership shall include two faculty; a representative from the Office of Residential Life; Director of Facilities and Operations; Associate Vice Chancellor for Student Affairs; Supervisor of Buildings and Grounds; Director of the Center for Sustainability; and 2 students including one representative from the Crookston Students for Sustainable Development (CSSD).

B. Method of Selection

Non-student voting members shall be elected by the non-student voting membership of the Campus Assembly and student members selected by Student Association action.

C. Duties

1. To identify, recommend, and promote sustainability initiatives for UMC that includes: energy sources, use, and efficiency; local foods; more efficient transportation means; enhanced recycling strategies; water management; and sustainable landscaping.
2. To educate the campus community on sustainability initiatives.
3. To identify and support interdisciplinary opportunities.

To provide the opportunity for open discussion of campus wide sustainability issues.