

BERNICE YOUNG JONES SCHOOL OF FINE ARTS  
BY-LAWS OF THE FACULTY (Adopted October 2001)

ARTICLE I. THE FACULTY OF THE SCHOOL

Section 1. Members of the Academic Faculty

The voting members of the School of Fine Arts faculty shall be all persons who hold appointment to the academic rank of instructor, assistant professor, associate professor, or professor. Faculty meetings are open to adjunct faculty, visiting faculty, administrative officers and staff.

Section 2. Certification of Members

The Dean of the School of Fine Arts shall certify to the Secretary of the School of Fine Arts faculty the names of all academic appointees. This certification shall be made within two weeks of the opening of the school year, and thereafter as appointments are made by the Board of Trustees.

ARTICLE II. OFFICERS

Section 1. Presiding Officer

The Dean of the School of Fine Arts shall preside at meetings of the faculty. In the absence or at the request of the Dean, the faculty shall elect from the membership of the faculty a temporary presiding officer.

Section 2. Secretary

At the first faculty meeting of the school year, the faculty shall elect a Secretary of the faculty to begin a two-year term beginning immediately upon election. It shall be the duty of the secretary to keep minutes of all meetings, receive and record reports of committees, and to submit approved copies of such minutes and reports to the Dean of the School of Fine Arts as a permanent record. The secretary shall also see that changes in the by-laws are immediately incorporated into this document which shall be filed in the office of the Dean.

ARTICLE III. FACULTY RESPONSIBILITIES

Section 1. Responsibilities

The School of Fine Arts faculty shall have responsibilities for constructing curriculum, formulating policies for the School of Fine Arts community, and establishing and maintaining standards for professional conduct.

Section 2.           Resolution Authority

The School of Fine Arts faculty may express, by formal resolution, their opinions on any questions relating to the administrative policies of the School.

Section 3.           Exercise of Authority

The authority of the School of Fine Arts faculty may be exercised in meetings or by mail vote.

ARTICLE IV.       MEETINGS

Section 1.           Meetings

The School of Fine Arts faculty shall hold regular meetings once each month at a time to be agreed upon by the faculty. Additional meetings may be called by the Dean of the School of Fine Arts.

Section 2.           Quorum

A quorum for conducting business shall be a majority of the members of the School of Fine Arts faculty.

Section 3.           Notice of Meetings

Except in the case of an emergency, the Dean of the School of Fine Arts or the Secretary of the faculty shall notify by mail or e-mail each voting member of the School of Fine Arts faculty at least three days in advance of the date of a meeting.

Section 4.           Rules of Order

*Robert's Rules of Order (Newly Revised)* shall govern the conduct of meetings of the School of Fine Arts faculty except insofar as the by-laws make express provisions to the contrary.

ARTICLE V.       COMMITTEES

Section 1.           Standing Committees

A.       Election of Nominating Committee

A Nominating Committee of seven faculty members shall prepare a list of nominees for all standing committees. This Committee shall be elected by the School of Fine Arts faculty no later than the regular meeting of the faculty in April. The Nominating Committee shall be composed of one member elected from each of the departments from the Division of Music, and one member

each from the Department of Theatre Arts and the Department of Visual Arts. The Dean of the School of Fine Arts shall be an *ex officio* member of the Nominating Committee.

B. Election of Committees

The slate of committee nominees shall be elected by majority vote of the faculty at the first School of Fine Arts faculty meeting of the school year.

C. Term of Committee Members

When elected to a standing committee, the faculty member shall serve a three-year term to start immediately upon election. After fulfilling a three-year term on a standing committee, the retiring faculty member shall not serve on the same committee for a period of one year. An elected faculty member may be recalled by a vote of three-fifths of the total membership of the faculty.

D. Duties of Standing Committees

The principal responsibilities of faculty committees shall be to recommend policies to the faculty and to monitor the implementation of faculty policies. The standing committees shall report to the faculty on matters appropriate as determined by their assignment and make recommendations for action to the faculty. In addition to specific duties of each committee, the faculty may instruct or delegate specific responsibilities to a committee.

E. Organization of Standing Committees

Each standing committee shall elect a chair and a secretary. Immediately upon election, the newly constituted committee shall convene for the purpose of electing its officers. All committees of the faculty should have a chair elected from the faculty membership.

F. Membership and Organization of Standing Committees

1. The Curriculum Committee

The School of Fine Arts Curriculum Committee shall be composed of one faculty member from each of the departments of the Division of Music, one faculty member from the Department of Theatre Arts, and one faculty member from the Department of Visual Arts. The Dean of the School of Fine Arts shall serve as an *ex officio* member of the committee. This committee's duties shall be to review, study, and recommend to the School of Fine Arts faculty all matters relating to the curriculum of the School of Fine Arts.

2. The Music Library Committee

The Music Library Committee shall be composed of one faculty member from each of the departments of the Division of Music and one faculty member from the Department of Theatre Arts. The current Presser Scholar shall serve as a student member. The Dean of the School of

Fine Arts and the Music Librarian shall serve as *ex officio* members of the committee. The primary duty of this committee shall be the review, improvement, and modification of policies relating to the operation of the Music Library. The committee also oversees the acquisitions and budgetary processes of the Music Library.

3. The Performing Arts Committee

The Performing Arts Committee shall be composed of five faculty members from the Division of Music, one faculty member from the Department of Theatre Arts, and one faculty member from the Department of Visual Arts. The Dean of the School of Fine Arts shall serve as an *ex officio* member of the committee. This committee's duties shall be to review, study, and recommend to the School of Fine Arts faculty all matters relating to performances of the School of Fine Arts, including musical recitals and concerts, theatrical performances, and visual arts exhibitions.

4. The Student/Faculty Council

The Student/Faculty Council shall be composed of five faculty members from the Division of Music, one faculty member from the Department of Theatre Arts, and one faculty member from the Department of Visual Arts. In addition to the faculty members, five students from the Division of Music, one student from the Department of Theatre Arts, and one student from the Department of Visual Arts shall serve as members. The student members shall be elected annually by the students of their respective division or departments to serve a one-year term. The Dean of the School of Fine Arts shall serve as an *ex officio* member of the committee. This committee's duties shall be to review and study matters of concern to students and/or faculty of the School of Fine Arts. Recommendations for changes or improvements may be made to the School of Fine Arts faculty, to the Dean of the School of Fine Arts, or to another standing committee when appropriate.

Section 2. Ad Hoc Committees

Ad hoc committees shall be appointed by the Dean of the School of Fine Arts as the need arises. When funds are made available by the administration for disbursements, an ad hoc committee shall be established to review proposals and make recommendations to the appropriate administrative official.

ARTICLE VI. AMENDMENT OF BY-LAWS

The by-laws may be amended by a majority vote of the faculty of the School of Fine Arts after such amendment has been submitted in writing to the faculty thirty days prior to the date of such vote.