

By-laws for the Dean's Student Advisory Council of the College of Arts and Sciences

The University of Tennessee

ARTICLE I: NAME

The name of this body shall be "Dean's Student Advisory Council of the College of Arts and Sciences," herein abbreviated "DSAC".

ARTICLE II: PURPOSE

- 2.1 As its title implies, the council provides a direct channel from students to the Dean and his/her staff in the College of Arts and Sciences. This structure provides for mutual exchange of ideas and problems to occur directly between students and the Administration, rather than channeling through the faculty.
- 2.1a It should be considered a function of DSAC to consider problems, primarily of an academic nature, affecting special interest groups within Arts and Sciences. The council should appoint such subcommittees as it deems essential to a proper consideration of the problem. A proposal should be framed and transmitted to the Dean and his/her staff, recording the councils' opinion and recommendations (e.g., departments or problems associated with obtaining a Double Major). Should the need arise, faculty members will be asked to serve on such subcommittees to act in an advisory capacity.
- 2.1b Another function of DSAC shall be to consider and execute such research projects as are deemed necessary by the Dean and his/her staff during their consideration of specific problems.
- 2.2 DSAC is similar to the Committee on Committees in that DSAC appoints students to the College's Standing Committees subject to the approval of the Dean.
- 2.3 DSAC representatives should consider themselves in an excellent position to act as liaisons between the students they represent and the department head concerning intradepartmental problems.
- 2.3a DSAC members should be Ombudsman within their respective departments. It is therefore the purpose of the DSAC to provide its members with sufficient expertise in matters of college administration, university hierarchy, standing committees, and programs to provide information of this nature.

- 2.4 In regard to additional student representation on Divisional Committees: for each department in a division not represented by one of the voting members, one of the two representatives of that department to the DSAC shall be selected to serve in an advisory position on the divisional committee. The names of the selected advisory students will be submitted in the fall to both the Committee on Committees and the student representatives on the divisional committee concerned. Upon approval by the committee to which they are selected, they will act in an advisory capacity as the need arises.
- 2.5 Members shall attend the Student Coordinating Council (SCC), Faculty Senate, Undergraduate Council, and other such groups, which deal with matters considered germane to DSAC's activities.

ARTICLE III: MEMBERSHIP AND MEETINGS

- 3.1 DSAC is a non-elected organization selected intradepartmentally. Each department will have two full representatives who are responsible for having their department represented at all meetings. Both may attend or they may alternate, whichever they prefer. If, however, the department has no representatives attending for two consecutive meetings during a semester, the representative and department head will be contacted informing them of the absence.
- 3.2 DSAC members shall be appointed in the spring semester by the department head prior to the first full academic year in which they will serve. It is suggested that one member be selected for a two-year term to add continuity to the DSAC's organization.
- 3.3 Each DSAC member should attend at least two meetings per semester. If, for some reason attendance of this frequency is impossible during a particular period, arrangements should be made with the department head for a temporary substitution.
- 3.4 The basic meeting days should be established during the first meeting of each semester by the DSAC members. It is suggested that one meeting per month be held under normal work loads. A further functional concept which has, in the past, proven helpful is the alternation of meeting days during the month to allow all members equal opportunity for attendance (e.g., alternating Tuesday and Wednesday nights).
- 3.5 These meetings shall be open to all interested persons.

ARTICLE IV: OFFICERS

- 4.1 President/Vice-President

DSAC shall have a President and Vice-President who share the responsibility and work of the offices. The President, as titled, shall have ultimate administrative authority. The Vice-President shall aid the President and shall have ultimate administrative authority in the President's absence. In addition, the Vice-President should be a member serving the first year of a two-year term if at all possible. In the second year of the two-year term, the Vice-President will ascend to the Presidency. This will allow smooth transition of leadership from year to year. The President's and Vice-President's duties are primarily those of coordination and may be summarized as follows:

- (1) to plan, organize, and moderate the scheduled meetings of the council;
- (2) to set up such subcommittees as are deemed essential in accomplishing the purposes outlined in ARTICLE II; and
- (3) to function as the DSAC's representatives and spokespersons to the Committee on Committees (see 2.4).

4.1a During the spring semester, the incumbent President will hold elections for the following year's Vice-President and Secretary (and President, if the incumbent Vice-President will not be returning).

4.2 SECRETARY

The secretary of the DSAC shall record all the minutes for the council and see to their reproduction before the next meeting. The secretary shall also keep roll and correspond with the department heads concerning non-attending members.

4.3 WEBMASTER

The Webmaster is responsible for maintaining the DSAC website. They will appoint the chair of the Internal Communication Committee. In the absence of a capable webmaster, the President, Vice-President, and Secretary will assume responsibility for the website.

ARTICLE V: INTERNAL STANDING COMMITTEES

5.1 PUBLICITY

This committee is charged with public relation (letters to newspapers, etc.) and with the placing of announcements of upcoming meetings in the school newspaper and the "Student@Tennessee" e-newsletter.

5.2 INTERNAL COMMUNICATION

This group shall consider as its goal the uniting of the council by ease of communication. They shall contact non-attending members, gather contact information, and conduct, as they deem essential, such activities of a social nature which will serve to build up the esprit de corps. Member contact shall be made through email and the website.

ARTICLE VI: AMENDMENTS

In order for these By-Laws to be altered, revised, or amended, the council in a regular meeting must approve by a two-thirds vote based upon a quorum according to its discretion. A quorum shall consist of one-third of the total membership of DSAC.

November 1974
New Amendments added/1980
Revised/2000
Revised/2007