

Boler School of Business
Undergraduate Curriculum Committee Bylaws

1. Duties - The Boler School of Business (BSOB) Undergraduate Curriculum Committee (BUCC) serves to review the business core curriculum content and recommend changes as needed. Any proposed changes will be discussed among all BSOB faculty, generally at a regularly scheduled BSOB faculty meeting. Core curriculum changes will only be enacted following a vote offered to all BSOB full-time faculty in which a simple majority is required. The voting may be accomplished either by paper ballot or electronically.

2. Composition: BUCC membership shall consist of one representative from each of the following academic areas: Accountancy, Economics, and Finance; and at least two representatives from the Department of Management, Marketing, and Logistics. Members shall be selected by the faculties of each discipline by May 1 of each year, to serve a three-year term beginning the next full academic year. Term expiration dates will vary across members to ensure that there are no more than two new members on the committee in any one year. The committee shall elect a chair at the beginning of each academic year, during the first meeting. An Associate BSOB Dean, determined by that office, shall serve as an ex-officio, non-voting member of the committee except in the case of a tie vote.

3. Amendments to the Bylaws: Amendments to the bylaws require a two-thirds vote of those eligible members present and voting at a meeting. All members of the committee must be given notice of the meeting and a copy of the proposed changes at least one week in advance.

4. Call for Meeting, Voting, and Rules of Order. The chair of the committee shall convene the committee, at a frequency of no less than once per academic year, or more frequently, if required. In all general meetings where a quorum is present (defined as a majority of the committee members), all matters will be resolved by a simple majority vote of those eligible members present and voting. Unless otherwise specified in these bylaws, Robert's Rules of Order shall prevail.

5. Minutes. The chair of the committee shall be responsible for recording the actions of the committee and said minutes will remain on file in the Deans office. Minutes of the prior meeting will be distributed to committee members prior to the next meeting and any needed changes or corrections will be approved by the committee at the beginning of the meeting.

As amended 29 September 2016