

MEMORANDUM

ROLLINS COLLEGE

From Dean French

45A

Fac By-Laws
1956

Date March 28, 1956

To Faculty-Administration Committee: Mrs. Campbell, Mr. Carroll, Mrs. Hansen, Mr. Johnson,
Copies to Mrs. Ortmyer, Mr. Greenfield, Mr. Stone, Mr. Thomas, Mr. Fort, President McKean

~~Dr. Hanna - Mr. Tiedtke, - Mr. Johnson~~

Subject Membership On The Faculty

file

I have checked by telephone with the College Attorney in an effort to clarify membership on the faculty as defined by the Faculty By-Laws.

It is his opinion that Sections 1 and 6 of Article II indicate that during the time a part-time teacher is not teaching and is not receiving a "stated salary" from the College, that person is not a member of the faculty as defined in Article II of the Faculty By-Laws.

The Committee may wish to discuss this matter further with the idea of clarification in future matters.

S. J. D.

MEMORANDUM

From Dean French

To President McKean

Copies to

file
ROLLINS COLLEGE

Date October 10, 1957

Subject Revision of Article VI, Sec. 2C(2) - By-Laws

Here is another try at "synthesizing" your statement with the original, the proposed amendment, and mine. Hack it up.

1/6/58 - Mrs. Gavin Saydore

ARTICLE VI

Section 2 C. The Faculty Review Committee

(2) Function and Procedure. The function of the Review Committee is to advise the Trustees, Administration, or a member of the Faculty where questions of good faith or adherence to the accepted Principles of Administration of Rollins College arise in matters involving reappointment of a faculty member not on tenure or the acquisition of tenure.

A member of the faculty, not on tenure, who feels that a decision in his case has been arrived at on insufficient or faulty evidence or in violation of the accepted Statement of Principles of Administration may request a hearing from the Faculty Review Committee. Costs up to \$50.00 will be borne by the College and any costs in excess of that amount will be borne by the member requesting the review.

The function of the Committee when asked by a faculty member for a hearing is (1) to determine whether or not it has jurisdiction, (2) to determine the grounds of the complaint in which it is alleged that insufficient or faulty evidence was used or that there is a violation of the accepted Principles of Administration, and (3) to advise the President with respect to these matters.

The Committee can review the facts as specified above and make recommendations but cannot require departments, the President, or the Dean to defend decisions they are called on to make, or reverse such decisions.

Fac. By-laws 1957

MEMORANDUM

October 31, 1957

From : The Faculty-Administration Committee
To : All Members of the Faculty
Subject: Amendments to the Faculty By-Laws

The Committee recommends the following amendments to the Faculty By-Laws. Notice of proposed amendments is hereby sent to all members of the Faculty in accordance with ARTICLE VII of the By-Laws.

(1) ARTICLE VI, Section 2C (2) (p.11) - Substitute the following statement for the present statement of ARTICLE VI, 2C (2) (p.11)

ARTICLE VI
(As Amended)

Section 2C. The Faculty Review Committee

(2) Function and Procedure. The function of the Review Committee is to advise the Trustees, Administration, or a member of the Faculty where questions of adherence to the accepted Principles of Administration of Rollins College arise in matters involving reappointment of a faculty member not on tenure, or the acquisition of tenure.

A member of the Faculty, not on tenure, who feels that such a decision in his case has been arrived at in violation of the accepted Statement of Principles of Administration may request a hearing from the Faculty Review Committee.

The Committee will review the facts and make a report and recommendations to the President. The decision of the President, with the recommendations of the Review Committee and the department or ad hoc committee shall be placed before the Trustees for final decision.

(2) ARTICLE VI, Section 2 F (2) (p.13) - Delete paragraph middle of page which starts: "All students will file their Upper Division papers..."

The Committee recommends that all transfer students accepted at whatever level be required to meet all the requirements established by the Faculty for graduation in order to receive their degrees from Rollins College. This will include, English Composition and Literature, Foreign Language or Area Studies, a year each in Natural Science or Mathematics, Social Science, and the Humanities, and satisfaction of the requirement for a major in the field selected.

ROLLINS COLLEGE

FACULTY BY-LAWS

AS APPROVED MAY 31, 1955

BY THE TRUSTEES OF ROLLINS COLLEGE

- ARTICLE I. GENERAL GOVERNANCE
- ARTICLE II. MEMBERSHIP AND SUFFRAGE
- ARTICLE III. RESPONSIBILITIES, RIGHTS AND DUTIES
- ARTICLE IV. OFFICERS
- ARTICLE V. MEETINGS
- ARTICLE VI. COMMITTEES OF THE FACULTY
- ARTICLE VII. METHOD OF AMENDING BY-LAWS

ARTICLE I.GENERAL GOVERNANCE

As stated in the Trustee By-Laws, the Faculty may adopt for its own government such principles and by-laws as shall seem desirable to promote efficiency and facilitate its work, provided, however, that all such by-laws and principles shall be subject to the rules and regulations and requirements set out by the Board of Trustees or from time to time changed by such Board and provided further that such by-laws and principles set forth by the Faculty shall not be in violation of the constitution or by-laws of this corporation or any law of the State of Florida. The records of the Faculty and its meetings shall always be open for the inspection of any Trustee and all of its acts shall be subject to approval or revision by the Board.

ARTICLE II.MEMBERSHIP AND SUFFRAGE

The following shall comprise the Faculty of Rollins College, shall have the right to attend faculty meetings, to vote on all matters pertaining to the Faculty, and, unless otherwise specified in these By-Laws shall possess all the usual rights and privileges accorded faculty members:

Section 1. Teachers engaged by the College at a stated salary who are teaching regularly scheduled courses as part of the Rollins curriculum for which credit is given toward a degree.

Section 2. Librarians of faculty rank.

Section 3. Athletic coaches who are academically and professionally qualified.

Section 4. The following administrative and executive officers:

The President or Acting President
The Dean of the College
The Vice President/s
The Treasurer
The Dean of Men
The Dean of Women
The Dean of the Chapel
The Registrar
The Director of Admissions
The Director of the Conservatory
The Librarian

ARTICLE I, Sec. 4

(Continued)

These officers shall not acquire tenure by vertue of their administrative or executive offices.

Section 5. Other administrative or executive officers who may be elected to faculty rank, but without tenure, by a vote of the Faculty on nomination by the President. These other officers may be removed from faculty rank by a vote of the Faculty.

Section 6. Faculty members engaged for part-time shall not vote until their second term of teaching.

Teachers engaged only for off-campus or special courses shall be considered non-voting members of the Faculty.

ARTICLE III.

RESPONSIBILITIES, RIGHTS AND DUTIES

Section 1. Academic Authority and Responsibility. Subject to the regulations of and under the authority vested in it by the Board of Trustees, the Faculty shall be charged with the proper functioning of sound academic procedure within the College as a whole.

A. It shall prescribe the qualifications for admission of students to the College.

B. It shall be responsible for devising and approving a curriculum of studies.

C. It shall establish suitable requirements for the pursuit of these studies.

D. It shall prescribe the attainments requisite for graduation, and shall nominate and recommend to the Board of Trustees candidates for all degrees in course, and for all other diplomas to be issued on the satisfactory completion of courses of study. These diplomas shall be signed by the President, the Dean of the College, and the Secretary of the Board of Trustees.

Section 2. Disciplinary Authority and Responsibility. The Faculty shall be responsible for the maintenance of good order and discipline within the student body and shall promote the welfare of those under instruction.

ARTICLE III.

(Continued)

- Section 3. The College Calendar. The Faculty shall fix the college calendar, except that commencement day or the day of conferring degrees shall be the last Thursday in May or the first Thursday in June. The Faculty at any time may recommend to the Executive Committee of the Board of Trustees a change in the date of commencement.
- Section 4. Election of Committees. The Faculty shall elect such committees as it deems necessary to carry out its assigned responsibilities. (See Article VI, Committees of the Faculty.)
- Section 5. Emergency Policy. In times when financial emergency may result in possible freezing or lowering of salaries, or dismissal of faculty on tenure, it is an historic and fundamental policy of Rollins College that the Trustees, Administration and Faculty work in cooperation for the good of the College, and that the Trustees and Administration consult the Faculty and ask for its best thinking and planning to aid in meeting the emergency.
- Section 6. Final Authority. The final authority in all matters coming within the jurisdiction of the Faculty shall be decided by a majority vote in a faculty meeting as provided in Article V, subject to the following checks and balances:
- A. The President has the power of veto. If the President wishes to veto a measure passed by the Faculty, he should do so by giving his reasons in writing to the members of the Faculty.
 - B. Should any measure so vetoed be reconsidered and passed by a majority of the Faculty, enforcement of the measure shall stand suspended until decided by the Trustees.
 - C. In this situation, the Faculty may have its views submitted to the Trustees by a representative, or representatives, elected from and by the above majority of the Faculty.
 - D. For this purpose the Executive Committee of the Board of Trustees shall be requested to meet as soon as practicable upon a request by the President or the Faculty representative and to exercise its customary powers of acting for the whole Board between regular meetings. See also Article I, Section 6, of the Trustee By-Laws.

ARTICLE IV.

OFFICERS

(For the appointment and duties of the Officers of the College see By-Laws of Rollins College and the Statement of Principles provided for at the meeting of the Trustees on May 31, 1955.)

Section 1. The Student Deans.

7. Appointment 2
Duties, Powers and Responsibilities. Under the jurisdiction of the Faculty, the Dean of Men and the Dean of Women shall be responsible to the Dean of the College and, through him, to the President. They shall have charge of the housing, the health, the discipline, the social activities, and the counselling of the students. They shall be on call at all times for emergencies affecting student welfare.

In consultation with the Dean of the College they shall recommend annually the appointment of resident heads of the dormitories, who shall be appointed by the President. The resident heads of the women's dormitories shall be directly responsible to the Dean of Women, and the resident heads of the men's dormitories shall be directly responsible to the Dean of Men.

Section 2. The Registrar.

Appointment 1
Duties and Responsibilities. The Registrar shall be responsible to the Dean of the College and through him, to the President and the Faculty. He shall have the responsibility for all the academic records of the students, for registration, student loads and such other academic duties as the Dean, the President or the Faculty prescribe.

Section 3. The Director of Admissions.

Appointment 1
Duties and Responsibilities. The Director of Admissions shall be responsible to the Dean of the College and, through him, to the President and the Faculty. He shall have supervision of, and be responsible for, the operation of the Admissions Program of the College.

Section 4. The Secretary of the Faculty.

A. Election. At the regular May faculty meeting the Faculty shall elect a secretary to assume

ARTICLE IV, Sec. 4 A
(Continued)

office immediately and serve for the ensuing year or until a successor is elected.

B. Duties.

(1) The Secretary shall keep minutes of all faculty meetings and shall send a copy of the minutes to each faculty member and each Trustee after each meeting.

(2) The Secretary shall send notices to each faculty member of the time and place of meetings. Notices of regular meetings shall be sent at least forty-eight hours before the time of meetings. For a special meeting, the reason for the meeting shall be indicated on the notice. In addition, important business coming to the Faculty for action should be indicated on the notices for all meetings.

ARTICLE V.

MEETINGS

Section 1. ~~Meetings. There shall be a regular meeting of the Faculty once a month during the college year. Special meetings may be held at any time during the college year.~~

Section 2. Calling of Meetings.

A. Regular meetings shall be called by the President, or, in his absence, by the Dean of the College.

B. Special meetings may be called by the President, or, in his absence, by the Dean of the College.

C. The President, or in his absence, the Dean of the College, shall call a special meeting upon written petition by ten (10) faculty members.

D. ~~In the absence of both the President and the Dean, the Secretary of the Faculty shall call regular meetings, and upon written request of ten (10) faculty members shall call special meetings.~~

Section 3. Presiding Officer. The President shall preside at faculty meetings. In his absence, the Dean

ARTICLE V, Sec. 3

(Continued)

of the College shall preside. In the absence of both, the Faculty shall elect a chairman pro tem.

Section 4. Quorum. A quorum for a faculty meeting shall consist of a simple majority of the voting members of the Faculty for any given term.

Section 5. Rules of Order. Robert's Rules of Order, when not in conflict with these By-Laws, shall be used as authority for the conduct of meetings of the Faculty.

ARTICLE VI.

COMMITTEES OF THE FACULTY

The Committee System. (See also Article III, Section 4.) In order to function more efficiently without sacrificing the democratic principle of representation, the Faculty has delegated certain of its functions to committees.

Section 1. A. General Organization and Functions.

(1) (a) Committees are either standing or special. The former shall be chosen annually; of the latter, some shall be constituted annually, others as needed to serve for a particular occasion.

(b) Committees are elective or appointive. Both elective and appointive committees may include ex officio members.

(2) In order to insure continuity of thought and action, members shall be elected or appointed for such a definite term of years as is designated for each specific committee.

(3) (a) Balloting for elective committees shall be conducted by the Faculty as a whole, except for the members of the Faculty-Administration Committee who are Division Chairmen.

(b) Appointive committees shall be appointed by the President or as in (8) below.

(4) Eligibility for membership on standing committees, elective or appointive, shall be limited except as otherwise specified to members of the Faculty and of the Administration who are voting members of the Faculty.

ARTICLE VI, Sec. 1 A
(Continued)

- (5) No member of the Faculty may serve on more than three of the standing committees at any one time.
- (6) Unless otherwise stated, chairmen of elective committees are elected by the committees, and chairmen of appointive committees may be designated by the President.
- (7) Unless otherwise stated, each committee shall determine its own procedure. Previously adopted procedures should be kept on file for guidance.
- (8) Each committee is empowered to appoint sub-committees.
- (9) All committees shall report to the Faculty as promptly as possible any important actions or deliberations.
- (10) The President is Ex Officio a member of all standing committees.
- (11) The Faculty-Administration Committee may act in an advisory capacity for the selection of committees.

B. Method of Nominating and Recommending
Members of Standing Committees.

The Faculty-Administration Committee shall submit to the Faculty nominations of at least one member of the Faculty eligible to each of the various elective committees. Additional nominations may be made from the floor.

These nominations and recommendations shall be made prior to the last faculty meeting of the academic year and the list submitted to the Faculty with the notice of meeting. The new committees shall begin their functions after the first faculty meeting in the academic year for which they are elected unless otherwise specified. The Faculty-Administration Committee shall recommend names to fill vacancies on any committee at any time during the year if it seems desirable.

This Committee shall make its nominations and recommendations with a view both to maintaining established principles through continuity of membership and to securing distribution in order that representation may be wide and that all members of the faculty may share in committee work.

ARTICLE VI
(Continued)

Section 2. Elective Committees.

A. The Faculty-Administration Committee.

(1) Membership. The Committee shall consist of the President of the College, the Dean of the College as Chairman, eight elected faculty members, and one appointed member-at-large.

The Committee shall annually elect a Vice-Chairman.

The eight members of the Faculty, each elected for a term of three years, shall include three elected from the Faculty at large and the elected Chairman of the following Divisions or their representatives:

Communication and Literature (English, Languages, Speech and Radio);

Personal Relations (Religion, Philosophy, Psychology, Education, Physical Education, the Library);

Social Relations and Business (History and Government, Economics and Business Administration, Sociology, Geography);

Science and Mathematics (Astronomy, Biology, Chemistry, Geology, Physics, Mathematics);

Expressive Arts (Art, Music, Theatre Arts).

(2) Purpose. The Faculty-Administration Committee shall be a representative body which shall have as its purpose and functions the formulation and recommendation of any policy which concerns the powers and duties entrusted to the Faculty by the Charter and By-Laws of Rollins College.

(3) Duties. It shall be the duty of the Faculty-Administration Committee to study all matters charged to it by the Faculty, as well as to formulate and to recommend policy for subsequent action by the Faculty at large.

(4) Method of Selection:

(a) Each Division shall nominate and elect, by majority vote, prior to April 15, a Division Chairman.

ARTICLE VI, Sec. 2 A (4)
(Continued)

(b) The members of the Faculty at large shall be elected prior to Commencement by the Faculty as a whole.

(c) The member-at-large shall be appointed by the President for a term not to exceed three years.

(d) No elected member may be elected to succeed himself.

(e) All members shall take office immediately following Commencement.

(5) Responsibilities of Division Chairmen.

So far as it concerns his duties on the Faculty-Administration Committee, each Division Chairman shall represent his Division and shall be charged with the obligation of presenting Division thinking to the Committee.

The Division Chairman shall call Division meetings and report back to his Division all important matters under discussion by the Faculty-Administration Committee. He shall call any other meetings upon the request of any member of his Division.

(6) Change in Divisional Organization and Recall of Division Chairmen.

Any proposed change in the existing organization of the College into Divisions shall be decided by the vote of the Faculty of the College.

It shall be the right of a Division to recall its Chairman and to elect a successor by majority vote of said Division.

B. The Faculty Advisory Committee on the General Welfare of the College.

(1) Purpose. The purpose of this Committee is to furnish the President with personal advisors to whom he can turn for advice, and by whom individual faculty members may have problems brought to the President's attention through an established channel.

(2) Membership. Membership shall consist of three faculty members who have had tenure at least three years. They shall be nominated by the President and elected by the Faculty. One

ARTICLE VI, Sec. 2 B (2)
(Continued)

member shall retire each year and the retiring member shall not be eligible to succeed himself.

(3) Duties.

(a) The President may confer with this Committee on any matter concerning the proper functioning of the College.

(b) In lieu of making formal request to this Committee, any member of the Faculty may consult with individual members of the Committee. A member so consulted may, at his discretion and with the consent of the faculty member who consulted with him, lay the matter before the Committee as a whole or consult with the President.

(c) This Committee shall act in an advisory capacity only. While it may advise the President or consult with him at the request of a faculty member, problems for which standing or special committees are established shall be considered and handled by the appropriate committee.

C. The Faculty Review Committee.

(1) Membership and Election. The Faculty Review Committee shall consist of five full professors on tenure and one alternate from the same group. The members and alternate shall be nominated and elected by the Faculty from a list of those eligible. Both nominations and elections shall be by ballot, one each year to serve five years. The alternate (who should not be in the same department represented by any other committee member) shall be elected each year and shall serve whenever a problem is presented upon which one of the members of the Committee has passed judgment as a member of a department or ad hoc committee which made the recommendation to the President.

A member elected to the Committee shall retire at the beginning of the academic year in which he will reach or has already reached the age of sixty-five and a new member will be elected to serve the unexpired term.

No member may be elected to succeed himself.

ARTICLE VI, Sec. 2 C

(Continued)

(2) Procedure. When a faculty member thinks that an administrative decision concerning acquisition of tenure has been made on insufficient or faulty evidence or in violation or misinterpretation of the By-Laws of Rollins College (Trustees) or of the Statement of Principles, he may so indicate to the Faculty Review Committee which will investigate the matter thoroughly and make recommendations to the President.

The decision of the President, with the recommendations of the Review Committee and the department or ad hoc committee, shall be placed before the Board of Trustees for final decision.

D. Joint Committee with Trustees and Students.

(1) Faculty membership shall include three members of the Faculty of any professorial rank. One member shall be elected from and by the Faculty-Administration Committee each year, and two shall be elected from the Faculty as a whole for a term of two years, one member to be elected each year.

(2) This Joint Committee will meet on the request of any of its groups - Trustee, Faculty, Student - either singly or in any combination, and in any event there shall be a combined meeting at least once each term. It shall be the duty of these groups to confer on mutual problems and to foster better relationships and cooperation between the groups represented. If any problem arises requiring specialized or wider information, other members of the Trustees, Faculty and Student body, or the Administration and Staff, may be invited to attend.

(3) Matters which in the judgment of this Committee fall within the province of another standing committee of the Faculty shall be referred to the appropriate committee for study, prior to a conference among the Joint Committees.

E. Student-Faculty Discipline Committee.

(1) Membership of this Committee shall be constituted as follows: four members of the Faculty (two men and two women) to be elected by the Faculty for a two year term; five students from the Upper Division (at least two of whom shall be men and two, women) to be elected by the Student

ARTICLE VI, Sec. 2 E (1)
(Continued)

Council; and ex-officio, but without vote, the Dean of the College as Chairman, the Dean of Men and the Dean of Women.

(2) Duties and Authority. The Student Faculty Discipline Committee, whenever requested by a Dean, or by the student involved, or upon its own initiative, shall pass upon student cases involving possible suspension or expulsion from the College for reasons of serious social or ethical misconduct. Decisions of this Committee may be reviewed by the Faculty as a whole.

F. Faculty Committee on Admissions, Academic Standing, and Scholarship and Financial Aid.

(1) Membership shall consist of the Dean of the College as Chairman, the Registrar as Secretary, the Dean of Men, the Dean of Women, the Director of Admissions, the Treasurer or his delegate, and six members of the Faculty.

The Faculty shall elect two members each year for a term of three years. A faculty member shall not succeed himself.

(2) Duties. This Committee shall apply the academic standards of the College as set forth by the Faculty, with the responsibility to authorize the Dean of the College or the Registrar to warn, suspend or dismiss; admit on, warn of, place on, or remove from probation; accept on trial or remove from on trial, any students who have failed to meet or are in danger of not meeting the academic standards of the College.

This Committee shall meet regularly after each mid-term and end-of-term to scrutinize and evaluate the records of those students, reported by the Registrar, who are below or near the minimum of the above standards. Other meetings may be called as needed.

This Committee shall pass on all applications for admission, scholarship and financial aid.

To facilitate the work of this large Committee, it shall be divided into three sub-committees as follows:

sub-committee
Admissions: The Director of Admissions, the Dean of the College, the Registrar, the

ARTICLE VI, Sec. 2 F (2)
(Continued)

Student Deans, and two members of the Faculty appointed by the Dean of the College from those elected by the Faculty.

When there is no question on qualifications of the applicants, the Director of Admissions shall be delegated the authority of admission. Doubtful applications shall be handled by this sub-committee or referred to the Committee as a whole.

Academic Standing: The Dean of the College, the Registrar, the Student Deans, and three members of the Faculty appointed as above.

They shall handle the routine work, but in cases of suspension or dismissal the problem shall be referred to the Committee as a whole in consultation with the adviser.

All students will file their Upper Division papers with the Registrar's office. The Registrar will evaluate each record quantitatively and qualitatively. A student with a record which meets the qualitative standards for admission to the Upper Division will be automatically admitted to this program and so notified by the Registrar. This sub-committee shall consider all doubtful cases, and may call in other faculty for consultation and may interview the student. The student will be notified of the action of this sub-committee by the Registrar.

Scholarship and Financial Aid: The Treasurer or his delegate, the Dean of the College, the Registrar, the Director of Admissions, and two members of the faculty appointed as above.

This sub-committee shall allocate the funds available and shall review and enforce the scholarship standards set by the Faculty. Doubtful cases shall be referred to the Committee as a whole.

The sub-committees shall report all actions taken, to the Committee as a whole, and the Committee as a whole shall, after each term, present a summary report to the President and to the Faculty.

ARTICLE VI
(Continued)

Section 3. Appointive Committees.

A. Committee on Honors Work.

(1) Membership shall consist of three members of the Faculty, each representing a different area of study (Humanities, Human Relations, and Science), appointed for three years, one retiring each year.

(2) This Committee shall exercise supervision over the Honors Work Plan as approved by the Faculty.

B. Library Committee.

(1) Membership shall consist of the Librarian (ex officio) and three members of the Faculty appointed for three years, one to be appointed each year.

(2) This Committee shall be advisory in the formulation of policies affecting the Library.

C. Committee on Intercollegiate Athletics.

(1) Membership shall consist of three members of the Faculty, other than members of the Physical Education Department, appointed for three years, one to be appointed each year.

(2) It shall be the duty of this Committee to supervise the certification of eligibility of students for participation in intercollegiate athletics in accordance with the rules of the College and the rules of all associations of which Rollins may be a member; to approve schedules; and to act as an advisory committee to the President in all matters pertaining to intercollegiate athletics.

D. Committee on Student Publications.

(1) Membership shall consist of the Faculty Advisers of the approved student publications, the Faculty Adviser-at-large to the Student Publications Union, and the Treasurer of the College (ex officio) or his delegate.

(2) The function of this Committee, through the individual faculty advisers, is to encourage and aid the student editors in the search for material, to consult with the editors on questionable and delicate editorials, articles or

ARTICLE VI, Sec. 3 D (2)
(Continued)

other subject matter relative to college or community matters; to assist with printing contracts, formats, circulation, advertising (especially national advertising), and anything, in addition, upon which the editors seek counsel.

~~F. Ad Hoc Committees. (See Article II, Section 3-B, Statement of Principles)~~

~~F. Other Committees. The President shall appoint annually such special committees of the Faculty as may be necessary for the proper administration of the College.~~

ARTICLE VII.

METHOD OF AMENDING BY-LAWS

These By-Laws, or any provision thereof, may be abrogated or amended by the Trustees, or amended at any regular or special meeting of the Faculty by a majority vote of the entire voting membership of the Faculty, provided that notice of the meeting shall be sent to each Faculty member ten (10) days prior to the meeting and shall contain a copy of the proposed amendment or amendments. The amendment ultimately made need not be in the exact form in which it was sent to each Faculty member as above provided, but must deal with the same subject matter; provided, however, that no amendment adopted by the Faculty shall become effective until approved by the Trustees.

The Dean of the College becomes a member of all (?) ad hoc committees appointed by the President whenever the latter deems it necessary