Time, Place, and Manner of Meeting

Section 1. The regular meetings of the Board of Regents shall be held each year at 10 a.m. on the third Tuesday of every month during the school year, the meeting, except when determined otherwise, to be held at Austin; and the board shall continue in session, except during the Commencement and graduating exercises, until the business before it shall have been disposed of. (Adopted November 19, 1923.)

ARTICLE III

Section 1. Add to the list of standing committees a Committee on the College of Mines and Metallurgy.

Section 4. Add: The President is to be requested, in sending recommendations for the approval of the Executive Committee between meetings, to forward a copy to each other member of the board except in the case of transfer items amounting to only $500 or less. (Adopted May 24, 1921.)

ARTICLE IV

Section 2a. All meetings of the Board shall be regarded as executive unless announced by the Chairman to the contrary at the beginning of a meeting. (Adopted August 1, 1925.)

Section 5a. The Board shall not consider matters not placed in the President's hands at least one week in advance of the meeting of the Board at which action is desired. (Adopted August 13, 1923.)

Section 5b. The minutes of the Board shall not be printed and publicity shall be given through the publicity committee only. (Adopted February 19, 1924.)

AMENDMENTS TO THE RULES AND REGULATIONS OF THE BOARD OF REGENTS

ARTICLE I

Section 5a. No rules or regulations dealing with the conduct of faculty or students shall be put into operation until they shall have first been approved by the Board of Regents. (Adopted November 19, 1923.)

Section 6. All appointments, promotions, and dismissals, except as otherwise specified herein, shall be made by the Board upon recommendation of the President, but after two nominations by the President have been declined, it shall then be optional with the Board to initiate movements of this kind, should they see fit. (Adopted April 24, 1898.)

Section 7. All University positions shall be kept upon the merit basis. No officer or employee shall be removed except for good cause; and whenever an appointment is made it shall be made solely with regard to the special fitness of the appointee. Appointment of a relative of a member of the Board, or any other person occupying an influential position in the University, is wholly disapproved.

No infidel, atheist, or agnostic is to be employed in any capacity in the University of Texas, and no sectarian qualification shall ever be required of persons now serving or who shall in the future be
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members of the faculty and other persons employed

by the Board, or whose employment is sanctioned by the budget adopted,

are subject to all the rules and regulations of the Board of Regents.

Section 6a. The importance of rest and recreation to teachers is

recognized, and it is desired that all shall have reasonable vacations,

and shall use their vacations rationally to promote the ends for which

they were afforded; but it must not be supposed that the vacation of the

faculty extends from Commencement Day to the day on which instruction

begins in the fall. All members of the faculty are expected to be in

actual attendance up to the 15th day of June and on and after the 15th

day of September, except on leave extended for special reasons by the

President of the University; and during the intervening time they shall

keep the President notified of their whereabouts and shall respond

quickly for service. (Adopted June 12, 1921.)

ARTICLE II

Officers of Administration

Section 1. The President of the University shall be the expert

adviser and responsible agent of the Board of Regents and the chief

executive of the University. He shall be held responsible by the Board

for the carrying out of its policies, and his discretionary powers shall

be broad enough to enable him to meet his extensive responsibility

All other officers, teachers, and employees shall be responsible to and

under the direction of the President, and all communications between

the regents relating to the University shall pass through his hands for

any endorsements he may deem it proper to make. He shall recommend suit-

able persons to fill vacancies, and is authorized to fill vacancies tem-

porarily and make other arrangements in all emergencies between the meetings

of the Board, so that the work of the University shall not suffer. He

shall be prepared to give the Board information regarding the competence

and loyalty of officers, teachers, and employees; shall hold all of them

to the full discharge of their duties; and, if in his judgement the

necessity arise, shall initiate steps for a change of any of them. He

shall be a member and chairman ex officio of the general faculty,

and shall see to the execution of all regulations originating therein.

He shall keep in sympathetic touch with the students, so far as their

number permits, and shall personally and in cooperation with other officers

and teachers help them to become loyal, useful, and efficient citizens.

He shall attend all meetings of the Board of Regents and shall follow its

directions in any particular matter, but the Board will not undertake,

ordinarily, to direct the details of executive action, and the President is

expected to act with perfect freedom within the lines of the general

policies it lays down. At the regular meeting of the Board of Regents

in connection with the Commencement at the Main University, he shall pre-

sent a comprehensive annual report embodying a survey of the academic year

in all departments, together with estimates and recommendations for the

succeeding year. (Adopted April 27, 1920.)

Section 2. The deans of the several colleges and schools shall

proside at the meetings of their respective faculties; shall plan for

and see to the execution of the regulations affecting their colleges and

schools; shall concern themselves with the interests and attention to

duty of individual students; and shall see that the courses of instruction

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are as well correlated as practicable. They shall receive from each department the reports hereinbefore provided for, and shall transmit the same to the President with such recommendations and suggestions as they may deem wise. They shall make careful investigations of all nominations for promotions and appointments to their respective faculties; and shall transmit these nominations to the President, together with such information, ten and recommendations as may enable him to make intelligent decisions.

It shall be the duty of each dean to present to the President on April 1 of each year a complete written report of the condition of the college or school under his supervision, containing a detailed statement of the activities during the current year, an estimate of the expenditures required for the succeeding year for equipment, salaries, etc., recommendations for promotions and appointments in the faculty, and such other information and constructive suggestions as may be necessary for the best conduct and development of the college or school. In addition to the foregoing annual report, each dean shall on April 1 of each even numbered year present to the President a detailed estimate of the needs of his college or school for the next succeeding legislative biennium. (Adopted April 27, 1920.)

The Dean of the College of Physical Activities shall have general charge of official athletics for men and women, as part of his administrative duties. Assisted by a member of the general faculty, appointed by the President, he shall pass upon the scholastic and non-scholastic eligibility of each candidate for official athletic teams and squads, certifying a list of eligibles in quadruplicate to the President, and coach concerned of the University and of the competing tertiary institution.

At the close of each long session, all the records of the Dean of the College of Physical Activities relating to the intercollegiate athletics shall be filed in his office for future reference. (Adopted July 29, 1924.)

The deans shall be elected by the Board of Regents, upon nomination of the President, and shall serve for two years. (Adopted April 27, 1920.)

Section 23. The Dean of Students shall be appointed by the Board of Regents upon the recommendation of the President. The tenure of office of the Dean of Students shall be subject to the same regulations as is the tenure of the office of the full professor. He shall be a voting member of the general faculty, and shall teach at least one full course each long session. He shall exercise general oversight with respect to the conduct of men students. In this work he shall devote the greater part of his time and attention. It shall be his duty, in reasonable and sympathetic manner, to aid and advise students concerning important social and other relations growing out of their membership in the University community, encouraging them to develop a high sense of responsibility for the good name of the University, as well as a sound and militant public opinion, which gives proper recognition to the conduct becoming a gentleman. He shall be responsible, under the President, for the enforcement of discipline in general, subject to faculty regulations approved by the Board of Regents. In discharge of his duties he shall act as the friend of the student, not as a police officer bent on bringing the offender to justice. In the consideration of cases before the Students' Councils or before the Discipline Committee, he shall serve neither as a prosecuting attorney nor as the attorney for the student, but he shall assist those bodies in developing facts, in order that a just decision may be rendered in each case. He shall cooperate and advise with the Dean of Women. While he shall be responsible, under the President and the Faculty, for the general conduct and discipline among women students, as well as among men students, he shall, as far as possible, exercise all authority and control over women students through the Dean of Women. He shall cooperate with the President, with other deans, and any faculty committees having to do with student activities or conduct, such as the following: Committee on Sich Students (Men); Committee on Student Activities; Committee on Boarding Houses; Committee on Fraternities and Sororities. He shall enforce the regulations of the Faculty and the Regents governing the conduct of individual students or of groups of students, in order that breaches of discipline may be prevented. For his own use and for the use of others directly concerned, he shall keep on file such data concerning each of the men students as will be sufficient to perform the duties of the office of Dean of Students. He shall make an annual report touching of student life in the University and of his budgetary needs. (Adopted December 19, 1928.)
Section 3. The Dean of Women shall be appointed by the Board of Regents upon the recommendation of the President. The tenure of office of the Dean of Women shall be subject to the same regulations as is the tenure of office of the full professor. She shall be a voting member of the faculty. She shall have general oversight of all women students. In the formulation and administration of policies she is to act with the advice and consent of the Dean of Students. For her own use and for the use of others directly concerned, she shall keep on file such data concerning each of the women students as will be serviceable in the administration of the office of the Dean of Women. She shall make an annual report to the Dean of Students. (Adopted December 19, 1920.)

Section 4. The director of extension shall be the administrative head of all those extramural activities of the University which are new or may hereafter be assigned by the Board of Regents to the Bureau of Extension (now known as Division of Extension), and shall in general perform all the duties assigned to the deans of colleges and schools in so far as the same may be applicable, and in particular shall endeavor to carry the benefits of the University to the people of Texas to such an extent as the resources of the University may permit. He shall make an annual report to the President on April 1, and shall present biennial estimates, as required of the deans on April 1 of each even-numbered year. (Adopted April 27, 1920.)

Section 5. The registrar shall see to the execution of all regulations dealing with the admission of students to all colleges and schools of the University, and shall have charge of the admission examinations, the removal of admission conditions, and the registration of students. He shall keep permanent, systematic, and convenient records, containing the class grades of each student and all other recordable information about him that he or the University may at any time need. The records shall be so kept as to enable authorized persons to get from them the maximum of legitimate information about students with the minimum expenditure of time and effort. The registrar is authorized to call upon other officers and upon teachers and students for such information as he may need for the performance of these duties. The registrar shall, where not otherwise provided, pass upon all candidates for scholarships and all applications for loans, and shall keep a complete record of all scholarships and loans. He shall serve as secretary of the Publications Committee of the general faculty, and shall, under the regulations of the committee, edit and supervise the preparation of all official series bulletins, including the long session and summer session catalogues, the annual directory, and the final announcement of courses. He shall also serve as chairman of the Schedule Committee of the general faculty, and shall, under the regulations of the committee, prepare all schedules of hours and rooms for classes and for examinations. He shall serve as a member of the administrative council. He shall make an annual report to the President on April 1, and shall present biennial estimates on April 1 of each even-numbered year. (Adopted April 27, 1920.)

Section 6. The auditor shall be the receiving and disbursing agent for the University for all moneys, and shall have charge of the accounting department of the institution. He shall devise and have kept a complete set of double entry books, embracing the voucher system, which shall show all the financial transactions of the University of Texas and its branches, and in such books, under proper and appropriate headings, shall be entered and kept a full, complete, and properly classified system of accounts, showing all properties of the University of Texas, and in such manner and at all times to set forth clearly, truthfully, and fully all the assets and liabilities of the University. He shall sign and keep a carbon duplicate of all purchase requisitions. He shall audit the accounts of all expenditures, and see that they are charged to and covered by proper appropriations, that all items for such expenditures are clearly for the purpose for which the appropriations have been made by the Board of Regents, and that they have been properly approved by the persons responsible for such expenditures; but in no case shall the auditor approve bills or pay out funds without previous authorization of the Board of Regents or other officially designated authority, and he shall be responsible for the proper accounting of every sum received or disbursed by him. He shall...
submit to the business manager, before payment, all expense accounts of those connected with the University and all other bills against the institution whenever any of the items seem to be excessive.

He shall prepare proper books and blanks for keeping a record of the receipts and disbursements of all moneys for which the University itself or any officer as agent for the University shall be responsible, such as the University Commons, the Women's Building, the University Hall, rents from property belonging to the University, fees and deposits, gate receipts, of the like, and shall have authority to require the managers to furnish him such reports and statements as may be necessary to give him a clear insight into their financial condition.

The auditor shall enter into a bond in the sum of fifty thousand dollars ($50,000), with four or more good and sufficient sureties, or a satisfactory bond from an acceptable surety company authorized to do business in Texas, that he will fully and faithfully perform all the duties now required of him or which may hereafter be required of him by the rules, regulations, and resolutions of the Board of Regents; that he will faithfully and honestly keep, account for, and turn over to his successor, or to such person as the Board of Regents shall direct, and according to the direction of the Board, all the moneys, property, vouchers, and papers belonging to the University, for which he is responsible; and that he will keep a full set of books which shall correctly set forth all the financial and property accounts, transactions, and dealings of the University with all persons, as required by the Board.

Section 7. The business manager shall supervise all strictly business operations of all branches of the University not specifically designated to some other officer, and shall maintain the maximum of efficiency in those operations consistent with the controlling educational purposes of the institutions. He shall be expected to act freely and responsibly within his field of labor, and shall have full control of all employees under his supervision, with authority to make such changes in the personnel at any time as he may think consistent with the best interests of the University, subject to the approval of the president and the Board of Regents.

The auditor shall approve, before payment by the auditor, all bills against the institution whenever any of the items in the judgment of the auditor are excessive.

The business manager shall act as purchasing agent for all general supplies and for all materials for use of the University except such materials and equipment for departments and laboratories or otherwise specifically assigned to some other officer, such as the payroll to be signed by the President, books to be purchased by the librarian, and technical equipment by departmental chairmen; but no purchases shall be made except upon an order signed by the auditor, of which the latter shall keep a carbon duplicate. As purchasing agent the business manager shall determine and specify standard types of equipment such as desks, chairs, blackboards, etc., bearing in mind both economy and suitability, and shall keep on hand minor supplies such as pens, pencils, paper, etc., and materials for the workshops under his charge, and give them out proper regulation to the various individuals entitled thereto.

The business manager, as superintendent of buildings and grounds, shall care for all buildings and grounds occupied by the University and for all residences and other leased buildings in Austin owned by the University, and shall supervise all minor improvements and repairs in connection therewith. He shall be responsible for the funds provided for these purposes, and shall arrange by contract or otherwise, for their expenditure. Within the limits of the appropriations made by the Board, it shall be his duty to have repairs made in time to prevent, as far as possible, depreciation of the University property. He shall also have charge of the operation of:

a. The heating and power and other services to the University buildings including heat, light, power, water, gas, and telephones.

b. The repair shops and general store rooms including necessary carpenters, cabinet makers, machinists, plumbers, painters, electricians, and other repair men, either under direct employ of the University or under contract.
The business manager shall organize and supervise any central typing and stenographic office that may be established and shall have general supervision of the University Printing Office and Bindery, and shall assist in determining what work shall be performed by the University directly and what shall be performed by the University under contract. The business manager shall have general charge of the University lands, bordering on the Colorado River, known as the Brackenridge Lands; shall care for and make such leases of the same as the chairman of the Land Committee may endorse, but all rents therefrom shall be collected by the auditor. He shall also have charge of all residences or other property of the University in Austin, which may be for lease, making leases therefrom under supervision of the chairman of the Land Committee, but all rents therefrom shall be collected by the auditor and copies of all leases shall be deposited with him.

The business manager shall be custodian and shall be responsible for the safe keeping of all property belonging to the University of Texas; shall keep a true and correct inventory thereof and present the same to the October meeting; and shall have the authority to require the chairman of the departments, special agents, and employees, at least annually, and oftener if necessary, a full statement of the property in their immediate possession belonging to the University. The business manager shall enter into a bond in an amount to be fixed by the Board of Regents that he will fully and faithfully perform all the duties required of him or which may hereafter be required of him by the rules, regulations and resolutions of the Board of Regents, and that he will faithfully and honestly keep, account for, and turn over to his successor or to such person as the Board of Regents shall direct, and according to the direction of the Board, all the property, vouchers, and papers belonging to the University, for which he is responsible.

The business manager shall make an annual report to the President on April 1, and shall present biennial estimates on April 1 of each even numbered years. (Adopted August 13, 1923).

Section 7a. The Building Committee of the Faculty shall be appointed by the Board of Regents and shall include a member of the Department of Architecture and such other members as the board shall designate. It shall be the duty of this committee to hold necessary hearings and make proper investigations regarding the building needs of the University and to report from time to time to the President and the Board of Regents concerning its conclusions, and to recommend to the President and to the Board of Regents the order and the location for specific buildings together with its reasons for these recommendations.

c. During the planning and construction of new buildings, the Building Committee of the Faculty shall advise with the Business Manager in carrying out the construction of the buildings for the best interests of the University. Any changes in the plans of the building or of its permanent equipment shall be presented to the Committee for its advice and report before being approved by the Business Manager. In such matters the Building Committee of the Faculty shall act in such capacity as may be delegated to it by the Building Committee of the Regents.

The President and Business Manager shall be ex officio members of the Building Committee of the Faculty. (Adopted August 13, 1923).
Section 7b. The following rules govern the relations of the Architect and the Building Committee of the Faculty to each other and to the President and the Board of Regents:

a. The architect shall complete the General Building or "Plot" Plan for the entire campus according to his contract with the Board of Regents and in consultation with Professor White of the University of Illinois.

b. The Board of Regents thru the President, shall request the Faculty Building Committee to make recommendations in regard to any proposed new building and its location on the campus.

c. The Faculty Building Committee shall submit its report to the President after consultation with the Architect in regard to the location.

d. The President shall transmit to the Board of Regents this recommendation, accompanying it with his recommendations.

e. The decision of the Board of Regents shall then be communicated thru the President to the Faculty Building Committee, who shall, with the assistance of the Architect, prepare the necessary information regarding the requirements. For this purpose and in relation to all other matters specified in the other paragraphs in which the Faculty Committee is involved, one or more representatives of the department or departments concerned shall be added to the Committee by the President to serve as members of the said Committee in its consideration of any and all matters related to the specified building.

f. Floor plan sketches satisfying the requirements approved for the building shall be prepared by the Architect and submitted to the Faculty Building Committee, and when approved by the Committee, shall be submitted by him to the President for approval.

g. When the floor plan sketches have been approved by the President, the Architect shall prepare sketch elevations and submit them to the Faculty Building Committee with the written recommendations as to the materials to be used. When approved by the Committee, the sketch elevations and recommendations shall be submitted by the Architect to the President.

h. When approved by the President, the floor plan sketches, the sketch elevations, and recommendations as to material shall be submitted to the Board of Regents for action.

i. The decision of the Board of Regents and the ordering of the final working plans shall be transmitted thru the President to the Architect.

j. The final plans and specification shall be submitted to the President and the Faculty Building Committee for their comments and then presented to the Board of Regents.

k. After decision by the Board of Regents, copies of the plans and specifications shall be placed in the hands of contractors for proposals as the Board of Regents may direct.

l. Awarding of the contracts under the supervision of the Business Manager.

m. The Architect shall report to the Board of Regents in writing at each regular meeting or at any other time requested, the progress made on each building under construction and other information in connection with the building, carbon copies being furnished the President and Business Manager.

n. The Architect shall notify the Business Manager of all changes involving additions or deductions from the contract price.

o. Throughout the progress of any building contract, the work shall be inspected by a representative of the University who shall report to the Business Manager as to the carrying out of the specifications and any alterations made therein, copies of all reports being sent to the President and the Architect. For this purpose the Business Manager shall have copies of all plans and specifications and free access to necessary information. (Adopted June 12, 1924).

Section 7c. Without relieving the University Architect of any of his duties or his responsibility as set out in his contract with the Board, the following is a statement of the duties of the Board's Clerk of the Works or Superintendent of Construction:

a. To superintend the construction of the building in his charge in conformity with the plans, and specifications and such instructions as may be given by the architects.

b. To promptly report in writing to the architects for their decision any changes, adjustments or alterations necessary or required with the reason for the same fully explained.

c. To make minor adjustments when same are necessary in order not to delay progress on the building.

d. To notify the architects several days in advance of the pouring of any concrete and the starting of the face brick work.

e. To notify the architects immediately when subcontractors report for their part of the work.
f. To send the architects daily written reports regarding the progress of the work, the same to be on forms provided by the architects, the superintendent keeping a copy thereof with a copy of each progress photograph.

g. Where a superintendent does not give his full time on a building, his other duties shall be subordinated so that he shall give his full time when concrete is being poured, masonry erected and plastering and other important parts of the work are being started or placed as the architects shall direct. (Adopted February 19, 1924).

Section 6. The librarian shall have charge of and be responsible for the proper use and condition of the library. All books, pamphlets, maps, etc. (other than account books of record), belonging to the University, shall be deemed to belong to the University library. All reference books and current periodicals, magazines, and newspapers shall be used as easy of access as practicable to all patrons of the library, and no limitations not necessary to their preservation shall be placed upon their free use. Other books, except such as are referred to in the next paragraph, shall be delivered for use only upon a proper call.

Books which are purely technical and relate to the work of a single department or of a single college or school may be taken out by that department or college or school under such regulations and for such times as the librarian may determine; but the librarian shall not thereby cease to be responsible for their safekeeping and proper use.

The librarian may make and enforce such rules for the government of the library as are approved by the President. The librarian shall make an annual report to the President on April 1, and shall present biennial estimates on April 1 of each even numbered year. (Adopted April 27, 1920).

Section 8. In order that the President may have a more flexible, and, therefore, more effective, body to serve as his advisers, the Administrative Council shall consist of (1) seven administrative officers of the University, to be chosen and appointed by the President, to serve for not more than one year, their terms expiring on August 31 next following the date of their appointment, and (2) such other member or members of the faculty as may be summoned by the President to a particular meeting of the Council.

These appointed for a year shall be designated as annual members of the Council; those summoned to a particular meeting but not designated as annual members, shall be known as invited members.

At any meeting both annual and invited members shall in the case of each individual member have voice and vote.

From term to term, or quarter to quarter, the President shall designate one of the annual members of the Council to serve as Acting President in the absence of the President during such term or quarter. (Adopted September 16, 1924).

It is not the intention of the Board of Regents to define in detail the duties of the Administrative Council further than that it shall act in an advisory capacity to the President upon matters of University policy, in the equitable distribution of the resources of the University among its various departments and activities, and in matters relating to the best interests and development of the University as a whole. In addition to these duties, the Administrative Council shall act as the executive committee of the general faculty. (Adopted April 27, 1920).

Section 10. The deans of the Medical Branch and of the College of Mines and Metallurgy shall perform the duties of the deans of colleges and schools, and shall represent the President in appropriate matters during the latter's absence from Galveston and El Paso. The Administrative Councils for these branches shall consist of their respective executive committees together with the President. (Adopted April 27, 1920).

ARTICLE III

Faculties

Section 1. Subject to the supervision of the Board of Regents and the authority it has vested in administrative officers, the general charge of the Main University is entrusted to the general faculty of the Main University; the general charge of the Medical Branch, to the faculty
of that branch; and the general charge of the College of Mines and Metallurgy, to the faculty of that college; each of these bodies to consist of such teachers and other officers as may be designated by the Board of Regents. (Adopted April 27, 1920).

Section 2. Each college or school of the Main University, including the College of Arts and Sciences, shall be under the immediate charge of its college or school faculty. The faculty of the College of Arts and Sciences shall consist of the members of the general faculty who belong to this college, and of such other persons as the Board of Regents may designate. The faculty of each of the other colleges or schools of the Main University shall consist of the members of the college or school who are members of the general faculty; of other teachers with the rank of instructor in the department who have served as such for a year or more; of one teacher, to be designated by the president, for each full course required from outside the college or school for any degree offered in the college or school; and of such other persons as the Board of Regents may designate. All members of each faculty shall have a voice in its deliberations; but only those shall have a right to vote who hold a right to vote in the general faculty. Legislation exclusively affecting any college or school shall originate in the faculty of that college or school; legislation affecting more than one college or school shall originate in the general faculty or in the faculty of any college or school concerned; but no legislation shall be effective until approved by the general faculty (or, at its discretion, by its executive committee), and where necessary by the Board of Regents. Legislation affecting all colleges and schools shall originate in the general faculty. (Adopted April 27, 1920).

ARTICLE IV

Departments and Divisions

Section 1. The faculties of the various colleges and schools shall consist of such departments as may from time to time be created by the Board of Regents. (Adopted April 27, 1920).

Section 2. The staff of each department shall consist of all members who are concerned with the conduct of its work. Those members of the staff who hold a rank above that of assistant shall constitute the faculty of the department. All members of the department faculty shall have a vote who have a vote in the general faculty. (Adopted April 27, 1920).

Section 3. The chairman of each department, appointed by the Board of Regents to serve for two years, shall preside at its meetings, transmit its recommendations to the President thru the dean of the college or school; prepare under its direction the annual report of the department, and, in general, serve as the department's chief executive. It shall be the duty of all of the full professors or a department conjointly, or of its ranking professor, in case there is no full professor, to make annually to the President, thru the dean of the college or school, recommendations touching salaries and promotions in the department as may be deemed wise, and to recommend, after conference with the other members of the department staff, suitable persons for appointment to vacant positions. (Adopted April 27, 1920).

Section 4. The faculty of each department shall hold stated meetings at least once each term, and may meet at other times by the call of the chairman, or on written request of a majority of its members. It shall have power to pass regulations (subject to the rules passed by the Regents and the general faculty) governing the internal working of the department, propose new courses to the Course Committee, and make recommendations touching equipment and such other matters as may affect the welfare of the department, except in respect to salaries and promotions. (Adopted April 27, 1920).

Section 5. Before final adoption and submission to the dean of the college or school to the President, the annual report of the work of the department, proposed new courses, plans for equipment, and all recommendations of importance, shall be presented for discussion to the division of which the department forms a part. (Adopted April 27, 1920).

Section 6. To secure properly coordinated action between related departments in the College of Arts and Sciences, they shall be grouped conveniently into divisions by the Board of Regents. (Adopted April 27, 1920).
Section 7. The faculty of each division shall consist of the faculties of the departments comprising it. All members of these faculties shall have a voice in its deliberations, but only those members shall have a vote who have a vote in the general faculty. Each division shall elect its own chairman to serve for two years. Stated meetings shall be held at least once each term, and meetings may be held at other times by the call of the chairman, or on written request of a majority of the division faculty. (Adopted April 27, 1920).

Section 8. The division shall have power to recommend to the general faculty requirements for honors in the several divisions; to supervise the work of candidates for honors; to arrange and regulate such seminaries, societies, lectures, etc., as may need combined action; to nominate candidates for fellowships created primarily for the promotion of advanced work; and to make recommendations on any matters affecting the welfare of the division. (Adopted April 27, 1920).

ARTICLE V

Miscellaneous

Section 2. The chairman of each department shall keep an inventory book in which to enter in detail all apparatus and other property belonging to the department. In addition to keeping this book, the chairman of each department shall present to the business manager, at least annually, and otherwise if necessary, a complete inventory of all apparatus and other property belonging to the department, together with a statement of the condition thereof. (Adopted April 27, 1920).

Section 3. No one connected with the University, in any capacity, shall use for his own pleasure or for any other personal purpose any University property of whatsoever description; and no one shall be permitted to remove from the buildings or grounds any property belonging to the University, even though it may seem to be of no value, unless it be temporarily and pursuant to some well established regulation or usage, or with the distinct approval of the President or Business Manager of the University. (Adopted April 27, 1920).