By-Laws and Rules and Regulations of The Board of Regents for the Government of The University of Texas together with Relevant Extracts from or Citations to The Constitution and Statutes of Texas Prepared Primarily as A HANDBOOK FOR THE GUIDANCE OF THE STAFF Sixth Edition, Adopted

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The Constitution of Texas, Article VII, Section 10, makes it the duty of the Legislature to "provide for the maintenance, support, and direction of a university of the first class, to be ... styled "The University of Texas." The Legislature has vested the "government" of the University in the Board of Regents of The University of Texas (Revised Civil Statutes, 1925, Article 2584) with broad powers of "direction" (Revised Civil Statutes, 1925, Articles 2585 and 2586).

In exercising the powers of government and direction vested in the Board of Regents by statute, the Board has deemed it wise to adopt the following sixth edition of its Rules and Regulations for the Government of The University of Texas, repealing the rules and regulations of earlier editions not found herein.

(HANDBOOK FOR THE GUIDANCE OF THE STAFF, Edition of September 25, 1930.)
CHAPTER 1

DUTIES, RIGHTS, AND PRIVILEGES OF MEMBERS OF THE STAFF

SECTION 1. Appointment. The Board of Regents, after due deliberation and consultation with specially competent persons in the General Faculty and elsewhere, shall elect a President who shall hold office during the pleasure of the Board, who shall be the expert advisor and responsible agent of the Board, and who shall be the chief executive of the University.

The Board, upon the recommendation of the President, shall elect the other officers and employees (Revised Civil Statutes, 1925, Art. 2583), fixing, subject to all State and Federal laws, their duties, rights, and privileges. All appointments shall be made upon the merit basis.

The Board will not appoint anyone whose conduct and views are known not to be exemplary, and may enquire into family history and health, personal reputation, and moral character. As provided in the Constitution (Art. I, Sec. 4), and the Revised Civil Statutes (1925, Art. 2584) no religious qualifications shall be required for appointment to any office connected with the University.

SECTION 2. Nepotism. Whenever an appointment is made it shall be made solely with regard to the special fitness of the appointee, subject to the 1925 Penal Code, Articles 432, 433, 434, 435, 437, and the 1925 Revised Civil Statutes, Article 5996. In strict accord both with the letter and the spirit of these laws, a relative being a person related within the second degree of affinity and the third degree of consanguinity,

(a) no relative of a member of the Board will be considered;

(b) no person shall be appointed to any position in which it is the duty of a relative on the University staff to act in some official way upon the appointment;

(c) no relative within one degree of a person holding the rank or salary of an associate professor or higher shall be appointed;

(d) no person shall be appointed to any position in any department or similar subdivision in which anyone related to him is occupying a position as Instructor or higher rank;

(e) no person any relative of whom occupies a position of the rank of Adjunct Professor or higher shall be appointed to the position of Instructor or higher; nor to any position if the relationship is within one degree;

(f) proposed promotions are subject to the foregoing rules which are, however, inapplicable to the relative of higher rank;

(g) relationship established by marriage after the appointment or promotion is no bar to continuance or reappointment at end of term at the same rank and salary;

(h) to such persons a leave of absence, prearranged and approved by the head of the administrative subdivision concerned, the President, and the Regents, shall be no bar to continuance;

(i) relationship is no bar to honorary and non-remunerative appointments;

(j) using equivalence of salary as a guide, the above provisos apply to appointments to all positions in the University.

The President, acting upon affirmative advice from the Administrative Council in each case, is authorized to suspend the above regulations in emergencies, the suspension in no case to extend beyond the current fiscal year, or to apply to a relative of a Regent or the President.

SECTION 3. Tenure and Promotion. The Board has the power, which it cannot waive (1925, R.C.S., Art. 2595), to remove any professor, instructor, tutor, or other officer or employee connected with the University when in its judgment the interests of the University shall require it.

The Board, however, for nearly fifty years has retained and will always desire to retain all members of the staff who are rendering efficient service, and will endeavor to promote, on recommendation of the President, as merit warrants and circumstances permit.
It is also the intention of the Board so to conduct the University that all competent and effective teachers shall feel officially secure and intellectually independent, controlled only by those inner truth-seeking qualities which the Board seeks when making appointments.

Appointment or promotion to a particular rank or salary does not imply any obligation to promote to a higher rank or salary at a later date.

Unless specifically stipulated otherwise in advance, the term of service of a professor or associate professor shall extend during good behavior and satisfactory service to the end of the fiscal year in which he reaches the age of seventy years, after which the discretion of the Board he may be reappointed annually.

The term of service of assistant professors and instructors shall be two years and one year respectively unless otherwise specifically provided, and the term of service of an assistant professor shall begin and end in odd numbered years. When possible, at least three months notice will be given of intention not to reappoint an assistant professor or instructor, but failure of the University to give such notice shall not constitute reappointment.

The term of service of all other members of the staff shall be specifically stated on the employment blank in advance.

A professor or associate professor during his term of service may be summarily suspended for grave cause pending investigation, but may not be dismissed against his will except for cause stated in writing and until a special advisory committee of five mature and judicially minded members of the General Faculty, preferably some or all of them members also of the American Association of University Professors, appointed by the President for the purpose, shall have heard him fully, investigated all the relevant facts, arrived at findings and recommendations, and submitted a full written statement to the Complaints and Grievances Committee of the Board of Regents; which, together with the whole Board, before the possible exercise of the power of dismissal which it cannot legally divest itself of, will give serious consideration to the findings and recommendations of the Faculty Committee.

A member of the staff other than a professor or associate professor may be suspended summarily for gross misconduct, but may not be dismissed against his will during his term of service except as the result of objectively equitable procedure that regularly includes, if the rate of compensation be $1500 a year or above, the right to appear, accompanied by a person chosen by him, before the Complaints and Grievances Committee of the Board of Regents.

Appointments to serve in the Summer Session shall be made annually at specified salaries. As a consequence, in the Summer Session, there are no promotions and tenure does not extend beyond the end of the Summer School.

SECTION 4. Resignations. Members of the staff are expected to give as early notice as possible of an intention to resign or of a lack of desire to be reappointed.

SECTION 5. Communications and Hearings. In addition to the right and duty of each voting member of each faculty to propose changes and participate in debate at faculty meetings, any member of the staff shall have the privilege of communicating in writing, or communicating in writing and conferring in person, on any matter relating to University and personal welfare with the President or other University official. There shall also be the privilege of communicating in writing, not verbally, with the Board of Regents, not with individual Regents, on condition that the President shall either be informed of the communication or the Board shall be told that the President has not been informed.

SECTION 6. Duties, Rights, and Privileges as a Citizen and as a Class Room Teacher. A member of the staff enjoys the same privileges and is bound by the same obligations as other worthy and honorable citizens, the obligations a little increased, the privileges perhaps a little decreased through employment by the State in a position of peculiar importance, delicacy and responsibility.

A member of the teaching staff is free to express, inside or outside the class room, his expert opinion on any matter that falls within the field of knowledge he is employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others. The fact that the opinion is personal and not institutional should be emphasized. The qualities enumerated carry with them the disposition to conduct
courses of standard difficulty and content equivalent to courses bearing the same description in other first class universities, and equivalent to other sections of the course in the University if the course be sectionized. On matters not within his special field of knowledge, a member of the staff should refrain from expressing personal opinions that would inevitably, because of the University connection, be thought to be of undue weight or to represent official University opinion. In all matters, members of the staff should refrain from exhibiting rancor, prejudice, or undue partisanship, exhibiting contrariwise a dispassionate temperament and a power to present fully and fairly all the arguments on all sides of a controversial or political question. Members of the staff should refrain from involving unnecessarily the University in futile controversies and harmful publicity.

SECTION 7. The Greater Duties of a Member of the Teaching Staff. Common practice has fixed these duties so clearly that many institutions do not even list them among their regulations. The greater duties are:

A. Teaching in the classroom, laboratory, and seminar.

B. Studying, compiling, discovering, and creating.

C. Performing administrative intramural tasks auxiliary to teaching and research.

D. Influencing beneficially students and citizens in various extra-curricular ways.

Performance as a teacher, as a scholar, as an administrator, and as a person is valued greatly by the University, for in these four ways its work is chiefly done.

A State university being a public enterprise of maximum social importance, it is the duty of all persons connected with the University to be as socially minded as possible and to cooperate with the Board of Regents in carrying out the purposes and policies of the Board which are deliberately considered in accordance with law and designed to attain the best results with the resources available. The Regents, the President, and other superior officers are entitled to the cheerful acquiescence of their official subordinates in carrying out the policies duly adopted. At the same time, superior officers are expected to listen with an open and appreciative mind to criticisms and suggestions coming to them from any member of the staff. Handbooks of Regulations are useless apart from a general spirit of cooperation and helpfulness just as a university is useless in proportion to its lack of devotion to study and research.

SECTION 8. Acquaintance with and Conformity to University Regulations. It is a specific and important duty of each member of the staff to become acquainted with and to conform to all the Rules and Regulations relating to him and to the proper and orderly discharge of his work that are to be found set forth in the

A. Handbook for the Guidance of the Staff;

B. Handbook for the Guidance of Students;

C. Other official publications of the University, such as the various Catalogues and the Announcement of Courses; and

D. Printed or multigraphed material regularly prepared for the use of the staff and relating to the regular absence and grade reports, the conduct of examinations, class and examination and registration schedules, special reports to Deans and parents about individual students, and other similar matters that must be handled in a prompt and orderly way.

It is also the specific duty of each member of the staff, in conforming to the regulations and routine, to consider them and to propose what seem to be desirable changes in them. Such proposals, however, do not give the proposer a right to follow his own proposals before they are adopted in the due official order. Still less does the absence of a proposal to amend confer the right not to conform.

SECTION 9. Vacations. Members of the staff who are employed on a twelve-months' "all year service class" basis (full-time or part-time) are allowed vacations of four weeks if administrative and clerical employees, and two weeks if laborers and workers in the skilled trades. Vacations shall be taken as often as possible at dates that permit the work to be carried on by the members of the staff who
remain on duty. The schedule of vacation periods for the personnel of any group shall be arranged by the administrative head of the group, e.g., the Comptroller, Registrar, Librarian, Dean, or similar ranking officer. Administrative officers who report directly to the President shall arrange for their substitutes and the time of their vacations with him.

Members of the staff on a monthly or weekly basis are entitled to a vacation only as specified in each case on the employment blank.

During vacation periods of more than a day in length (as at Christmas and Thanksgiving), if the duties of a group lessen, the group head may so arrange the work with his staff as to continue proper service and give time off in addition to that of the regular vacation. Other short official University holidays are to be arranged similarly. Vacation time in addition to such arrangements counts as a deduction from the regular two or four weeks' vacation.

Vacations shall be taken during each fiscal year, except by special arrangement approved by the administrative head of the group and by the President. The administrative head of each group shall file with the President a report of the time and the amount of vacation actually taken by each member of his staff.

A member of the staff on vacation shall keep the President informed of his address.

SECTION 10. Leaves of Absence with Pay. In general, no member of the staff shall voluntarily absent himself from his proper duties at the University except by the permission of the President. Ordinarily the request for a leave with pay shall, stating reasons, be transmitted to the President and Board through the Chairman and Dean, the Librarian, the Comptroller, or other proper general administrative officer.

Leaves of absence in excess of two weeks with pay are rarely or never granted, and can be granted only by the Executive Committee of the Board or the whole Board.

Very brief leaves of absence granted with pay, together with the reasons therefore, shall be regularly reported by the President to the Board at its next meeting.

Leaves due to Illness. In cases where illness incapacitates any employee of the University who has been in the service for one year or longer such employee's salary shall be paid as a matter of course for a period of one month following the end of the month in which he is taken ill. Thereafter during his incapacity his salary shall be paid only with the special approval of the President and the Board of Regents. If in cases of illness extending beyond the period above specified, it shall be necessary to employ a substitute to do all or a part of the work of the person who is ill, the Regents may, at their discretion, deduct from the salary of such person enough to pay the substitute. But, where the work of such person is carried during his illness by others already in the employ of the University and without additional compensation, no such deduction shall be made.

Sabbatical Leave. The Board is unfortunately not yet able to grant sabbatical and other similar travel and study leaves with pay.

SECTION 11. Leaves of Absence without Pay. Leaves of absence without pay shall be granted for good cause upon request for a period falling within the term of appointment, the absence being timed in advance so as to interfere as little as possible with the work of the University.
SECTION 12. Outside Employment. Even in the case of members of the staff specifically engaged only in residence work, there exists a general, usually intermittent, but real obligation to furnish expert knowledge and counsel to the people free of charge, provided that in meeting this obligation the regular duties are not interfered with; provided, further, that in meeting this obligation competition with legitimate private agencies is duly avoided.

No member of the staff of the University, full time or part time, on a twelve-months' or nine-months' basis, shall be employed in any outside work or activity without a description of the nature and extent of the employment being filed with and approved by the Board of Regents, exception being made in the case of teachers on a nine months basis who teach or engage in research at other undergraduate or graduate summer schools.

No member of the staff shall receive from any outside source any regular retaining fee or salary unless the arrangement shall have been first approved by the Board of Regents.

No member of the staff shall engage in any outside activity, professional or otherwise, which interferes with his University engagements. Outside activities, if any, should contribute to growth and efficiency in his special field of University work.

No member of the staff engaged in outside remunerative activities shall use the official stationery of the University or give as a business address any building or department of the Institution.

While it is not possible to draw the line definitely between professional service of an expert or consultative character and routine professional work, the University is opposed to the entrance of the University staff into ordinary competition in the various professional fields.

No member of the faculty shall accept employment which shall bring him as an expert or in any other capacity into antagonism with the interests of the State of Texas.

Every member of the teaching staff who gives professional opinions must protect the University against the use of such opinions for advertising purposes. That is, when a member of the staff does work in a private capacity he must make it clear to those who employ him that his work is unofficial and that the name of the University is not in any way to be connected with the transaction.

No member of the faculty shall undertake for pay for private persons or corporations tests, assays, chemical analyses, bacteriological examinations, etc., of a routine character and which involve the use of the University property.

SECTION 13. Other Duties and Restrictions.

Office Hours. A member of the teaching staff is expected to fix and publish in the Announcement of Courses such office hours and conference periods as he deems most advantageous to his students.

Use of University Property. No one connected with the University, in any capacity, shall use for his own pleasure or for any other personal purpose 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 Comptroller of the University.

Use of Textbooks Written by Members of the Teaching Staff. No textbook written by a member of the teaching staff shall be sold to and prescribed for the use of students unless such book has been approved by the departmental faculty concerned and by a committee of three professors and two deans appointed by the President.

Solicitation of Legislative Appropriations. No member of the staff shall approach individual members of the Legislature in the interest of University appropriations. Particular requests and the arguments in support thereof find their appropriate place on the standard biennial requests blanks or in special letters sent to the President at the proper times for consideration by the Board of Regents when preparing the Board's requests of the Legislature.
Employees as Students. A full-time or part-time employee whose compensation is at the rate of $1500 or more per year shall be regarded as entitled to register for thirty semester hours if not employed at all and for six semester hours if employed full-time, part-time service and semester hours of registration being calculated proportionately.

In the case of a tutor, assistant, or other employee whose compensation is less than the $1500 per year rate the conditions of registration and employment are set forth on the proper appointment blanks.

Attendance at Professional Meetings. Members of the Staff should be disposed to attend, at least occasionally and at their own expense, meetings of the Texas State Teachers Association, the National Education Association, and other meetings of associations and societies in their special fields. The University from time to time makes provision under certain rules for paying all or part of the expenses incident to such attendance, but the provision is insufficient to meet the desirabilities in the case.

Power to Authorize Expenditures out of University Funds. No expenditure whatever out of the University funds shall be made and no debt or obligation whatever shall be incurred and no promises shall be made in the name of the University or Board of Regents by any member of the staff except

(a) in accordance with general or special budgetary apportionments authorized in advance by the Board and entered in the Minutes, or

(b) in accordance with authority specifically vested by the Board in a committee of the Board, or

(c) in accordance with authority to act for the Board when it is not in session specifically vested by these Rules and Regulations or by special action of the Board in some officer of the University. (cf. Revised Civil Statutes, 1925, Art. 2594.)

It is the duty of the Auditor as the disbursing agent of the University to return unpaid all claims for payment of items that seem to him not authorized as indicated above.

There shall be no sale to or purchase from the University by any member of its staff unless duly authorized by the Board and the details relating thereto entered in its Minutes.

Power to Bind the University in Fixing its Policies. No member of the staff, as an individual or as a member of any association or agency, has the power to bind the University in fixing its policies unless such power has been specially, specifically, and officially conferred in advance by the Board of Regents. Any action, which aims to change the policies of the University, taken by any association or agency shall not be in effect until the University has been officially notified and the action has been ratified by the Board of Regents in due order of business.
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(HANDBOOK FOR THE GUIDANCE OF THE STAFF, Edition of September 25, 1930.)
CHAPTER I

Meetings

Section 1. Regular meetings.—The regular meetings of the Board of Regents shall be held each year at 10 a.m. on the fourth Monday in January, March, May, and October, the meetings, except when determined otherwise, to be held at Austin; and the Board shall continue in session until the business before it shall have been disposed of.

Section 2. Special meetings.—If the Chairman of the Board shall receive a request, signed by five members, that he call a special meeting for purposes specified in the request, or, shall receive a request from the President, in which the Chairman concurs, the Chairman shall call a special meeting by causing written notification of the time, purposes, and place thereof to be mailed to each member of the Board by the Secretary of the Board at least five days before the time of the meeting; meeting shall be transacted therein, except by consent of a majority of the whole Board.

No business other than that embraced in the call for the special meeting shall be transacted thereat, except by consent of a majority of the whole Board.

CHAPTER II

Officers

Section 1. Election of officers.—At the regular meeting in each odd-numbered year that follows the nomination by the Governor and the appointment by and with the advice and consent of the Senate of the three members regularly to be appointed that year, the Board shall elect a Chairman and a Vice-chairman. Each of these officers shall hold office for two years and until his successor is duly elected. In case of the death, resignation, or disqualification of an officer, the Board, as soon as practicable, elect a successor for the unexpired term.

Section 2. Duties of officers.—It shall be the duty of the Chairman to preside over the meetings of the Board, to call special meetings as herein provided, and to perform such other special duties as shall be committed to him by the Board. Under the direction of the Board he shall prepare the regular biennial report of the Board of Regents and such other reports as may be required by law, and shall have power to require the advice and assistance of the President and other officers of the University in compiling these reports. The Regents shall provide for the publication and preservation of these reports.

The Vice-chairman shall upon the death, absence, resignation, disability, or disqualification of the Chairman, perform the duties of the Chairman until the Chairman shall resume his office or his successor shall have been elected, as herein provided.

Section 3. Secretary of the Board.—At the regular meeting which follows the election of the Chairman and Vice-chairman of the Board, the Board shall elect a Secretary who is not a member of the Board and who shall receive such compensation as may be fixed by the Board.

The Secretary of the Board shall keep minutes of the meetings of the Board, properly indexed. He shall file, index, and preserve carefully all papers and documents pertaining to the business and proceedings of the Board, and he shall be the responsible custodian of those archives of the University itself that are not specifically placed in the custody of some other University officer.

CHAPTER III

Committees

Section 1. List of standing committees.—There shall be the following standing committees: (1) Executive Committee; (2) Finance and Investment Committee; (3) Auditing and Accounting Committee; (4) Buildings
and Grounds Committee; (5) Legislative Committee; (6) Endowment Lands Committee; (7) Complaints and Grievances Committee; (8) Public Relations Committee; (9) Medical Branch Committee; (10) College of Mines and Metallurgy Committee.

Section 2. Appointment and term of standing committees.—The standing committees shall be appointed by the Chairman shortly after his election, by and with the consent of the Board, and shall remain as constituted (unless a vacancy shall be caused by death or refusal of some member of the committee to act) until the succeeding Chairman shall have reconstituted the committees.

Section 3. Method of filling vacancies in standing committees.—In case a vacancy shall occur on any of the standing committees, the Chairman of the Board shall appoint another member or members of the Board to serve thereon until the next regular meeting, at which time the sense of the Board shall be taken on said appointment, and, if confirmed, the appointment shall stand until the time for reconstituting the standing committees as herein provided.

Section 4. Duties of the Executive Committee.—The Executive Committee shall consist of the Chairman of the Board, who shall serve as ex officio chairman of the Committee, and two other members. It shall be the duty of this Committee to execute such orders and resolutions of the Board as shall be assigned to it at any meeting of the Board, and also, in the event any emergency requiring immediate action arises during the time intervening between the meetings of the Board, immediately to take such provisional action as the emergency shall, in the judgment of the Committee, require. At each meeting of the Board the Committee shall report, in writing, for approval, all actions taken by it. The President is to be requested, in sending recommendations for the approval of the Executive Committee between meetings, to forward a copy to each of the other members of the Board except in the case of transfer items accounting only to $500 or less.

Section 5. Duties of the Finance and Investments Committee.—The Finance and Investments Committee shall consist of three members. To this Committee shall be referred all questions involving the financial operations of the University including the investment of endowment and trust funds and the conduct of the self-supporting activities of the University but excluding the appropriation bills which appertain to the Legislative Committee.

Section 6. Duties of the Auditing and Accounting Committee.—The Auditing and Accounting Committee shall consist of two members. This Committee shall have power to select a professional auditor who shall audit all accounts of receipts and expenditures on behalf of the University, and such other matters as the Board may desire to have audited. This Committee shall also have power to look into and make recommendations regarding desirable changes in the methods of accounting and the tabulation of statistics.

Section 7. Duties of the Buildings and Grounds Committee. The Buildings and Grounds Committee shall consist of three members. To this Committee shall be referred questions relating to the buildings and grounds of the Main University at Austin, of the Medical Branch at Galveston, and other cognate matters. It shall be the duty of this Committee, upon authorization of the Board, to make and let all contracts for the erection of new buildings, for extensive improvements and repairs to old buildings, and for extensive improvements in the grounds of the University; to prepare and file written contracts therefor, and to report its action, in writing, at the next regularly called meeting of the Board for approval. All matters involving ordinary repairs, changes, adjustments, and improvements for the purpose of keeping in good condition and efficient use the buildings, grounds, and equipment of the University are committed to the President, who is empowered to delegate these duties to the Comptroller, who shall from time to time make report of his action in such matters to the President.
Section 8. Duties of the Legislative Committee.—The Legislative Committee shall be composed of three members. To this Committee shall be referred all matters relating to the Constitution and laws of the State affecting the interests of the University. It shall be the duty of the members of this Committee to familiarize themselves with the history of all legislation pertaining to the University, to prepare and present to the Legislature for passage such new laws and amendments to existing laws as will promote the interests of the University and increase its efficiency, and to report to the Board, in writing, all action taken by it, with such suggestions and recommendations as it may deem best.

Section 9. Duties of the Endowment Lands Committee.—The Endowment Lands Committee shall consist of three members. To this Committee shall be referred all matters relating to the endowment lands of the University so far as the control of these lands is vested by law in the Board. It shall make such recommendations to the Board for improving the management of the endowment lands as it shall see fit, including needed legislation for reference to the Legislative Committee.

Section 10. Duties of the Complaints and Grievances Committee.—The Complaints and Grievances Committee shall consist of three members. To this Committee shall be referred all matters relating to any complaints or charges concerning the conduct of any member of the faculty or of any employee of the University, with power to examine into and make report thereon; and it shall have like power to hear and examine into all such complaints, charges and grievances during the time the Board is not in session; and, in the event of an emergency requiring prompt action, the Committee shall have power to take such provisional action as it may deem necessary until the sense of the Board may be obtained at a regular or special meeting. The Committee shall report, in writing, at each regular meeting of the Board, and at such other times as may be directed, concerning all matters referred to or acted upon by it, and shall make such recommendations as it may deem proper.

Section 11. Duties of the Public Relations Committee.—The Public Relations Committee shall consist of three members. To this Committee shall be referred all matters affecting the public relations of the University, including especially relations with the lower and higher public and private schools of Texas. This Committee shall also concern itself with the printed material relating to the University which appears in newspapers and other publications, shall supervise the publication of the official reports of the Board, shall authorize for publication after each meeting matters of public interest in the minutes, and shall authorize, under appropriate conditions, the examination of the official records of the University by citizens.

Section 12. Duties of the Medical Branch Committee.—The Medical Branch Committee shall consist of three members. To this Committee shall be referred all matters connected with the Medical Branch, such as relations with the City of Galveston and the Sealy and Smith Foundation, that do not fall within the jurisdiction of the other standing committees of the Board.

Section 13. Duties of the College of Mines and Metallurgy Committee.—The College of Mines and Metallurgy Committee shall consist of three members. To this Committee shall be referred all matters connected with the College of Mines and Metallurgy including needed legislation for reference to the Legislative Committee.

CHAPTER IV
Order of Business

Section 1. Rules of order.—The rules laid down in Robert's Rules of Order, when not in conflict with any of the provisions of this chapter, are hereby adopted as the law of procedure for the government of the Board when in session.
Section 2. Order of business.--The order of business when the Board shall meet in regular session shall be as follows:
1. Reading of minutes of preceding meeting.
2. Report of the President.
3. Reports of standing committees.
4. Reports of special committees.
5. Unfinished business.

Section 3. Meetings to be executive.--Meetings of the Board shall be regarded as executive unless exceptions are made by the Board or announced by the Chairman. The minutes of the Board constitute a public record and are open to the examination of State officers upon written demand on the Secretary, and to the examination of citizens upon authorization of the Chairman of the Public Relations Committee of the Board.

Matters of public interest will be regularly given to the Press as promptly as possible by the Secretary under the direction of the Public Relations Committee.

Section 4. Matters to be referred to committees.--The Board shall, in all cases when practicable and desirable, before taking action on any subject or measure coming clearly within the sphere of the duties of any standing committee, refer the same to the proper committee, which shall report its recommendations in writing.

Section 5. Communications to the Board.--Communications to the Board, from persons not members thereof shall, except in the case of the President and Secretary, ordinarily be in writing. No person other than the President shall be allowed to address the Board while in session, unless by unanimous consent of all the members present. Notice of a desire to appear before the Board should be filed with the Chairman of the Board, with the Secretary, and with the President as far in advance of the meeting of the Board as possible.

The Board, except by unanimous consent and the request of the President, will not consider matters placed in the hands of the President less than ten days in advance of the meeting of the Board at which action is desired.

CHAPTER V

Repeal and Amendment

Section 1. Repeal of conflicting rules.--All rules, orders, and regulations heretofore enacted by the Board which are in conflict with these by-laws or with the rules and regulations following them, are hereby repealed.

Section 2. Manner of making amendments.--Neither these by-laws nor the rules and regulations following them shall be added to or amended except by a vote of a majority of all the Regents, at a regular meeting. Any proposed addition or amendment shall be filed with the Secretary, in writing, thirty days before such meeting; and it shall be the duty of the Secretary forthwith to mail a copy thereof to each member of the Board.
PART II
RULES AND REGULATIONS FOR THE GOVERNMENT OF THE UNIVERSITY
CHAPTER I
Duties, Rights, and Privileges of Members of the Staff

Section 1. Mode of appointment.—The Board of Regents, after due deliberation and consultation with specially competent persons in the General Faculty and elsewhere, shall elect a President who shall hold office during the pleasure of the Board, who shall be the expert advisor and responsible agent of the Board, and who shall be the chief executive of the University.

The Board, upon the recommendation of the President, shall elect all the other officers and employees (Revised Civil Statutes, 1925, Art. 2583), fixing, subject to State and Federal laws, their duties, rights, and privileges. All appointments shall be made upon the merit basis. By authority of the Board, minor and temporary appointments may be left for final decision with the President.

The Board will not appoint anyone whose conduct or views are known not to be exemplary, and may inquire into family history and health, personal reputation, and moral character. As provided in the Constitution (Art. I, Sec. 4), and the Revised Civil Statutes (1925, Art. 2604) no religious qualifications shall be required for appointment to any office connected with the University.

Section 2. Appointment of relatives.—Whenever an appointment is made it shall be made solely with regard to the special fitness of the appointee, subject to the 1925 Penal Code, Articles 432, 433, 434, 435, 437, and the 1925 Revised Civil Statutes, Article 5996. In strict accord both with the letter and the spirit of these laws, a relative being by definition a person related within the second degree of affinity or the third degree of consanguinity,

(a) No relative of a member of the Board will be considered for appointment, but will be considered for reappointment in those cases where the appointment was antecedent to the Board membership;

(b) No person shall be appointed to any position in which it is the duty of a relative on the University staff to act in some official capacity upon the appointment;

(c) No person shall be appointed to any position in any department or similar subdivision if he has a relative in that department or subdivision holding the position of Instructor or of higher rank;

(d) No person any relative of whom occupies a position of the rank of Assistant Professor or higher shall be appointed to the position of Instructor or higher; nor to any position if the relationship is within one degree;

(e) Promotions are subject to the foregoing rules which are, however, inapplicable to the relative of higher rank;

(f) Relationship brought about by marriage after appointment is no bar to continuance to the end of the term of appointment, or to reappointment (unless a tutor or assistant) at the end of the term to the same rank and salary;

(g) A leave of absence, prearranged and approved by the head of the administrative subdivision concerned, the President, and the Regents, shall be no bar to continuance or reappointment;

(h) Relationship shall not be a bar to an honorary non-remunerative position;

(i) The provisions just listed shall apply to all positions on the University staff, equivalence in salary being regarded as equivalence in rank.

The President, acting upon affirmative advice from the Administrative Council in each case, is authorized to suspend the above regulations in emergencies, the suspension in no case to extend beyond the current fiscal year, or to apply to a relative of a Regent or the President.

Section 3. Tenure and promotion.—The Board has the power, which it cannot waive (1925, R.C.S., Art. 2595), to remove any professor, instructor, tutor, or other officer or employee connected with the University when in its judgment the interests of the University shall require it.
The Board, however, desires to retain all members of the staff who are rendering efficient service, and will promote, on recommendation of the President, as merit warrants and circumstances permit.

It is also the intention of the Board to conduct the University that all competent and effective teachers shall feel officially secure and intellectually independent, controlled only by those inner truth-seeking qualities which the Board seeks when making appointments.

Appointment or promotion to a particular rank or salary does not imply any obligation to promote to a higher rank or salary at a later date.

Unless specifically stipulated otherwise in advance, the term of service of a professor or associate professor shall extend during good behavior and satisfactory service to the end of the fiscal year in which he reaches the age of seventy years, except that he will be reappointed annually, if, in the opinion of the Board he is still able to render full or part time service. If born before Sept. 1, 1881, the term of service of a professor or associate professor shall extend during good behavior and satisfactory service.

The term of service of assistant professors and instructors shall be two years and one year respectively unless otherwise specifically provided, and the term of service of an assistant professor shall begin and end in odd numbered years. When possible, at least three months notice will be given of intention not to reappoint an assistant professor or instructor, but failure of the University to give such notice shall not constitute reappointment.

The term of service of all other members of the staff shall be specifically stated in advance in the letter of appointment from the Secretary of the Board or on the employment blank.

A professor or associate professor may be summarily suspended for grave cause pending investigation, but will not be dismissed against his will except for cause stated in writing and until a special advisory committee of five members of the General Faculty, preferably some of them members also of the American Association of University Professors, appointed by the President for the purpose, shall have heard him fully, investigated all the relevant facts, arrived at findings and recommendations, and submitted a full written statement to the Complaints and Grievances Committee of the Board of Regents. This Committee, together with the whole Board, before any possible exercise of the power of dismissal, will give serious consideration to the findings and recommendations of the Committee.

A member of the staff other than a professor or associate professor may be suspended summarily for gross misconduct, but will not be dismissed except as the result of an objectively equitable procedure that regularly includes, if the compensation be $1500 a year or above, the right to appear, accompanied by a person chosen by him, before the Complaints and Grievances Committee of the Board of Regents.

Appointments to serve in the Summer Session shall be made annually at specified salaries for specified periods. As a consequence, in the Summer Session, there are no promotions and tenure does not extend beyond the end of the Summer School.

Section 4. Resignation.--Members of the staff are expected to give an early notice as possible of an intention to resign.

Section 5. Communications and hearings.--In addition to the right and duty of each voting member of each faculty to propose changes and participate in debate at faculty meetings, any member of the staff shall have the privilege of communicating in writing, or communicating in writing and conferring in person, in any matter relating to University or personal welfare with the President or other University official. There shall also be the privilege of communicating in writing, not orally, with the Board of Regents, not with individual Regents, if it is understood that the President should either be informed of the communication or the Board be told that the President has not been informed. The regular official mode of communication between the staff and the Regents shall be in writing and through the President. Unofficial communications, written or oral, between a member of the staff and a member of the Board are in nowise prohibited or discouraged.

Section 6. Duties, rights, and privileges as a citizen and as a teacher.--A member of the staff enjoys the same privileges and in bond by the same obligations as other worthy and honorable citizens, the obligations a little increased, the privileges perhaps a little decreased through employment by the State in a position of peculiar importance, delicacy and responsibility.
Sabbatical Leave. The Board is not yet able to grant sabbatical and other similar travel and study leaves with pay.

Retiring Allowance. The Board is not yet able to grant retiring allowances.

Section 11. Leaves of absence without pay.—Leaves of absence without pay shall be granted for good cause for a period falling within the term of appointment, the absence being timed in advance so as to interfere as little as possible with the work of the University. Leaves of absence diminish vacation periods proportionately.

Section 12. Outside employment.—Even in the case of members of the staff specifically engaged only in residence work, there exists a general, usually intermittent, but real obligation to furnish expert knowledge and counsel for the public benefit free of charge, provided that in meeting this obligation the regular duties are not interfered with; provided, further, that in meeting this obligation competition with legitimate private agencies is duly avoided while on full-time duty.

No member of the staff of the University, full-time or part-time, on a twelve-months' or nine-months' basis, shall be employed in any outside work or activity without a description of the nature and extent of the employment being filed with and approved by the Board of Regents, exception being made in the case of teachers on a nine-months' basis who (a) teach or engage in research at other undergraduate or graduate summer schools, or (b) accept appropriate professional employment during vacations.

While it is not possible to draw the line definitely between temporary professional service of an expert or consultative character and routine professional work, the entrance of the University staff into ordinary competition in the various professional fields is disapproved.

No member of the staff shall receive from any outside source any regular retaining fee or salary unless the arrangement shall have been first approved by the Board of Regents.

No member of the staff shall engage in any outside activity, professional or otherwise, which interferes with his University engagements. Outside activities, if any, should contribute to growth and efficiency in his special field of University work or at least not hinder.

No member of the staff engaged in outside remunerative activities shall use in connection therewith the official stationary of the University or give as a business address any building or department of the Institution.

No member of the faculty shall accept employment which will probably bring him as an expert or in any other capacity into antagonism with the interests of the State of Texas.

Every member of the teaching staff who gives professional opinions must protect the University against the use of such opinions for advertising purposes. That is, when a member of the staff does work in a private capacity he must make it clear to those who employ him that his work is unofficial and that the name of the University is not in any way to be connected with his name, exceptions being made of the name of the author attached to books, pamphlets and articles in periodicals.

No member of the faculty shall accept pay from private persons or corporations for tests, assays, chemical analyses, bacteriological examinations, or other such work, of a routine character which involve the use of University property.

Section 13. Other duties and restrictions.

Office Hours.—A member of the teaching staff is expected to post on his office door and publish in the Announcement of Courses and Directory such office hours and conference periods as he deems most advantageous to his students.

Use of University Property.—No one connected with the University, in any capacity, shall use for his own pleasure or for any other personal purpose 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 (e.g., books from the Library), or with the distinct approval of the Comptroller of the University.

Use of Textbooks Written by Members of the Teaching Staff.—No textbook written by a member of the teaching staff should be prescribed for the use of
students unless such book has been approved by the departmental faculty and the dean or deans concerned.

Solicitation of Legislative Appropriations.—No member of the staff should approach individual members of the Legislature in relation to University appropriations. Particular requests and the arguments in support thereof find their appropriate place on the standard biennial requests blanks or in special letters sent to the President at the proper times for consideration by the Board of Regents when preparing the Board’s requests of the Legislature.

Salary for Extension Teaching of Full-time Residence Teachers.—A full-time residence teacher in the Long Session who does no teaching in the subsequent Summer Session may receive for that fiscal year, in addition to the Long Session salary, not more than $750 for Extension teaching—correspondence and Extension Center teaching combined. If a full-time residence Long Session teacher is also a full-time residence teacher for both terms of the subsequent Summer Session, not more than $350 additional may be received for Extension teaching; if a full-time residence teacher for one term only of the subsequent Summer Session, not more than $200 additional may be received for Extension teaching; part-time residence Summer Session teaching to affect the maximum compensation for Extension teaching proportionately.

Employees as Students.—An employee whose compensation is at the rate of $1500 or more per Long Session shall be entitled to register for three semester hours of course work per semester if employed full-time; for six semester hours per semester if employed three-fourths time; for nine semester hours per semester if employed one-half time; for twelve semester hours per semester if employed one-fourth time.

In the case of a tutor, assistant, or other employee whose compensation is less than the $1500 per Long Session rate, the conditions of registration and employment are set forth on the proper appointment blanks.

Attendance at Professional Meetings.—Members of the Staff should be disposed to attend, at least occasionally, meetings of the Texas State Teachers Association and other meetings of associations and societies in their special fields. The University from time to time makes provision under certain rules for paying all or part of the expenses incident to such attendance, but the provision is insufficient to meet the desirabilities in the case.

Power to Authorize Expenditures out of University Funds.—No expenditure whatever out of the University funds shall be made and no debt or obligation whatever shall be incurred and no promises shall be made in the name of the University or Board of Regents by any member of the staff except

(a) in accordance with general or special budgetary apportionments authorized in advance by the Board and entered in the Minutes, or

(b) in accordance with authority specifically vested by the Board in a committee of the Board, or

(c) in accordance with authority to act for the Board when it is not in session specifically vested by these Rules and Regulations or by special action of the Board in some officer of the University. (Cf. Revised Civil Statutes, 1925, Art. 2594.)

It is the duty of the Auditor as the disbursing agent of the University to return unpaid all claims for payment of items that seem to him not authorized as indicated above.

There shall be no sale to or purchase from the University by any member of its staff unless it has been duly authorized by the Board and the details relating thereto have been entered in its Minutes.

Power to Bind the University in Fixing its Policies.—No member of the staff, as an individual or as a member of any association or agency, has the power to bind the University in fixing its policies unless such power has been specially, specifically, and officially conferred in advance by the Board of Regents. Any action which aims to change the policies of the University, taken by any association or agency shall not be in effect until the University has been officially notified of the proposed change and the action has been ratified by the Board of Regents in the due order of business.
CHAPTER II

Duties of Certain General Officers

Section 1. The President.—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. He shall keep the Board fully and promptly informed and advised on all matters relating to the operations and welfare of the University. All other officers, teachers, and employees shall be responsible to, and under the direction of, the President, and all communications from them to the Regents relating to the University shall ordinarily pass through his hands with any endorsement he may deem it proper to make. The President shall give opportunity to every member of the University staff to offer suggestions to him for the welfare and better service of the institution. (Cf. Chapter I, Section 1.) The President shall be the regular channel of communication from the faculties, officers, and members of the staff, to the Board of Regents provided the Regents are not limited to the President in gaining the information about the working of the University they deem necessary in the performance of their duties, provided further that any member of the staff may communicate officially directly with the Board of Regents (not with individual Regents) with or without the knowledge of the President. In the latter case the Board should be informed of this lack of knowledge.

The President shall recommend suitable persons to fill all vacancies and new positions, and he is authorized to fill vacancies temporarily and to make other arrangements in all emergencies arising between the meetings of the Board so that the work of the University shall not suffer. He shall report his executive acts between meetings to the Board at its next meeting, shall be prepared to give the Board information regarding the competency and diligence of officers, teachers, and employees, shall hold all of them to the full discharge of their duties, and, if in his judgment the necessity arises, shall initiate the procedure for the dismissal of any of them. He shall be a member of all faculties, shall be chairman ex officio of the General Faculty, and shall see to the execution of all regulations. He shall appoint all general faculty long-session and fiscal-year standing and special committees unless otherwise provided. He shall pass upon the offering of courses of small registration during the long session. 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 to direct the details of executive action, and the President is expected to act with perfect freedom within the lines of the general policies laid down. At a regular autumn meeting of the Board of Regents he shall present an annual report embodying a survey of the year in all departments. At a regular spring or summer meeting he shall present a budget together with all relevant recommendations and estimates of income and expenditure. At a regular spring meeting of an even-numbered year he shall also present his recommendations concerning the legislative appropriations to be asked for the next ensuing biennium.

In case of the absence or disability of the President, the Vice-Chairman of the Administrative Council (Cf. Chapter VI, Section 3) shall serve as Acting President.

Section 2. The Deans of the Colleges or Schools and of the Division of Extension.—The Deans of the several colleges and schools shall be qualified for professorial rank and shall attend to the faithful and prompt execution of all regulations and routine affecting their colleges or schools, excepting that primary jurisdiction over general student life and conduct rests with the Dean of Student Life. They shall concern themselves with the scholastic welfare of individual students, helping, advising, commending, reproving, dismissing in accordance with the scholastic regulations. They shall certify for graduation, attend to honor rolls and delinquent student lists, to majors and minors, to course prerequisites and adds and drops, and to absences; and shall keep useful statistical tables relating to these and other scholastic student matters not kept by the Registrar or other officers, copies of these tables being furnished annually to the Registrar for incorporation in his annual statistical report. When they deem it wise, the Deans of the colleges or schools shall recommend to their faculties or to the General Faculty changes in the General Faculty's regulations and routine. They shall present to the General Faculty those actions of their respective faculties that require action by the General Faculty. They shall advise with individuals and with budget councils and with departmental faculties regarding working loads and individual duties, regarding individual qualifications and fitness and performance, keeping the President informed on all matters of service and personnel within their respective jurisdictions.
They shall be chairman ex officio of their respective faculties in the absence of the President, and shall appoint the standing committees thereof unless otherwise provided.

They shall receive from the departments of instruction and research the reports and recommendations provided for in Section 3 of Chapter IV, and shall transmit the same to the President with such recommendations, suggestions, and additional information as they may deem wise, hearing in mind (1) the avoidance of overlapping courses in a department or between departments, (2) the avoidance of too many or too few courses in a department, (3) an equitable distribution of the working loads of teachers, (4) the needs of the Graduate School, the Division of Extension, and the other schools, colleges, and bureaus dependent upon the services of a department, (5) the need of both efficiency and economy, (6) the necessity of careful investigation of all nominations for promotion and appointment in their respective faculties.

Following the reception of the annual reports of the departments, due October 15, each Dean shall present to the President on November 1 a complete written report of the condition and performance of the college or school under his supervision during the past fiscal year, inserting in such report his regular statistical tables for printing and all other information that he may deem helpful.

Following the reception of the annual or special budgetary recommendations of the departmental faculties and budget councils provided for in Section 3 of Chapter IV, the Deans shall transmit to the President their recommendations thereon, after such consultation with the budget council or professors in cognate departments, as each Dean may wish to make. In addition each Dean shall make annual budgetary recommendations relating to the staff and maintenance of his own office.

When departmental recommendations relate to two or more colleges or schools or to the Division of Extension, it shall be the duty of each Dean concerned to transmit to the President such recommendations of his own as he may deem wise. In such cases it shall be the duty of the undergraduate Dean of the department recommending to submit promptly to all the other Deans concerned the departmental recommendations, the Deans conferring and transmitting a communication containing either concurrent or divergent recommendations thereon. When there is a considerable divergence of opinion between a department and a Dean or Deans, it shall be the duty of the Dean or Deans to confer with the department before the departmental recommendation is transmitted to the President. Requests for the services of a department coming from some other subdivision of the University shall be transmitted to the department by the administrative heads of the subdivision through the Dean of the department concerned.

The Deans shall be elected biennially by the Board of Regents, upon the nomination of the President, and shall serve for the two years of a legislative biennium. In case of the resignation or the death of a Dean during the two-year term, the President shall nominate his successor for the unexpired portion of the term. In case of the disability or absence on leave of a Dean, the President shall appoint an Acting Dean. Each Dean, unless otherwise specifically ordered, shall serve on a twelve-months' basis with a four-weeks' vacation, the time of the vacation to be agreed upon between the Dean and the President.

The Dean of the Medical Branch shall be Dean of each college and school at Galveston, and shall represent the President in appropriate matters during the latter's absence.

The Dean of the Graduate School, in addition to the above duties, shall also be charged with the duty of keeping a list of faculty and graduate-student publications in a form suitable for a permanent record and for publication from time to time.

The Dean of the Division of Extension shall be qualified for professorial rank and shall be the administrative head of those extramural activities of The University of Texas which may be assigned by the Board of Regents to the Division of Extension. His relation to the Bureaus in his Division shall be similar to the relation of the Dean of a College to the Departments thereof. He shall transmit to the Chairman and the Dean of the department making such recommendations on he may deem wise, requests from the Director of the Bureau of Extension Teaching for the department to carry or undertake or abandon certain correspondence and Extension center courses.

Section 3. Assistant Deans.—As the need for their services arises, Assistant Deans may be appointed to attend at some of the duties of the Deans. They shall be elected biennially by the Board of Regents upon the nomination of the appropriate Dean and the President.
Section 4. The Director of the Summer Session.—The Director of the Summer Session, upon nomination of the President, shall be appointed by the Board of Regents in the odd-numbered years for a term of two years to assist the President in administering matters directly connected with the educational activities of the Summer Session. It shall be his duty to study and watch over the policies and usefulness and to supervise the specific activities of the Summer Session. He shall appoint those standing committees of the General Faculty which serve during the Summer Session only. In particular, it shall be his duty (a) to co-operate with the publications offices in preparing the annual catalogue of the Summer Session and in sending out other printed information of importance to prospective students, (b) to transmit departmental budgets to the appropriate Deans and budget councils and to notify members of the Summer Session staff of their appointment, filing their acceptance in the office of the President, (c) to pass upon the offering of courses of small registration during the Summer Session, (d) to present in October to the Regents, through the President, a full, written report of the operations of the Summer Session just pasted, and (e) to present to the Regents, through the President, at such a date as may be most advantageous, written recommendations concerning future Summer Sessions.

When, as elsewhere provided, following a request from the Director, the recommendations of the departmental faculties concerning courses and budgets and the nominations of the departmental budget councils have reached the Director through the appropriate Deans, he shall call meetings of the Administrative Council of the Summer Session, of which he is Chairman without vote, to consider the Summer Session courses and budget. He shall transmit, through the President to the Board, the actions of this council and his recommendations relating thereto.

Section 5. The Student Life Staff.

a. The Dean of Student Life.—The Dean of Student Life shall be the head of the Student Life Staff in charge of all extra-curricular activities not assigned to some other officer. He shall be appointed biennially by the Board of Regents upon the recommendation of the President, and shall serve for the two years of a legislative biennium on a twelve-months' basis. He shall be qualified for professional work. He shall keep in sympathetic touch with the students, and shall personally and in cooperation with other officers and teachers help them to become good, useful, and efficient citizens.

The Dean of Student Life shall be ex officio Chairman of the Committee of Supervisors of Official Extra-Curricular Activities. He shall be ex officio Chairman of the Committee on Student Loans. He shall be charged with the administration of student discipline in the University, in which capacity he shall have the assistance of the Faculty Committees on Discipline, which report their decisions to him for execution. In performing other duties and administering specific University regulations, he shall be assisted by the following student life committees in addition to the Committees on Discipline, Loans to Students, and Supervisors of Official Extra-Curricular Activities: Religious Life, Student Government, Student Social Affairs, Student Social Organizations, Student Publications, Music, Drama, Forensics, Intramurals for Men, Intramurals for Women, University Health and Sanitation, Men Students' Living Accommodations, Women Students' Living Accommodations, Sick Men Students, and Sick Women Students.

The Dean of Student Life, assisted by the Dean of Men and the Dean of Women, shall prepare an annual report containing, among other information, statistics relating to the scholarship of fraternities, sororities, and other social student groups; similar statistics concerning the scholarship of intercollegiate athletic squads and official extra-curricular non-athletic student groups; housing statistics; statistics of the discipline committees; and other information pertaining to the welfare of the student body in general.

The Dean of Student Life shall make budgetary recommendations concerning the work within his jurisdiction.

b. The Dean of Men and the Dean of Women.—The Dean of Men and the Dean of Women shall be appointed biennially by the Board of Regents upon the recommendation of the President to serve for the two years of a legislative biennium on a twelve-months' basis. They shall be qualified for professional rank, and shall assist the Dean of Student Life in exercising a general and helpful oversight over the extra-curricular activities of men and women students, respectively.

It shall be their duty to strive to develop among students such a mode of conduct as will keep up the highest standards and produce later the highest type of public-spirited citizens. It shall be their duty to give specific and helpful advice to students concerning the important social relations that grow out of their membership in the university community. Subject to the approval of the Dean of Student Life, either the Dean of Men or the Dean of Women may dispose directly of minor cases of discipline. Such cases shall be immediately reported in writing to the Dean of Student Life.
c. Student Life Secretaries for Men and Women. Student Employment Secretary.—
The Student Life Secretary for Men and the Student Life Secretary for Women shall be appointed biennially by the Board of Regents upon the recommendation of the President. They shall assist in the work of the Student Life Staff under the general supervision of the Dean of Student Life. Their special responsibility shall be to aid in the securing of employment for students. A Student Employment Bureau shall be maintained under the direction of a Student Employment Secretary who shall be a member of the Student Life Staff.

d. Directors of Student Activities.—Directors of student musical organizations and of other student activities which derive partial support through the Student Life Staff shall be responsible to the Dean of Student Life for the proper conduct of the activities under their direction. These officials shall be appointed by the Board of Regents upon recommendation of the President.

e. Director of Intramural Athletics for Men and Director of Intramural Athletics for Women.—See Sections 40 and 41 of Chapter VII, pp. __.

f. The Health Service.—The University Health Service, with a staff of physicians and nurses appointed by the Regents, shall have for its chief officer a Director of the Health Service who shall report through the Dean of Student Life to the President and Board of Regents.

Section 6. The Librarian.—The Librarian shall have charge of and be responsible for the proper administration of the University Library. He shall be qualified for professorial rank and tenure. He shall serve on a twelve-months' basis.

The University Library comprises all books, maps, charts, manuscripts, and similar documents purchased out of University funds, or acquired in any other manner by the University, except such as are of an administrative nature and such maps and charts as relate to or are used in the internal organization of the several departments. For administrative purposes, the University Library consists of the general library, school or college libraries, and departmental libraries.

The Librarian has the authority of making recommendations to the President in regard to the appointment and dismissal of members of his staff, in regard to the determination of questions of administrative policy, and in regard to the selection of books for the Library. He shall enforce order throughout the Library, and shall report to the Dean of Student Life such branches as may call for discipline. At the time called for by the President, he shall make an annual report to the Board of Regents on the condition and needs of the Library. At the time called for by the President he shall present budgetary requests for the ensuing year, and in the even-numbered years he shall also present requests for the next succeeding legislative biennium.

The Librarian shall be ex officio a member of the Library Committee of the General Faculty.

Section 7. The Registrar.—The Registrar shall attend to admission, registration, scholastic records, administrative publications, and miscellaneous examinations, and shall be Chairman ex officio of the General Faculty Committee on Admission Requirements, Admission from other Colleges, Accredited Schools, Schedule, Diplomas, Administrative Publications, and Publications. He shall serve on a twelve-months' basis and shall make budgetary recommendations concerning the work within his jurisdiction.

a. Admission. The Registrar shall see to the execution of all regulations dealing with the admission of students to all colleges and schools of the University. He shall evaluate entrance certificates and college transcripts and shall determine eligibility for admission, fixing terms and conditions, if any. He shall supervise the removal of admission conditions of all students.

b. Registration. The Registrar shall be responsible for the registration of all students and shall ask such members of the faculty as may be required to assist him therein.

c. Records. The Registrar shall keep permanent, systematic, and convenient records, containing the semester or term grades of each student and all other recordable information about the student that the student of the University may at any time need, and he shall instruct persons to transcribe and publish as much of this information from time to time as is desirable and as the facilities of his office permit.
d. Administrative Publications. The Registrar shall serve as Chairman of the Administrative Publications Committee of the General Faculty, and shall, with the advice of the Committee and under the regulations of the faculty and the Regents, edit and supervise the preparation of all administrative bulletins, including all catalogues of the Long and Summer Sessions, the annual Directory, and the Final Announcement of Courses. The Registrar shall also attend to the distribution of the Administrative Publications.

e. Other Publications. The Registrar shall serve as Chairman of the Publications Committee of the General Faculty, and as Secretary (or a member of his staff may be designated by him to serve in this capacity) of the General Publications Committee of the General Faculty. All work done by the University Press on University publications — administrative, general, or bureau — must be authorized by the Registrar.

f. Space Assignments and Schedules. He shall serve as Chairman of the Schedule Committee of the General Faculty, and shall, with the advice of the Committee, prepare all schedules of hours, classes, and examinations for all colleges and schools; and, likewise, shall assign space in buildings and on all playing fields with a view to maximum efficiency and economy. Exceptions: The Gregory Gymnasium as an auditorium, the Cafeteria, the Power House, and the Dormitories are in the charge of other officials; requests for miscellaneous uses of rooms in any building after schedule hours shall be handled by the Comptroller.

g. Diplomas. The Registrar shall serve as Chairman of the Diploma Committee of the General Faculty, and shall, with the advice of the Committee, see to the purchasing of diplomas, their lettering, and their delivery to the students. He shall assemble also the lists of candidates for the Commencement program.

h. Supervision of Miscellaneous Matters. He shall have charge of examinations not otherwise provided for, shall authorize refunds of the registration fee under prescribed rules, and shall supervise and administer the rules governing Undergraduate Regent Scholarships.

The Registrar shall be responsible directly to the President and shall make an annual, systematic, statistical report through him to the Board of Regents, containing, for both the Long Session and the Summer Session, information that he regards as important and useful, such as:

1. Number of students, classified by sex, by college or school, and class, by Long and Summer Sessions, by Residence and Extension, duplicates excluded.
2. Mode of admission, first-year and non-first-year, age, nativity, residence, self-supporting or non-self-supporting, church affiliation, occupation of parents.
3. Number and scholarship of graduates from high schools.
4. Admissions and withdrawals during certain intervals.
5. Departmental enrollment and passing in semester hours, classified.
6. Number of classes and sections, classified by size of class.
7. Number of courses offered, in semester hours, by department and rank.
8. Number of degrees granted.

Section 8. The Comptroller. — The Comptroller shall serve as the representative of the President in the supervision of all strictly business operations of the University not specifically assigned to some other officer. He shall maintain the maximum of efficiency in these operations, consistent with the controlling educational purposes of the institution. 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 State laws and the rules of the institution and to the approval of the President and the Board of Regents. He shall make reports and recommendations concerning the work under his supervision, and shall serve on a twelve-months' basis. The Comptroller shall enter into a bond in the sum of fifty thousand dollars ($50,000), executed by an acceptable surety company authorized to do business in Texas, that he will fully and faithfully perform the duties of his office, and he shall require a suitable bond of all of his subordinate officers charged with the custody of funds.

The Comptroller shall manage the State and privately donated endowment lands. He shall attend to the leasing or renting of these properties, to the collection of rentals, and to the upkeep of the property, and, in fact, shall do all things and their appurtenances.
necessary to maintain the property and to secure equitably from it as much profits as possible for The University of Texas. Grazing leases; leases for highways; pipe line easements; telephone, telegraph and power line easements; townsites leases; tank farms leases; road easements; water; gravel, sand, etc., sales; and all other manner of surface leases of the Permanent Endowment Land of The University of Texas shall be in charge of the Comptroller. He shall be assisted in this work by such employees as may be necessary. He shall keep complete records of all leases, easements, and the like, and shall exercise due vigilance in seeing that the University's interests are at all times properly cared for in the matter of preservation of property, terms of leases, and all other things necessary to a proper handling of this estate. He shall have charge of supervising the surveying, geological prospecting, production gauging, and leasing connected with the management of the endowed lands.

The Comptroller shall have charge of supervising the production and selling of oil, gas, and other minerals produced on University lands. He shall maintain a competent staff for the purpose of auditing the accounts of producing and transporting agencies, with a view to ascertaining that the University collects the proper amount of royalty from such production.

The Comptroller shall co-operate with the Board for Lease of University Lands in an appropriate manner to the end that these lands may be properly surveyed, their geology studied, the progress of drilling noted, and all other things useful and necessary in this connection may be done.

With the advice and direction of the Finance Committee of the Board of Regents, the Comptroller shall invest the trust and endowment funds in the possession of The University of Texas or its Board of Regents. He shall maintain under a competent officer an investment office in which shall be gathered and accumulated information concerning the cities and counties of Texas with a view to ascertaining the quality of their bonds, their financial strength, their population, wealth, resources, industries, and all other things necessary, to determine to what extent and at what price their securities should be bought for the endowment funds belonging to or managed by The University of Texas. He shall consult frequently with investment bankers and other competent persons, and shall use discretion in ascertaining the nature and soundness of securities, and shall consult freely with the Finance Committee of the Board, and shall make investments upon the authority of a majority of this Committee. It shall be his duty to keep informed as to the prices and soundness of securities held by the University and to advise the Finance Committee when, in his judgment, any securities held by the University should be disposed of.

In the event that the Board of Regents of The University of Texas is engaged in litigation in respect to the property or the activities of The University of Texas, any attorneys furnished by the State or employed by the Board shall have the co-operation and assistance of the Comptroller, and shall report to him for transmission through the President to the Board of Regents such information and requests as may deem proper. The Comptroller shall be charged with the duty of notifying the Regents thru the President of the need of any legal action deemed necessary by him to properly protect any of the University endowment lands or funds.

The Comptroller shall, subject to State laws, supervise the purchasing of all general supplies and all materials for use in the University except materials and equipment of departments and laboratories or other purchases specifically assigned to some other officer such as the purchase of books by the Library and the purchase of technical equipment by departmental chairmen, but no purchase shall be made except upon an order signed by the Comptroller, of which he shall keep a carbon duplicate. All purchases or work of consequence, certainly if involving as much as $1,000, shall, where practicable, be made on contract and let on the basis of competitive bids. The Purchasing Agent, under the supervision of the Comptroller, in lawful co-operation with the State Board of Control, 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 work of shops and agents under his care, and shall give them out on proper requisition to the various individuals entitled to them.

The Comptroller, in his capacity as Superintendant of Buildings and Grounds, shall care for all buildings and grounds owned or occupied by the University. He shall have charge of the direction and supervision of all minor improvements and repairs in connection therewith. He shall consult with and be consulted by the chairman of the Schedule Committee and other appropriate officers regarding repairs and alterations of rooms. He shall be responsible for the expenditure of funds provided for these purposes, and shall arrange by contract or otherwise for such expenditure. He shall have charge of the following: (1) The heating and power plant and other services to the University buildings, including heat, light,
power, water, gas, and telephone; (2) the repair shops and general storerooms, including the necessary workmen, skilled and unskilled; (3) the janitors, watchmen, police, and others necessary for the care and protection of the buildings of the University; (4) all physical plant equipment belonging to the University; (5) supervision and maintenance of grounds, roads, walks, and athletic fields; (6) the use of the plant outside class hours.

The Comptroller shall be custodian and shall be responsible for the safe-keeping of all property belonging to The University of Texas; shall keep a correct inventory thereof and shall present the same to the President before the annual October meeting of the Board of Regents. He shall have the authority to require of all departmental chairmen and other employees, at least annually, and oftener if necessary, a full statement of the property in their immediate possession belonging to the University.

The Comptroller shall have general supervision over all dormitories, cafeterias, or dining halls operated by The University of Texas. The managers of those institutions shall submit their budgets to him and he shall transmit them to the President with his recommendations. He shall also have general supervision of such other auxiliary and service activities as the Stenographic Bureau, the University Press, University Workshops, etc.

The Comptroller shall have general supervision over the renting and care of the houses that were acquired when the campus was enlarged by purchase.

When the authorization of a new building is under consideration by the Board, the Comptroller shall make estimates of the fully completed cost thereof. He shall have supervision over the construction of all new buildings and auxiliary structures for The University of Texas, such as steam and electric line extensions, etc. In making such estimates and supervising such construction he shall be assisted by the following:

1. The Building Committee of the Faculty (q.v.),
2. The University Architect, whose duties shall be those defined by his contract with The University of Texas,
3. A Consulting Architect, whose duties shall be those defined by his contract with The University of Texas,
4. A Supervising Architect, who shall have charge of repairs and modification of existing buildings and such designing and construction as the President, with the advice of the Comptroller, may approve.
5. A Clerk of the Works, or Superintendent of Construction, whose duties shall be:
   (a) To superintend the construction of the building in his charge in conformity with the plans, specifications, and such instructions as may be given by the architect.
   (b) To report promptly in writing to the architects for their decision any changes, adjustments, or alterations necessary or required, with the reason for the same fully explained, filing copies of each communication with the Comptroller and President.
   (c) To make minor adjustments when the 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 brickwork.
   (e) To notify the architect 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 thearchitects, the superintendent keeping a copy thereof with a copy of each progress photograph, and furnishing the Comptroller with a copy.
   (g) Where a superintendent does not employ his full time on a building, his other duties shall be subdivided 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).

The Comptroller shall have general supervision of the accounting and auditing office of the University. This office shall be under the immediate charge of an Auditor who shall be an experienced and competent accountant nominated by the Comptroller to the President and the Board of Regents. The Auditor shall be the accounting, receiving, and disbursing agent of the University for all money. 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 in such books under proper and appropriate headings shall be entered and kept the full, complete, and correctly classified system of accounts showing at all times all the properties of the University of Texas, all the income and expenditures, and all the assets and liabilities of the University, clearly, truthfully, and fully.

*He shall supervise, usually under specific orders of the Board of Regents, such sales of University property as may seem to be advisable.
The Auditor shall sign all purchase requisitions indicating that the proposed purchase is a proper charge to the Budget Appropriation indicated thereon, and that there is a balance in the appropriation sufficient to cover the estimated amount of the purchase. 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, and duly authorized to make, such expenditures; but in no case shall the Auditor approve bills or pay out funds except upon the previous authorization of the Board of Regents or officially designated authorities, and he shall be responsible for the proper accounting of every cent received or disbursement by him. He shall return to the Comptroller and to the persons concerned, without payment, all expense accounts of those connected with the University, and all other bills against the institution wherever any of the items seem to him not in accord with the action of the Regents or with law.

All money received by the University shall be deposited regularly on the next business day, according to the nature of the receipt, either with the State Treasurer of the State of Texas or with a depository bank selected in advance by the Board of Regents. Necessary petty cash and working fund balances will be set up in specified amounts sufficient to meet petty payments; refund of student deposits; and other miscellaneous small payments. All checks drawn against funds on deposit with the University's depository bank shall be signed by the Auditor or someone designated by the Board of Regents to sign for him, and countersigned by the Comptroller or someone designated by the Regents to sign for him. On any given check either the Auditor's name or the Comptroller's name must be signed personally by that official.

The Auditor shall prepare proper books and blanks for keeping a record of the receipts and disbursements of all money for which the University itself or any officer as agent for the University shall be responsible, and he shall prepare an annual report for publication in form satisfactory to the Comptroller, the President, and the Regents' Finance Committee. The financial report of each year's financial transactions and all the books and records on which this report is based shall be audited by a competent firm of Certified Public Accountants employed by the Board of Regents for that purpose.

The Auditor shall enter into a bond in the sum of fifty thousand dollars ($50,000) executed by 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 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.

Securities owned by The University of Texas or held in trust by it or by its Board of Regents, and which the law of the State or the directions of a donor do not require that they be handled in a particular manner, shall be in the joint charge of the Comptroller and the Auditor. These securities shall be kept in a safety deposit box at a bank to be designated by the Regents. Access to these securities shall only be had in one of the following ways: (a) by the Comptroller and the Auditor jointly, (b) by two members of the Board of Regents designated by the Board for that purpose and either the Comptroller or the Auditor, (c) by the Comptroller and someone designated in writing by the Auditor, (d) by the Auditor and someone designated in writing by the Comptroller.

Section 9. Business Manager of Intercollegiate Athletics.—See Section 42 of Chapter VI; pp—.---
CHAPTER III

The General Faculty and the School or College Faculties

Section 1. Authority of the General Faculty.—The Board of Regents will use all its discretion and powers in efforts to make The University of Texas an institution of the "first class," as the Constitution directs in Article VII, Section 10. The Board will be guided in general by the practices of the best universities in the United States and abroad, especially state universities. The Board will not, except in extraordinary cases, act on important matters of educational policy until it has had advice thereupon from the General Faculty. When such policies give rise to substantial differences of opinion in the General Faculty, the advice and recommended legislation shall be accompanied by a record of the vote and by formal summary of the reasons for and against the matters proposed.

Legislation by the General Faculty that involves the expenditure of additional money should not be submitted to the Board of Regents unaccompanied by an estimate by the Faculty of the additional money required.

No legislation by the General Faculty shall be effective unless approved by the Board of Regents, and no legislation by a College or School Faculty shall be presented to the Board of Regents for consideration until it has been approved by the General Faculty or voted upon for and against with reasons stated, as provided in the preceding paragraph. The Board of Regents will notify the General Faculty of its actions on Faculty legislation, in general giving reasons when disapproving.

Subject to the Board of Regents, and subject further to the authority that the Board has vested in the various administrative officers and subdivisions of the University, the general charge of the Main University is entrusted to the General Faculty of the Main University. Within this broad jurisdiction of the General Faculty fall such matters as (1) general educational policies and welfare; (2) regulations affecting student life and activities; (3) requirements for admission and graduation, for honors and scholastic performance generally; (4) approval of candidates for degrees.

Section 2. Membership of the General Faculty.—Voting members of the General Faculty shall consist of all (a) professors, (b) associate professors, (c) assistant professors, (d) instructors who have served for three years or more, and (e) such other officers as the Board of Regents, upon recommendation of the President, may designate.

Instructors who have served for less than three years shall have the privilege of attending meetings with the right to speak but without the right to vote.

Section 3. Authority of the College or School Faculties of the Main University.—Subject to the limitations set forth in Section 1, each College or School of the Main University shall be under the immediate charge of its particular Faculty. Legislation affecting primarily any College or School, such as the requirements for admission and honors and degrees and the scholastic regulations, shall originate in that College or School; legislation affecting more than one College or School shall originate either in the General Faculty or in the Faculty of either College or School concerned.

Section 4. Membership of the undergraduate College or School Faculties.—Voting members of the undergraduate College or School Faculties shall consist (1) of all (a) professors, (b) associate professors, (c) assistant professors, and (d) instructors who have served at least one year, in the departments which compose the College or School; (2) of professors or associate professors or assistant professors selected from departments outside of, yet closely connected through degree requirements or subject matter with, the College or School and designated annually by the President upon nomination of the appropriate Dean; and (3) such other officers as the Board of Regents, upon recommendation of the President, may designate. The number of such annually designated members of a College or School Faculty shall not exceed fifty per cent of the number of members ex officio. Instructors who have served for less than one year shall have the privilege of attending meetings with the right to speak but without the right to vote.

Section 5. Membership of the Graduate Faculty.—Members of the Faculty of the Graduate School shall be appointed by the Board of Regents on nomination by the President, noting usually on the recommendation of the departmental budget council of the department concerned transmitted to the President with comments by the Dean of the Graduate School and the Dean of the College or School of which the department is a part after the Deans have consulted fully with three professors, two selected from cognate departments by the Graduate Dean and one selected at large
Section 6. Meetings of the General Faculty and of the College or School Faculties.—The General Faculty of the Main University shall hold at least six regular meetings during the Long Session; the other faculties shall hold at least two during the Long Session. The regular meetings shall be held at dates duly published and arranged in May for the next long Session by the Faculties or their secretaries so as to lead to the minimum of conflicting dates. Special meetings of the General Faculty of the Main University shall be held at the call of the President or at the request of five voting members. Special meetings of the other faculties shall be held at the call of the President or appropriate Dean or at the request of five voting members.

Section 7. Chairman of the General Faculty and of the College or School Faculties.—The President shall be Chairman ex officio of the General Faculty; the Deans shall be chairmen ex officio of their respective faculties.

Section 8. Secretaries of the General Faculty and of the College or School Faculties.—Each faculty shall elect annually its own secretary, who shall record its minutes in a form both convenient and permanent, furnishing promptly the members of the faculty and the administrative officers with copies of said minutes. In addition, the secretary shall send out to the members notices of the meetings to be held sometimes accompanied by information concerning the business to be transacted; and shall bring promptly to the attention of the persons concerned the actions of the faculty.

Each communication not made from the floor during a faculty meeting shall be transmitted to the faculty by the person making it through the Secretary of the faculty for distribution, record and listing on the order of business.

Section 9. Committees of the General Faculty and of the College or School Faculties.—Each faculty shall establish such standing committees for the long session, summer session, or fiscal year as it may deem proper, with duties and powers within the jurisdiction of the Faculty, said duties and powers being plainly set forth in the minutes. Unless otherwise specially provided, standing committees of the General Faculty for the long session or fiscal year shall be appointed annually by the President after consultation with the officer or officers whose duties are related to those of the various committees; standing committees of the summer session shall be appointed by the Director thereof; standing committees of the faculties of the Colleges or Schools shall be appointed annually by the respective Deans. Special committees of the faculties, when desired, shall be appointed in accordance with the Rules of Order on motion passed.

Section 10. Rules of Order to be Followed by the General Faculty and the College or School Faculties.—Each faculty shall adopt the general principles of parliamentary law as set forth in some standard work such as Robert's Rules of Order, except insofar as the faculty may modify certain details, such as the rules relating to quorums, order of business, debates, voting, suspending rules, making public actions, etc., etc.

Section 11. Changes in the Catalogue and Standing Rules of the General Faculty and the College or School Faculties.—Changes in those portions of the Catalogue which record faculty action and changes in the standing rules of a faculty shall be proposed in writing, and shall lie over until the next meeting of the Faculty, regular or called, before they may be considered. The rule requiring changes in the Catalogue to lie over shall be suspended only by unanimous consent, provided that, when such changes have been put in legible form and copies thereof distributed to the members of the faculty at least five days before the date of meeting, together with notice that the proposed changes are to be considered at the next meeting, they may, upon a vote of the Faculty, be taken up immediately and disposed of.
CHAPTER IV

Department Faculties of Instruction and Research

Section 1. Departments.—The various Colleges and Schools may be subdivided into departments of instruction and research, by the Board of Regents, to be concerned primarily with subdivisions only of the whole field of knowledge.

Section 2. Departmental staff.—The staff of a department shall consist of all persons appointed by the Regents to carry on the work of instruction and research in the field of the department, including correspondence and extension center teaching for degree credit.

Section 3. Membership of a departmental faculty.—All full-time members of the staff of a department who hold the rank of instructor or above shall be members of the faculty of the department, with vote, excepting being made of instructors who have served for less than one Long Session. A member of the staff on part-time in each of two departments may be a member of the faculty of each department. A part-time member of a bureau staff may also be a part-time member of the faculty of a department.

Part-time members of the faculty of a department may be appointed with or without vote.

Section 4. Authority of a departmental faculty.—Departmental faculties are subject to the advice of the School or College faculties of which they are a part in the fixing of aims, courses, curricula, degree requirements, etc. Requests from the faculty of a College or School or Division or Bureau for services from a department outside the requesting College or School or Division or Bureau shall be transmitted by its administrative head through the Dean of the department to the department for consideration by the department at the regular times. If, after discussion, the department and its Dean and the administrative head making the request cannot reach an agreement, all the relevant facts and opinions shall be transmitted to the President for adjudication or transmittal to the Administrative Council, the General Faculty, or the Board of Regents.

Section 5. Certain duties of a departmental faculty.—It shall be a duty of the departmental faculty to make annually or upon special occasions for the Long Session through its Dean to the President, and, in the case of the Summer Session, to its Director, such specific and itemized recommendations as may be deemed wise concerning (a) the courses, with specified contents and prerequisites, to be offered during the next Long or Summer Session or for credit through the Division of Extension; (b) all catalogue material relating to the department; (c) assignment of courses and sections of resident instruction, assignment of correspondence and extension center teaching, and assignment of extra-departmental duties, either intra- or extra-scholal in character, to individual members of the departmental staff; (d) maintenance and equipment, rooms and schedules; (e) requests for the services of the department coming from the Schools and Colleges and other subdivisions of the University; (f) such other matters as may affect the welfare of the department other than matters within the jurisdiction of the budget council of the department, bearing in mind (1) the requirements for the various degrees; (2) the avoidance of overlapping courses in the department or between departments; (3) the avoidance of too many or too few courses in the department; (4) an equitable distribution of the working loads of the members of the staff; (5) the needs of the Graduate School of the Extension Teaching Bureau of the Division of Extension, and of the undergraduate Schools and Colleges dependent upon the services of the department; and (6) the desirability of an arrangement in which neither efficiency nor economy is unduly sacrificed. Recommendations involving increases in the existing budget should be listed in the order of preference. It shall also be the duty of a departmental faculty to make annually on October 15 a report to the President through the Dean on the work of the department during the previous fiscal year. Reports should be made separately from recommendations or requests, reports dealing with the past, recommendations with the future. (See Sections 2 and 3 of Chapter II.)

A. DEPARTMENTAL REPORTS

I. ANNUAL Departmental Reports. 1. Unabridged reports, as lengthy as the department may determine, may be sent through the Deans to the President for study and ultimate filing in the archives. 2. Abridged reports, shall be as symposia as possible and shall be sent through the Deans to the President for printing.

a. Abridged departmental reports SHOULD contain: (1) Honors conferred on staff; (2) Honors conferred on, and important positions filled by, recent graduates who majored in the department. (3) Miscellaneous—use of Library, etc.; distinguished visitors; extra-scholal activities; etc.; etc.; etc. (4) Annual bibliography of staff and theses of "major" students. b. Abridged departmental reports SHOULD NOT contain: Material printed or
recorded elsewhere, such as (1) List of staff, Long or Summer Session. (2) List of courses offered. (3) Enrollments in courses and sections and teachers thereof (because reported separately on a standard form and also on instructors' individual annual sheet). (4) Number of B.A., M.A. and Ph.D. Majors in June and August. (5) Facilities for study. (6) Expenditures (actual). II. SPECIAL Departmental Reports shall be made as occasion may require.

B. DEPARTMENTAL RECOMMENDATIONS

I. ANNUAL Departmental Recommendations. 1. Budgetary recommendations shall ordinarily be made following a request from the President. In non-legislative years the request will be made about February 1; in legislative years the date will vary. 2. Recommendations of courses to be offered in the next ensuing Announcement of Courses or General Catalogue or Summer Session Catalogue shall be sent to the Deans at dates fixed by the appropriate Publications Committee. 3. Other recommendations should ordinarily accompany the Budgetary Recommendations. II. SPECIAL Departmental Recommendations shall be made as occasion may require.

Section 6. Departmental Budget Council.—All the full professors in a department conjointly, or all the associate professors conjointly in case there is no full professor, shall constitute the Budget Council of the department. In a department without full or associate professors, the Chairman of the department shall constitute the Budget Council.

It shall be the duty of the Budget Council to make annually or upon special occasions, through its Dean to the President for the Regents, in the case of the Long Session, such recommendations as may be deemed wise concerning (a) appointments to faculty positions in the department, (b) promotions in salary or rank of these members of the departmental staff who are not also members of the Budget Council, and (c) amount required for maintenance and equipment during the coming fiscal year. Recommendations which relate to persons who are to do whole or part-time extension center or correspondence teaching accompanied or unaccompanied by resident teaching shall be made jointly by the departmental Budget Council of the department concerned and the Director of the Extension Teaching Bureau to the Deans concerned. Recommendations concerning rank, tenure, salary, etc., shall be specific. Members of the Budget Council shall have the right to make individual recommendations through the Dean to the President concerning the salaries of other members of the Budget Council. Actions of the Budget Council shall be taken only at meetings duly called and held, and shall be signed by all the members, approving or disapproving. In the case of the Summer Session, there are appointments only, tenure not extending beyond the Session, and no promotions; a teacher remaining, at the rank held during the previous Long Session if a member of the General Faculty. Recommendations are to be made through the appropriate Dean to the Director of the Summer Session and may apply to members of the Budget Council itself.

When desirable a Budget Council may select from its membership a Chairman to preside over its meetings and a Secretary to record and transmit its recommendations.

Section 7. Chairman of the departmental faculty.—A member of the Faculty of the department shall be appointed as Chairman thereof by the Regents, upon nomination of the President, to serve for the two years of a legislative biennium. In case of absence or disability during the biennium, the Chairman shall notify the President, who shall appoint an Acting Chairman to serve in his place. He shall preside at its meetings; have minutes kept of the proceedings; promptly transmit the reports and recommendations of the departmental faculty through the appropriate Dean to the President; transmit to the Registrar departmental recommendations and requests regarding rooms and schedules; transmit to the Controller departmental recommendations and requests regarding repairs and alterations; transmit to the Publications Office departmental catalogue and other copy; transmit to the auditor on forms provided by that officer the regulations involved in the expenditures of the maintenance and equipment item in the departmental budget; and in general shall serve as the executive officer and secretary of the departmental faculty.

In particular, the Chairman shall (a) keep and pass on to his successor an inventory book or file containing a list in detail of all apparatus and other property belonging to the department; (b) shall present to the Controller of the University not later than the first day of July of each year a complete inventory of all apparatus and other property belonging to the department, together with a statement of the condition thereof; and (c) shall act for the department in emergencies.

Section 8. Meetings of a departmental faculty.—The faculty of a department, unless it consists of one person only, shall hold meetings at least once each semester, and may meet at other times at the call of the Chairman or on the written request of one third of its members. The reports and recommendations of the department, ways of improving teaching, research, and the regulations of the University and their observance are among the subjects of discussion at meetings. The minutes of the
meetings shall be sent by the Chairman to the members and to the Deans concerned and to the President. Actions of departmental faculties on the courses to be offered and other departmental matters within their jurisdiction shall be taken only at meetings duly called and held.

Section 9. Dates for making reports and recommendations of departmental faculties and Budget Councils.—Departmental budgetary recommendations, including those relating to appointments and promotions made by the Budget Council of the department shall be called for at convenient times by the President to be sent to him through its Dean. Recommendations of all the courses to be listed in the next ensuing Announcement of Courses or General Catalogue or Summer Session Catalogue shall be sent to the appropriate Deans at dates fixed by the Publications Committee.

Section 10. Recommendations of courses of small registration.—It shall be the duty of the departmental faculty to consider especially the recommendation of courses in which the registration has been or is likely to be, small. Such courses are often too expensive or time-consuming, and may not be announced or given until there has been a careful consideration of the need of such a course and the course has been specially approved for the coming Long or Summer Session by the department, the Dean or Deans concerned, and the President, the Director of the Summer Session acting for the President in the case of the Summer Session courses.

CHAPTER V

Divisions and Bureaus

Section 1. Divisions and Bureaus.—Educational, informational, and research activities of the University other than resident teaching may be organized by the Board of Regents into separate subdivisions called Bureaus, two or more of which may be more or less loosely grouped into larger units called Divisions.

The Division of Extension shall have a Dean as its chief administrative officer, and shall include the Bureaus of (1) Extension Teaching, (2) Industrial Teacher and Foreman Training, (3) Package Loan Library, (4) Nutrition and Health Education, (5) Interscholastic League, (6) Visual Instruction and (7) School Inquiry and Research.

The Division of Natural Resources shall include the Bureaus of Economic Geology, Engineering Research, and Industrial Chemistry.

The Division of Social Science and Business Research shall be divided in the Bureaus of Social Science Research, and Business Research.

Section 2. Directors and bureau staffs.—The administrative head of a bureau shall be called a Director and the other members of a bureau staff shall be given specific and appropriate descriptive titles. Titles conferred upon members of the staffs of instruction and research may also be conferred upon members of bureau staffs together with tenure and voting privileges in Department or School or College or General Faculties. Members of the staff of the Bureau of Extension Teaching whose conduct classes carrying degree credit are taken fail in members of the appropriate departmental staffs. Directors shall be appointed to serve for the two years of a Legislative biennium, upon the recommendation of the President, acting after consultation with the Dean of the Division if there be such a dean.

Section 3. Bureau Councils.—When the work of a Bureau has close relations with the field of a Department or School or College, there may be created a Bureau Council, advisory to the Director of the Bureau, composed of members selected from the faculties of the related Departments and the Deans of the related Colleges or Schools. The Director shall be chairman of the Bureau Council without vote.

Section 4. Bureau recommendations.—After getting advice from the staff of the Bureau and from the Bureau Council the Director thereof shall make to the President such budgetary and other recommendations concerning the Bureau as he may deem wise.

If the Bureau be part of a Division that has a dean, the recommendations of the Director shall go through the Dean to the President, accompanied by such recommendations as the Dean may deem wise.

Bureau reports, budgets, and recommendations shall be kept entirely distinct from those of their cognate departments, schools or colleges, but shall ordinarily be called for and sent in on the dates fixed for the departments of instruction reports.
Section 5. Bureau of Extension Teaching.—The function of this Bureau shall be to extend the teaching of the University to non-resident students, insofar as resources and circumstances may permit through instruction by mail ("correspondence") or visiting instructor ("extension center").

Credit courses offered by correspondence or at extension centers and the instructors of these courses must be approved by the Director of Extension Teaching, by the budget council of the department concerned, and by the Deans concerned. In case of disagreement, such disagreement shall be presented to the President for decision.

Extension centers shall be established by the Board of Regents upon recommendation of the Dean of the Division of Extension and of the President.

A correspondence or extension center course carrying degree credit when successfully completed shall have the identical prerequisites and as nearly as possible the same content as the same course offered to resident students (if offered), and shall count towards degrees in accordance with the provisions of the General Catalogue.

Correspondence and extension center courses not carrying degree credit, but meeting the needs of adults beyond the high school age, may be approved by the Board of Regents, usually upon the recommendation of the Director of the Bureau of Extension Teaching, the Dean of the Division of Extension, and the President.

CHAPTER VI
Councils and Committees

Section 1. Membership and appointment.—University councils and committees ordinarily are composed exclusively of members of the staff, but in certain cases students, ex-students, and citizens are also members.

Membership is ordinarily appontive, but sometimes ex-officio. Unless otherwise provided, councils and committees shall be appointed in May, or earlier, for the next fiscal year or Long Session or Summer Session, i.e., to serve for twelve, nine, and three months respectively, (a) By the appropriate dean, in the case of a school or college faculty. (b) By the Director of the Summer Session, in the case of the General Faculty for the Summer Session. (c) By the President in all other cases. (Cf. Chapter III, Section 9.)

Section 2. General duties.—The general duties of councils and committees of the school or college faculties, of the General Faculty, and of the various bureaus and subdivisions of the University, shall consist in (1) attending to or (2) examining into some part or aspect of University life and work. From these two primary duties grow two secondary duties: (3) reporting to the Faculty, President, and Regents on the past work attended to or examined into, and (4) recommending to the Faculty, President, and Regents concerning how the work attended to or examined into may be done better in the future, or how new work may be advantageously undertaken or old work discontinued.

Each standing committee shall make an annual report which shall be due November 1.

Except in extraordinary cases, special committees will not be appointed to perform duties that have been assigned to standing committees.

Section 3. The Administrative Council (ex officio).—The Administrative Council shall consist, ex officio, of the Deans of the College of Arts and Sciences, College of Engineering, School of Business Administration, School of Education, School of Law, Graduate School, and Division of Extension, together with the Dean of Student Life, the Comptroller, and the Registrar. The President shall be Chairman, the Registrar shall be Secretary ex officio, and the President shall appoint annually a Vice-Chairman who shall serve as Acting President during the absence or disability of the President.

The Secretary shall furnish regularly copies of the minutes to each member of the Administrative Council.

(a) The Administrative Council shall serve as the Executive Committee of the General Faculty, and in this capacity shall take such minor cases actions as may be desirable between General Faculty meetings, reporting such actions for approval, disapproval, or modification by the General Faculty at its next subsequent meeting. Major recess actions may be taken by the Administrative Council, acting as the
Executive Committee of the General Faculty, if the subsequent approval of the General Faculty may be confidently expected.

(b) The Administrative Council shall act as an advisory committee to the President, assisting him in attending to, or examining into, the various aspects of University life and work, and advising him in matters relating to the best interests, usefulness, development, and policies of the University.

(c) The Administrative Council shall act in its own capacity by meeting at least three times per month (1) to consider current routine items relating to University life and study, (2) to consider desirable correlations of University activities through the elimination of gaps, overlaps, conflicts, and obsolescences, and (3) to consider the better enforcement or desirable amendment of University regulations through faculty or other appropriate action.

Section 4. Administrative Council of the Summer Session (ex-officio).--The Administrative Council of the Summer Session shall consist, ex-officio, of the Dean of the Graduate School, the Deans of the departments offering resident instruction during the Summer Session, the Dean of Student Life, the Comptroller, and the Registrar. The Director of the Summer Session shall be Chairman without vote. It shall be the duty of the Administrative Council of the Summer Session to recommend to the Director a budget for the Summer Session that falls within the available income and to advise with the Director concerning the requests for future income and all other matters connected specifically with the policies, usefulness, and routine of the Summer Session.

Section 5. Building Committee (annual).--The Building Committee of the General Faculty shall be composed of three members of the Faculty. The Comptroller shall meet with the Committee. After the erection of a particular building has been approved by the Board of Regents, a member of the Staff that is to occupy the building shall be appointed as a member of the Committee so far as the particular building is concerned.

It shall be the duty of this Committee, 1. To hold necessary hearings and to make proper investigations regarding the building needs of the University and to report its conclusions to the Comptroller. 2. To recommend the order and the location for specific buildings, with reasons for these recommendations. 3. After the approval of the Board of Regents of the construction of a given building, to send to the Comptroller, for transmission to the University architects, such suggestions as to the style, size, purpose, location, and general nature of the buildings as will enable the University architects to prepare preliminary sketches and tentative plans.

When the University architects have prepared plans in sufficient detail for study and criticism by the Committee, they shall transmit them to the Comptroller for presentation to the Committee.

After careful consideration, the Committee shall return the plans, with their criticisms and suggestions, to the Comptroller for transmission to the architects. This process shall be repeated until the plans and specifications have been brought to such a state of completeness that, in the judgment of the Committee, they are ready to present to the Board of Regents for approval.

4. To write its reports and recommendations to the Comptroller. To shall transmit these, with its own comments and recommendations, to the President, when requested by the President or the Board of Regents, the Faculty Building Committee shall report directly to the Board.

A record shall be kept of the dates of all communications between the Committee, the Comptroller, and the University architects.

After the plans for a particular building have been approved by the Board of Regents and the Comptroller has been directed to advertise for bids, the Faculty Building Committee shall be relieved of further responsibility for this particular building, but may be consulted further by the Comptroller, University architects, the President, or the Regents when circumstances render it desirable.

Section 6. Investment of Trust Funds Committee (annual).--The Comptroller shall be Chairman ex-officio of this Committee, which shall be appointed annually for twelve-month terms and which shall be composed of three other members of the faculty acquainted with investments, accounting, and law.

It shall be the duty of this Committee to make, through the President, to the Finance Committee of the Board of Regents recommendations (a) regarding the general investment policies and routine of the University, (b) regarding specific investments of specific uninvested funds, (c) regarding changes in investments already made, and (d) regarding the pooling of trust funds for investment purposes.

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Section 7. Publications Committee (annual).—It shall be the duty of this Committee to make recommendations concerning the style, dimensions, numbering schema, directions for preparing manuscript for the printer, copyrighting, etc., of all University publications printed by the University Press. This Committee shall be composed of the Chairman of the Administrative Publications Committee, who shall be Chairman ex-officio, the Chairman of the General Publications Committee, the Manager of the University Press, the Librarian, and one person selected from each of the two committees just mentioned. When the publications of a Bureau are under consideration, the Director of the Bureau shall be a member of the Committee.

The following regulations shall be enforced by the Publications Committee:
1. The imprint "The University of Texas Bulletin," or "Published by The University of Texas," or the seal of the University may be used only as authorized by the Publications Committee.
2. The folio of University bulletins, together with the make-up of the cover and title pages, shall be fixed by the Publications Committee.
3. The University Press shall not receive for publication any copy or manuscript without the C.R. of the Registrar, who shall check it for conformity to general rules and policies, educational and budgetary.
4. No administrative publication may be printed without the authorization of the Registrar; no general or scholarly publication may be printed without the approval of the Committee on General Publications, and no publication from a Bureau or division without the authority of the official head.
5. All publications shall be distributed through the Registrar's Office, unless otherwise specifically provided. At present the Extension Division and the Bureau of Economic Geology distribute their own bulletins. The Registrar shall keep a faithful and accurate account of all money received for publications sold through his office, shall deposit same with the Auditor. He shall make an annual report to the President and so also shall each bureau or division distributing its own publications. Material printed by the University Press, except in the name of the Board of Regents of The University of Texas, is manuscript submitted for publication shall be typewritten and shall be presented in their final form, both as to text and illustrations. The original must be submitted; a carbon copy will not receive consideration.
6. All manuscripts must be carefully prepared in advance. The Registrar's Office shall not accept or approve any manuscript until it is in proper shape for the printer. Authors should usually have a conference with the manager of the Press before a job is begun and give a clear explanation of what is desired. Extensive changes in proof may not be made, except at the expense of the author. Reasonable changes, but not radical alterations, may be made in the galleys proof. No material changes may be made in page proof. Authors shall have their attention called to this rule at the time they are notified of the acceptance of their papers.
7. Authors shall be entitled to receive 10 copies of a charge bulletin or unbound book, and 5 copies of a bound book, gratis, and they may have additional copies at cost. In addition, as many reprints as are desired may be had at cost of paper and press work, provided application is made in advance of publication.
8. As a general guide for style of printing the Manual of Style (1935) issued by the University of Texas Press shall be used. For questions not covered by this volume the latest edition of The Manual of Style issued by The University of Chicago shall be used.
9. The University library shall preserve a copy of every bulletin and book printed as a University publication.
10. The Registrar shall set up a reserve of 25 copies of each and every University publication for emergency calls, and shall not reduce it below 5 copies. In addition, for exchange with institutions, libraries, journals, and publishers, whose publications are sent to the University library, he shall reserve 500 copies of each free bulletin and 200 copies of each bulletin carrying a charge.

Section 8. Administrative publications (annual).—It shall be the duty of this Committee to make recommendations and propose regulations concerning the administrative publications of the University. The Registrar shall be Chairman ex-officio of the Administrative Publications Committee and, under the regulations, shall edit and supervise the preparation of all administrative bulletins except the Regents' Biennial Report and the Handbook for the Guidance of the Staff, which shall be handled in the President's Office, and the Annual Report of the Auditor, which shall be made up and proof-read by the Auditor. The Registrar shall also exercise editorial supervision over all other publications of the University or any of its subdivisions that include statements of University policy, announcements of courses, or other matters about the University intended for the information of students or of the public.

Section 9. General publications (annual).—It shall be the duty of this Committee to select for publication, within the appropriation available to the Committee, the most original, worthy, or useful material submitted for publication through the University Press by members of the University staff or by advanced students of the University. Usually such publications shall consist of books or bulletins not originating with any bureau staff and the contents shall (a) exhibit the results of competent research and investigation, or shall (b) contain information either useful or interesting or important. The Registrar, or a member of his staff designated by him, shall serve as secretary of the Committee and shall see to the execution of all applicable rules and policies. Each author shall be responsible for the proof-reading and for the specific contents of his book or bulletin.*

The books and bulletins of the service and research bureaus and divisions printed by the University Press shall be made up, proof-read, and paid for by the bureau or division issuing them. Each manuscript, before being sent to the printer, shall be submitted to the Registrar's office to receive a number and a title page and to be checked with regard to general policies and regulations. The author or bureau concerned is responsible for the proof-reading and specific contents of the book or bulletin. Each bureau shall make recommendations concerning all matters connected with the distribution of its publications.**

Section 10. Library Committee (annual).—It shall be the duty of this Committee to be informed regarding the work and growth of the Library. It shall consult with the librarian, ascertain the needs of the Library and its policies to the General Faculty and an interpreter of faculty opinion to the Librarian.

Section 11. Schedule Committee (annual).—It shall be the duty of this Committee, subject to such specific assignments as the Board of Regents may from time to time approve, to advise with the Registrar with reference to the scheduling of all office space and all class or laboratory space, indoors and out, during class hours, the Controller having jurisdiction over this space at other hours. In performing this duty, the Committee shall strive to avoid, as far as possible, vacant or partially-filled class spaces, and in its annual report shall compare, at least approximately, the actual use of class and laboratory space with an ideal maximum.

Section 12. Public Information Committee (annual).—It shall be the duty of this Committee, in consultation with the Public Relations Committee of the Board of Regents and in cooperation with the President, to assist all the agencies that are seeking to promote a reasonably sympathetic yet critical and accurate public knowledge of the University in all of its details. The source of this knowledge is the University itself; the agents for transmitting this knowledge to the public are the staff, the ex-students, the students, public officials, newspapermen, and many interested citizens; the means of transmitting this knowledge are printing, broadcasting, public speaking, writing, and personal conversation. Specifically organized agencies which may be used in transmitting this knowledge are the public press, the Publicity Office of the University, The Ex-Students' Association, the Students' Association, the Dads and Mothers Association, and the Office of Publications of the University. Associated with this Committee shall be various sub-committees concerned with particular agencies; members of the sub-committees not necessarily being members of the Committee itself.

Section 13. Accredited Schools Committee (annual).—The Chairman of the Accredited Schools Committee shall serve as the University of Texas member on the "Committee on Inspection, Classification, and Affiliation of High Schools in Texas" in accordance with the agreement entered into on February 8, 1917, between the State Department of Education, the State Institutions of Higher Education, the Senior Independent Colleges, the Junior Independent Colleges, the High Schools, and the City Schools. It is the duty of this State Committee to interpret the State Superintendent of Public Instruction is Chairman, "to adopt standards of and provide rules for the inspection, classification and affiliation of high schools for the purpose of correlating them with the institutions of higher education in the State, and to establish a basis whereby

*Some of the General Publications are serial, some individual, some books, some bulletins.

**These bureaus and divisions now issuing publications are: The Division of Extension, Bureau of Economic Geology, Bureau of Engineering Research, Bureau of Industrial Chemistry, Bureau of Business Research, Bureau of Social Science Research.
the largest degree of cooperation may be realized between and among the State's institutions of higher learning and other similar institutions consistent with the performance of their individual functions."

"The work of inspection, classification, and affiliation shall be under the direction of the State Department of Education." "The classification assigned any high school by the State Department of Education for affiliation shall be binding upon each institution represented in this Committee, it being understood that present standards of classification of high schools shall be maintained and raised from time to time as may be wise, and that to each institution is reserved the right to determine its own admission requirements." "It shall be the duty of each institution represented in this Committee to file with the Chairman of the Committee, prior to January 1 of each year, its entrance requirements for the following scholastic year and the entrance requirements of any such institution shall not be changed or modified during the year for which they were adopted."

It shall be the further duty of the Chairman of the Accredited Schools Committee to keep the General Faculty, President, and Regents informed of the important actions of the State Committee on Inspection, Classification, and Affiliation of High Schools in Texas by recording said actions in the minutes of the General Faculty.

Section 14. Admission Requirements Committee (annual).—It shall be the duty of this Committee, of which the Registrar shall be Chairman ex officio, to give special attention to the subject of college entrance requirements, to keep informed concerning progress and practices in the country, and, from time to time, to make such recommendations to the General Faculty concerning requirements for admission to the colleges and schools of the main University, or any one of them, as may be necessary, in the judgment of the Committee, to keep the University sufficiently in accord with the practices of other institutions similar in kind and rank, and to enable the University best to serve the State of Texas in this respect.

Section 15. Admission from Other Colleges Committee (annual).—The Registrar shall be Chairman ex officio of the Committee on Admission from Other Colleges. It shall be the duty of this Committee to advise and to assist the Registrar in cases submitted by him, involving usually the recognition to be given a particular institution outside Texas. It shall be the further duty of this Committee to keep in helpful co-operation with the Association of Texas Colleges, of which Association the University is a member and in which it participates in fixing standards and in rating the institutions in Texas. The Committee shall make an annual report to the General Faculty dealing with general and institutional ratings and standards.

Section 16. Commencement Committees (Annual).—It shall be the duty of these Committees, cooperating with the Controller, regular Deans, and President, to attend to the details connected with the June and August graduation ceremonies. In particular, they shall select speakers and prepare the programs, except for the graduation and honor lists furnished by the Deans and President, and shall provide adequate seating and ushering for the graduates, faculty, and guests.

Section 17. Diploma Committee (annual).—The Registrar shall be Chairman ex officio of the Diploma Committee. It shall be the duty of this Committee to advise the Registrar with respect to all matters as to form, style, shape, size, material, quality, etc., of diplomas; whether they should be engraved, lithographed, etc.; the writing of contracts for purchasing and lettering diplomas, etc.

Section 18. Students' Use of English Committee (Long Session, Summer Session).—The candidate for some of the various bachelor's degrees is required before graduation "to show such an ability to write clear and correct English as to satisfy the Committee on Students' Use of English." It shall be the duty of these Committees to enforce this requirement by inspecting the written work of such candidates in any of their courses, and by requiring such additional work for those candidates found deficient on this account.

Section 19. Public Lectures Committee (Long Session, Summer Session).—It shall be the duty of these Committees to promote, for the benefit of the student body and University community generally, free public lectures on appropriate topics by approved persons. In performing this duty the Committees shall cooperate with and assist the various subdivisions of the University in their efforts to procure special lecturers, and shall strive to secure members of the faculty to give public lectures. When funds are available, distinguished lecturers, mostly from other faculties, shall be selected by the Committees.
Section 20. Attendance at Professional Meetings Committee (annual).—It shall be the duty of this Committee to apportion such money as the Regents may from time to time appropriate for the purpose of paying, at least in part, the expenses that are involved in the attendance of various members of the Faculty upon professional-meetings of national importance.

The amount paid by the University for any single trip shall not exceed the lowest available round trip net rate for railway and pullman transportation, nor shall it exceed in any case the sum of $125. Although this money is primarily for the benefit of members of the staff who are to read papers containing new and valuable results at technical meetings, members who are serving as general officers or executives of national associations of high rank may also share in this travel fund.

Section 21. Rhodes Scholarship Committee (annual).—It shall be the duty of this committee to attend to such matters as the Trustees of the Rhodes Foundation may place within the jurisdiction of the individual institutions whose students are eligible to be Rhodes Scholars.

Section 22. Campus Financial Drives Committee (annual).—It shall be the duty of the Committee on Campus Financial Drives, assisted by the Controller, to prevent individuals, groups, or organizations from soliciting funds or business on the Campus from students or staff without having previously secured the approval of the Board of Regents or of the Committee. Commercial solicitation will not be authorized.

This Committee shall report annually to the General Faculty.

Section 23. Student Living Accommodations Committee (annual).—It shall be the duty of this Committee to supervise student living conditions and to act on all questions relating to rooming and boarding places for students. The Committee is empowered to enforce all University housing regulations and to adjudicate disagreements arising over their application. It is vested with disciplinary power. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 24. Sick Men Students Committee (Long Session, Summer Session).—It shall be the duty of the Committee on Sick Men Students to attempt in every way possible to care for the needs—other than of a medical nature—of the student in the hospital. The duties of the Committee include visits to sick men students, arrangements for cuts, postponed examinations, quizzes, and other such aid as may be necessary during the absence of the student from class. Each Committee is also expected to assist its Chairman in the performance of any similar duty for which he may request its aid. Each Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 25. Sick Women Students Committee (Long Session, Summer Session).—It shall be the duty of the Committee on Sick Women Students to attempt in every way possible to care for the needs—other than of a medical nature—of the student in the hospital. The duties of the Committee include visits to sick women students, arrangements for cuts, postponed examinations, quizzes, and other such aid as may be necessary during the absence of the student from class. Each Committee is also expected to assist its Chairman in the performance of any similar duty for which she may request its aid. Each Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 26. Religious Life Committee (Long Session, Summer Session).—It shall be the duty of the Committee on Religious Life to study the religious needs of the students and to co-operate with all proper endeavors to meet these needs.

Section 27. Employment for Students Committee (annual).—It shall be the duty of this Committee, as far as may be possible, to assist worthy students in need of employment to find jobs other than those paid for from University funds. The Student Life Secretary for Men and the Student Life Secretary for Women shall be ex-officio members of this Committee and executive agents thereof. The Committee, through its Chairman, shall make to the Dean of Student Life an annual report containing appropriate statistics and other relevant information.

Section 28. Discipline Committee (Long Session, Summer Session).—The Faculty Committee on Discipline shall consist of three members and there shall be as many of these committees as may be found necessary. For each faculty committee concerned with discipline in any form there shall be appointed from the student body one man and one woman student with the privilege of sitting with that committee,
without vote, in the actual trial of cases—the man to sit when a man student is being tried, the woman when a woman student is being tried, and both at the trial of mixed groups. These student representatives shall be appointed by the Dean of Student Life upon nomination by the President of the Students' Association, the Dean having the right to veto any nomination—in which case the President of the Students' Association shall nominate another student. Failure of the President of the Students' Association to make nominations within a reasonable time after due notice has been given by the Dean of Student Life shall not affect the validity of trials conducted in the meantime. The absence of a student representative, after due notice, shall not invalidate a trial.

The duties of the Committees on Discipline shall be as follows: 1. To try all cases involving breaches of discipline by students acting as individuals or as officers of student organizations, unless the alleged offense is specifically placed under the jurisdiction of some other University officer or Committee or is within the original jurisdiction of a Student Council of the Students' Association, and to assess proper penalties. The jurisdiction of the Faculty Committees on Discipline shall also be extended to all cases in which the original jurisdiction lay with the Student Councils; if, after attention has been called to such cases by the Dean of Student Life, the Student Councils fail or refuse to act within a reasonable time; but this provision is not to be construed as preventing the Committees on Discipline or the Student Councils from considering matters on their own motion. 2. a. To try cases appealed from Student Councils. A student convicted by a Student Council shall have the right to request of the Dean of Student Life a trial by a Faculty Committee on Discipline. Such appeal, except when new evidence is presented, must be made in writing by the student within ten days from the time he receives a statement from the Student Council. b. To try all cases tried by a Student Council when the Dean of Student Life is unwilling to affirm the verdict of the Student Council or to refer the case back to the Council for reconsideration. c. To try cases in which the Student Councils have original jurisdiction when referred to them by a Student Council because the school year ends before the trial can be completed or because of other reasons. 4. To inquire into cases of misconduct of a student or a group of students referred to them by the Dean of Men or the Dean of Women. 5. To recommend to the Dean of Student Life and to the Faculty changes in rules or practices affecting discipline.

In addition to the above regular Committees on Discipline, power to try cases involving breaches of discipline may be delegated to other regular or special Faculty committees.

All verdicts of Faculty Committees on Discipline shall be returned to the Dean of Student Life and the penalties imposed shall be administered by him. In any case of any additional evidence, return a case to the Committee trying it for further consideration, but, if reconsidered, the resulting decision of the Committee shall be final.

Section 29. Loans to Students Committee (annual).—It shall be the duty of this Committee (a) to approve or disapprove applications for loans from loan funds not specifically under the control of some other agency, (b) to accept or reject endorsements or notes, and (c) to recommend the conditions under which loans from various loan funds shall be made when the conditions have not been finally fixed.

It shall be the duty of the Chairman of the Committee on Loans to Students, who may have as assistant, (a) to keep an file in the office of the Dean of Student Life the legal, testamentary, regestal, and other conditions governing each loan fund under the Committee's charge, (b) to keep a complete and up-to-date record of all loans from these funds, (c) to take all appropriate action, subject to the approval of the Committee, to make prompt collections as loan repayments become due, (d) to keep the Committee informed regarding outstanding loans, available balances, and payments overdue, and (e) to attend to all other necessary clerical work of the Committee. It shall also be the duty of the Chairman, as far as may be possible, to secure from the administrators of other loan funds available to University students, a continually up-to-date record of the loans made from such funds, extending to said administrators full use of the records of the Committee.

Applications for loans out of the Ex-Students' Memorial Loan Fund shall be made at the office of the Ex-Students' Association. Applications for loans out of all other loan funds administered by the Committees shall be made at the office of the Dean of Men in the case of men students, at the office of the Dean of Women in the case of women students.

Section 30. Student Government Council (annual).—It shall be the duty of this Committee to study the Constitution, Laws, and operations of, and to advise with the proper representatives of the Association concerning possible improvements of, the Students' Association.
Section 31. Student Social Organizations Committee (annual).—It shall be the duty of this Committee (1) to observe the working of the regulations of student social organizations; (2) to make such recommendations as it deems expedient and just regarding changes or additions to the regulations; (3) to approve or to disapprove the establishment of new clubs of social nature; (4) to try all cases involving violations of regulations affecting student social organizations; (5) to recommend, at the end of the four-year period of probation (1933), the abolition or continuance of fraternities, sororities, and like social organizations at The University of Texas.

Section 32. Fraternities and Sororities Advisory Committee (annual).—This Committee shall consist of seven members of the Faculty, three to be appointed by the President and two each to be selected by the Interfraternity Council and Pan-Hellenic Council. It shall be the duty of this Committee primarily to concern itself with advice to the fraternities and sororities, and to give confidential consideration to such problems as these groups may present to it, either as individual groups or as a body. This Committee shall report to the General Faculty, but in such a way as not to violate any confidences. It shall make, through its Chairman, an annual report to the Dean of Student Life.

Section 33. Student Social Affairs Committee (annual).—It shall be the duty of this Committee to administer the general social regulations authorizing the places at which student social functions may be given. This Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 34. Student Publications Committee (annual).—This Committee shall consist of three members of the General Faculty appointed by the President of the University to serve on the Board of Directors of the Texas Student Publications, Incorporated, as provided in the charter of that organization. It shall be the duty of this Committee to assist in safeguarding both the finances and the character of the student publications.

In appointing this Committee the President shall designate two members to constitute a sub-committee on editorial propriety which sub-committee is explicitly directed to exercise careful censorship over the Longhorn-Ranger Magazine and the "Grind Section" of the Cactus, with full authority to exclude material that they deem libellous, false, improper, or detrimental to good conduct and reputation. Failure to submit all the material intended for publication in the Longhorn-Ranger Magazine or the "Grind Section" of the Cactus to this sub-committee, or failure to exclude material regarded by this sub-committee as objectionable shall be reported by the sub-committee to the Dean of Student Life for appropriate action by a Discipline Committee.

The remainder of the Cactus and all other student publications shall be printed uncensored, the authors and editors being subject to trial by a Discipline Committee upon complaint to the Dean of Student Life by the Student Publications Committee, by a member of the Faculty or student body of the University, or by any other person.

Student editors are relied upon to use such care and good judgment as to make censorship unnecessary. However, nothing is set down here which precludes their profitting by friendly pre-printing advice, and nothing can be set down which will protect a student author or editor from court action.
Section 35. Faculty Supervisors of Official Non-athletic Student Activities Committee (annual).—This Committee shall consist of the Faculty members to each of whom has been assigned responsibility for one of the official non-athletic student activities. It shall be the duty of each member of this Committee to secure a list of prospective participants in the specific official non-athletic activity in his charge, to investigate the eligibility of these prospective participants, and to certify to the Dean of Student Life and to the official in charge of the activity a list of those eligible to participate. Each member, in addition, shall advise with the participants in the group under his supervision and aid them in their work.

It shall be the duty of the Committee as a whole to observe the working of the regulations governing student activities and to recommend to the General Faculty desirable changes in those regulations. This Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 36. Student Musical Organizations Committee (annual).—It shall be the duty of this Committee to supervise in general all student musical organizations, to advise with the students in the selection of paid directors, and to approve, in advance of such presentation, programs to be presented publicly. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 37. Student Dramatic Organizations Committee (annual).—It shall be the duty of this Committee to supervise in general all student dramatic organizations, to advise with the students in the selection of paid directors, and to approve, in advance of such presentation, programs to be presented publicly. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 38. Forensics and Oratory Committee (annual).—It shall be the duty of this Committee to seek to encourage the development of interest in public speaking in the student body, to approve and to assist in arranging public contests, and to advise with and aid student organizations working in the field of forensics. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 39. Intramural Athletics for Men Committee (annual).—It shall be the duty of this Committee to assist in promoting and properly conducting officially organized intramural athletics for men, and to advise with the Director of such activities. It shall also be the duty of this Committee to assist in promoting unorganized recreational athletics for men students as far as may be possible. This Committee shall act as a body of final appeal in cases of protest.

Duties of the Director of Intramural Athletics for Men.—The Director of Intramural Athletics for Men shall be responsible for the promotion and proper conduct of officially organized and, as far as possible, for unorganized recreational athletic activities for men students. This responsibility shall include a. the more detailed scheduling of play fields, floor space, courts, pools, etc.; for use of students set apart for intramural and unorganized athletic activities by the Schedule Committee; b. the proper care of equipment, play fields, floor space, courts, etc., during these schedule periods; c. the keeping of records; d. the proper expenditure of maintenance funds; e. the presentation of budgetary recommendations through the Dean of Student Life; f. the preparation of material relating to Intramural Sports for Men printed in the Catalogue, Intramural Handbook, or other official University Publications.

Section 40. Intramural Athletics for Women Committee (annual).—It shall be the duty of this Committee to assist in promoting and properly conducting officially organized intramural athletics for women, and to advise with the Director of such activities. It shall also be the duty of this Committee to assist in promoting unorganized recreational athletics for women students as far as may be possible. This Committee shall act as a body of final appeal in cases of protest.

Duties of the Director of Intramural Athletics for Women.—The Director of Intramural Athletics for Women shall be responsible for the promotion and proper conduct of officially organized and, as far as possible, for unorganized recreational athletic activities for women students. This responsibility shall include a. the more detailed scheduling of play fields, floor space, courts, pools, etc., for use of students set apart for intramural and unorganized athletic activities by the Schedule Committee; b. the proper care of equipment, play fields, floor space, courts, etc., during these schedule periods; c. the keeping of records; d. the proper expenditure of maintenance funds; e. the presentation of budgetary recommendations through the Dean of Student Life; f. the preparation of material relating to intramural sports for women printed in the Catalogue, Intramural Handbook, or other official University publications.
Section 41. Intercollegiate Athletics Committee and Council (annual).—It shall be the duty of the Intercollegiate Athletics Council to administer, subject to all the University regulations relating thereto and to the jurisdiction of the General Faculty, the President, and the Board of Regents, all athletic games, meets, exhibitions or contests, with other colleges or outside organizations, that is, all matters connected with the conduct of intercollegiate athletics and extramural sports except the enforcement of eligibility rules, which shall be within the control of the General Faculty Committee on Intercollegiate Athletics.

The Intercollegiate Athletics Council shall be composed of (a) one member of the Students' Association appointed annually and properly certified, as may be officially provided by the Students' Association; (b) one member of the Ex-Students' Association appointed annually and properly certified, as may be officially provided by the Ex-Students' Association; (c) the three members of the General Faculty Standing Committees on Intercollegiate Athletics appointed annually by the President of the University. The Chairman of the Faculty Committee shall be Chairman of the Council with vote.

The general duty of the Intercollegiate Athletic Council is to conduct intercollegiate and extramural sports in an honorable, beneficial, and economical manner, subordinating these activities to the intellectual activities of the University and co-ordinating them helpfully with Intramural Sports, Physical Training, Physical Education, and the Health Service.

In particular, the Intercollegiate Athletics Council (a) shall submit through the President to the Board of Regents, at appropriate times, a careful estimate of the income to be derived during the next fiscal year from gate receipts in the various sports, from the student activities fee (blanket tax), and from other sources, accompanied by a detailed budget in which shall be set forth the outstanding obligations that must be met, together with the expenditures that are recommended for equipment and other purposes, including personnel and salaries of the paid intercollegiate athletic staff; (b) shall submit through the President to the Board of Regents, as far in advance as possible, recommended schedules, prices of tickets, and expenditure of all other expenses; (c) shall make the duties, rights, and privileges of all head coaches and other employees in the intercollegiate athletic budget an integral part of the written contracts made with said employees, copies of which contracts shall be filed with the President; (d) shall, subject to the provisions of the contracts just mentioned, consult with the business manager and head coaches before authorizing the purchase of equipment, assigning equipment, regulating the use of equipment, scheduling games, selecting officials for games, fixing the number of men to be taken on trips, etc., etc.; (e) shall make regulations governing the wearing and manufacture of the official intercollegiate athletic uniforms and insignia; (f) shall, after receiving the recommendations of the head coaches, award intercollegiate athletic honors; (g) shall regulate the issuance and due recording of complimentary tickets.

Any thirty students of the University, in good standing scholastically and otherwise, shall have the right (a) to ask for any information or explanation from the Intercollegiate Athletic Council that they may deem proper, and (b) to file protests or petitions. Such communications must be in writing properly signed and must be answered in writing by the Council as promptly as possible.

The Chairman of the Intercollegiate Athletic Council (a) shall be the official delegate of the University at official intercollegiate athletic conferences, reporting promptly the relevant actions of said conferences and his part therein to the Intercollegiate Athletic Council, the General Faculty, and the President; (b) shall be the executive officer of both the Intercollegiate Athletic Council and the General Faculty Committee on Intercollegiate Athletics when these bodies are in session; (c) shall have indirect charge of the administration of all eligibility rules that are deemed desirable, send certified lists of eligible athletes to outside institutions, being assisted by the Registrar in all matters connected with scholastic eligibility; (d) shall keep copies of individual and group eligibility cards and certificates and of all other relevant material and shall file same at the end of the fiscal year in the records of the Dean of Student Life; (e) shall report promptly for record and information to the Intercollegiate Athletic Council or General Faculty Committee on Intercollegiate Athletics all his actions in an executive capacity and shall seek the advice of these bodies, if possible in advance, on all matters that involve a considerable amount of discretion; (f) shall, assisted by the Business Manager, prepare estimates of income and expenditure for consideration of the Intercollegiate Athletic Council in its budgetary capacity; (g) shall, assisted by the Business Manager, edit and attend to the printing of all copy paid for out of intercollegiate athletic funds, filing the signed galley or page proof of all copy in the Publications Office; (h) shall countersign all vouchers drawn by the Business Manager.
The Business Manager (a) shall be the Secretary of the Intercollegiate Athletic Council, but not a member of it; (b) shall be responsible for the proper care and use of all intercollegiate athletic equipment; (c) shall attend, under the specific direction and audit of the Intercollegiate Athletic Council, to ticket sales, contract settlements, complimentary tickets, vouchers, petty cash, and other cognate business matters connected with income and expenditure; (d) shall act as purchasing agent for the Intercollegiate Athletic Council; (e) shall sign contracts approved by the Intercollegiate Athletic Council; (f) shall keep a list of agenda for the Intercollegiate Athletic Council, including recommendations of his own for the improvement of the service; (g) shall act as the agent of the Intercollegiate Athletic Council in dealing with officers of the University whose jurisdiction includes assigning offices, scheduling the use of outside fields and inside rooms, costs of upkeep, and costs of betterments; (h) shall keep account of the income from and services to the participants in the student activities fee (blanket tax); (i) shall estimate the cash value of the equipment, if any; furnished Physical Training for Men, Intramurals for Men, and Physical Education; (j) shall estimate the value of the services, if any, furnished out of the Intercollegiate Athletic Council budget to Physical Training for Men, Intramurals for Men, and Physical Education; (k) shall furnish bond for an amount fixed by the Comptroller of the University.

CHAPTER VII

The Students' Association

Section 1. The Students' Association of the Main University, formed in 1902 and composed of every resident student in the Main University, is hereby approved and continued. It shall have such jurisdiction and shall exercise such powers as the Board of Regents, with its consent, may delegate to it.

Section 2. The Constitution and Laws of said Students' Association, as found printed in the 1930-31 edition, are hereby approved and the jurisdiction and powers therein set forth are hereby delegated by the Board of Regents to the Students' Association.

Section 3. An amendment to the Constitution or Laws of the Students' Association may be adopted by the Association in accordance with its Constitution and Laws, but does not become effective until acted upon by the Dean of Student Life and the General Faculty and approved by the Board of Regents.

Section 4. The law establishing the University vests in the Board of Regents the power to amend or repeal any portion of the Constitution and Laws of the Students' Association when, in the judgment of the Board, the interests of the University shall require it. The Board, however, will exercise this power, unless a very grave emergency exists, only after prolonged consideration, due notice, and ample consultation with the Dean of Student Life, the General Faculty and the proper officers of the Students' Association.

Section 5. The Dean of Student Life shall have the power in a grave emergency, to amend or repeal any provision in the Constitution or Laws of the Students' Association, but his action shall be in force only until the next regular meeting of the Board of Regents, when Section 4 becomes applicable.

Section 6. All persons employed on salary by officially recognized organizations of the Students' Association shall be subject to approval by the Board of Regents both as to salary and as to qualifications. Contemplated appointments shall be reported through the Dean of Student Life who shall transmit this information with his recommendation to the President.

Section 7. Every officially recognized organization of the Students' Association shall make annually a complete financial report to the Comptroller, and shall make such special reports as may be called for by him. A duplicate copy of each report shall be filed with the Dean of Student Life.

Section 8. Any student organization maintaining a budget in excess of twenty-five dollars per annum shall make such reports of financial condition as may be required by the Dean of Student Life.
TO THE HONORABLE MEMBERS OF THE BOARD
OF REGENTS OF THE UNIVERSITY OF TEXAS

Gentlemen:

During the past five years, as time and energy have permitted, I have been preparing a Sixth Edition of the "Rules and Regulations of the Board of Regents for the Government of The University of Texas."

This proposed Sixth Edition has now advanced far enough to be sent to you for your preliminary amendment or approval. The material herewith submitted is not to be regarded as finally recommended for your approval in all details. The far greater portion of it could, I think, be approved by you without much revision, but at one or two important places (e.g., tenure after age of seventy) your careful attention is needed before you amend or approve or disapprove.

Very naturally this Sixth Edition is based (a) on the Fifth Edition of 1925, herewith attached, (b) on actions of the Board taken both before and after 1925, (c) on the rules and regulations of a number of other universities, mostly state universities, and (d) on advice from and discussions with various members of the Faculty.

The Sixth Edition is more voluminous than the Fifth chiefly because it puts into written form a number of matters (e.g., duties of the staff and duties of various committees) which have too long been left to more or less vague and uncertain habit. Chapter VIII of Part II, Business Routine, exists as yet only as scattered memoranda; and Part III, which is nearly ready, is not being sent you at this time. It is, of course, a mere compilation and all that needs to be decided about it is what to include or omit.

The relation of Regents and Faculty, that is, the amount of power delegated by the Regents to the Faculty, has not been changed in any material way in this Sixth Edition. Our rules and regulations have been, in this respect, and I hope will continue to be, similar to those of other first class state universities. In spite of those natural but unfortunate tendencies of mankind which create friction between pupil and teacher, as well as between trustee and professor, the respect that the Regents have generally shown the Faculty has been amply repaid both in respect and in service. Our internal harmony compares very, very favorably with that existing in any of our neighboring institutions.

Objection is sometimes made to the mere existence of rules and regulations on the ground that they retard and fetter. I have noticed, however, that those who wish to rely on custom only become quite insistent and legalistic when their own customary or assumed rights are threatened by persons unacquainted with the supposed custom or indifferent to the assumed rights. It is possible, of course, to have too much written down, it is also possible to have too little.

It is because I believe, even know, that good will and efficiency are promoted by a set of rules and regulations, that I have spent much time on this proposed Sixth Edition. Order, which is Heaven's first law, is promoted, and passing the buck, an un-Heavenly practice, is retarded by a Handbook! Hence I have tried to put into a form that may be of some use to the University after I am gone some of what I have learned at the expense of the University about its proper administration.

Very sincerely yours,

H. Y. Benedict

H. Y. Benedict, President

July 6, 1932
By-Laws and Rules and Regulations of The Board of Regents for the Government of The University of Texas together with Relevant Extracts from or Citations to The Constitution and Statutes of Texas Prepared Primarily as A HANDBOOK FOR THE GUIDANCE OF THE STAFF Sixth Edition, Adopted

PART I
By-Laws of the Board of Regents for the Board of Regents

PART II
Rules and Regulations of the Board of Regents for The Government of The University of Texas

Chapter 1. Duties, Rights, and Privileges of the Staff, Pages 5 to 10.
2. Duties of Certain General Officers, Pages 11 to 18.
3. The General Faculty and the College or School Faculties, Pages 19 to 20.
4. Department Faculties of Instruction and Research, Pages 21 to 23.
5. Divisions and Bureaus, Pages 23 to 24.
6. Councils and Committees, Pages 24 to 34.
7. The Student Association, Page 34.

PART III
Relevant Constitutional and Statutory Provisions, Court Decisions, and Legal Opinions (Endowment Lands Excepted)

Chapter 1. From the Constitution of the State of Texas.
2. From the Statutes of Texas.
3. From the Court Decisions of Texas.
4. From the Opinions of the Attorney General of Texas.

The Constitution of Texas, Article VII, Section 10, makes it the duty of the Legislature to "provide for the maintenance, support, and direction of a university of the first class, to be ... styled 'The University of Texas.'" The Legislature has vested the "government" of the University in the Board of Regents of The University of Texas (Revised Civil Statutes, 1925, Article 2584) with broad powers of "direction" (Revised Civil Statutes, 1925, Articles 2585 and 2586).

In exercising the powers of government and direction vested in the Board of Regents by statute, the Board has deemed it wise to adopt the following sixth edition of its Rules and Regulations for the Government of The University of Texas, repealing the rules and regulations of earlier editions not found herein.

{HANDBOOK FOR THE GUIDANCE OF THE STAFF, Edition of September 25, 1930.}
PART I
BY-LAWS OF THE BOARD OF REGENTS FOR THE BOARD OF REGENTS

CHAPTER I
Meetings

Section 1. Regular meetings.--The regular meetings of the Board of Regents shall be held each year at 10 a.m. on the fourth Monday in January, March, May, and October, the meetings, except when determined otherwise, to be held at Austin; and the Board shall continue in session until the business before it shall have been disposed of.

Section 2. Special meetings.--If the Chairman of the Board shall receive a request, signed by five members, that he call a special meeting for purposes specified in the request, or, shall receive a request from the President, in which the Chairman concurs, the Chairman shall call a special meeting by causing written notification of the time, purpose, and place thereof to be mailed to each member of the Board by the Secretary of the Board at least five days before the time of the meeting; meeting shall be transacted thereat, except by consent of a majority of the whole Board.

No business other than that embraced in the call for the special

CHAPTER II
Officers

Section 1. Election of officers.--At the regular meeting in each odd-numbered year that follows the nomination by the Governor and the appointment by and with the advice and consent of the Senate of the three members regularly to be appointed that year, the Board shall elect a Chairman and a Vice-chairman. Each of these officers shall hold office for two years and until his successor is duly elected. In case of the death, resignation, or disqualification of an officer, the Board shall, as soon as practicable, elect a successor for the unexpired term.

Section 2. Duties of officers.--It shall be the duty of the Chairman to preside over the meetings of the Board, to call special meetings as herein provided, and to perform such other special duties as shall be committed to him by the Board. Under the direction of the Board he shall prepare the regular biennial report of the Board of Regents and such other reports as may be required by law, and shall have power to require the advice and assistance of the President and other officers of the University in compiling these reports. The Regents shall provide for the publication and preservation of these reports.

The Vice-chairman shall, upon the death, absence, resignation, disability, or disqualification of the Chairman, perform the duties of the Chairman until the Chairman shall resume his office or his successor shall have been elected, as herein provided.

Section 3. Secretary of the Board.--At the regular meeting which follows the election of the Chairman and Vice-chairman of the Board, the Board shall elect a Secretary who is not a member of the Board and who shall receive such compensation as may be fixed by the Board.

The Secretary of the Board shall keep minutes of the meetings of the Board, properly indexed. He shall file, index, and preserve carefully all papers and documents pertaining to the business and proceedings of the Board, and he shall be the responsible custodian of those archives of the University itself that are not specifically placed in the custody of some other University officer.

CHAPTER III
Committees

Section 1. List of standing committees.--There shall be the following standing committees: (1) Executive Committee; (2) Finance and Investment Committee; (3) Auditing and Accounting Committee; (4) Buildings
and Grounds Committee; (5) Legislative Committee; (6) Endowment Lands Committee; (7) Complaints and Grievances Committee; (8) Public Relations Committee; (9) Medical Branch Committee; (10) College of Mines and Metallurgy Committee.

Section 2. Appointment and term of standing committees.—The standing committees shall be appointed by the Chairman shortly after his election, by and with the consent of the Board, and shall remain as constituted (unless a vacancy shall be caused by death or refusal of some member of the committee to act) until the succeeding Chairman shall have reconstituted the committees.

Section 3. Method of filling vacancies in standing committees.—In case a vacancy shall occur on any of the standing committees, the Chairman of the Board shall appoint another member or members of the Board to serve therein until the next regular meeting, at which time the sense of the Board shall be taken on said appointment, and, if confirmed, the appointment shall stand until the time for reconstituting the standing committees as herein provided.

Section 4. Duties of the Executive Committee.—The Executive Committee shall consist of the Chairman of the Board, who shall serve as ex officio chairman of the Committee, and two other members. It shall be the duty of this Committee to execute such orders and resolutions of the Board as shall be assigned to it at any meeting of the Board, and also, in the event any emergency requiring immediate action arises during the time intervening between the meetings of the Board, immediately to take such provisional action as the emergency shall, in the judgment of the Committee, require. At each meeting of the Board the Committee shall report, in writing, for approval, all actions taken by it. The President is to be requested, in sending recommendations for the approval of the Executive Committee between meetings, to forward a copy to each of the other members of the Board except in the case of transfer items amounting only to $500 or less.

Section 5. Duties of the Finance and Investments Committee.—The Finance and Investments Committee shall consist of three members. To this Committee shall be referred all questions involving the financial operations of the University including the investment of endowment and trust funds and the conduct of the self-supporting activities of the University but excluding the appropriation bills which pertain to the Legislative Committee.

Section 6. Duties of the Auditing and Accounting Committee.—The Auditing and Accounting Committee shall consist of two members. This Committee shall have power to select a professional auditor who shall audit all accounts of receipts and expenditures on behalf of the University, and such other matters as the Board may desire to have audited. This Committee shall also have power to look into and make recommendations regarding desirable changes in the methods of accounting and the tabulation of statistics.

Section 7. Duties of the Buildings and Grounds Committee. The Buildings and Grounds Committee shall consist of three members. To this Committee shall be referred questions relating to the buildings and grounds of the Main University at Austin, the Medical Branch at Galveston, and other cognate matters. It shall be the duty of this Committee, upon authorization of the Board, to make and let all contracts for the erection of new buildings; for extensive improvements and repairs to old buildings; and for extensive improvements in the grounds of the University; to prepare and file written contracts therefor, and to report its action, in writing, at the next regularly called meeting of the Board for approval. All matters involving ordinary repairs, changes, adjustments, and improvements for the purpose of putting and keeping in good condition and efficient use the buildings, grounds, and equipment of the University are committed to the President, who is empowered to delegate these duties to the Comptroller, who shall from time to time make report of his action in such matters to the President.
Section 8. Duties of the Legislative Committee.—The Legislative Committee shall be composed of three members. To this Committee shall be referred all matters relating to the Constitution and laws of the State affecting the interests of the University. It shall be the duty of the members of this Committee to familiarize themselves with the history of all legislation pertaining to the University, to prepare and present to the Legislature for passage such new laws and amendments to existing laws as will promote the interests of the University and increase its efficiency, and to report to the Board, in writing, all action taken by it, with such suggestions and recommendations as it may deem best.

Section 9. Duties of the Endowment Lands Committee.—The Endowment Lands Committee shall consist of three members. To this Committee shall be referred all matters relating to the endowment lands of the University so far as the control of those lands is vested by law in the Board. It shall make such recommendations to the Board for improving the management of the endowment lands as it shall see fit, including needed legislation for reference to the Legislative Committee.

Section 10. Duties of the Complaints and Grievances Committee.—The Complaints and Grievances Committee shall consist of three members. To this Committee shall be referred all matters relating to any complaints or charges concerning the conduct of any member of the faculty or of any employee of the University, with power to examine into and make report thereon; and it shall have like power to hear and examine into all such complaints, charges and grievances during the time the Board is not in session; and, in the event of an emergency requiring prompt action, the Committee shall have power to take such provisional action as it may deem necessary until the sense of the Board may be obtained at a regular or special meeting. The Committee shall report, in writing, at each regular meeting of the Board, and at such other times as may be directed, concerning all matters referred to or acted upon by it, and shall make such recommendations as it may deem proper.

Section 11. Duties of the Public Relations Committee.—The Public Relations Committee shall consist of three members. To this Committee shall be referred all matters affecting the public relations of the University, including especially relations with the lower and higher public and private schools of Texas. This Committee shall also concern itself with the printed material relating to the University which appears in newspapers and other publications, shall supervise the publication of the official reports of the Board, shall authorize for publication after each meeting matters of public interest in the minutes, and shall authorize, under appropriate conditions, the examination of the official records of the University by citizens.

Section 12. Duties of the Medical Branch Committee.—The Medical Branch Committee shall consist of three members. To this Committee shall be referred all matters connected with the Medical Branch, such as relations with the City of Galveston and the Sealy and Smith Foundation, that do not fall within the jurisdiction of the other standing committees of the Board.

Section 13. Duties of the College of Mines and Metallurgy Committee.—The College of Mines and Metallurgy Committee shall consist of three members. To this Committee shall be referred all matters connected with the College of Mines and Metallurgy including needed legislation for reference to the Legislative Committee.

CHAPTER IV
Order of Business

Section 1. Rules of order.—The rules laid down in Roberts' Rules of Order, when not in conflict with any of the provisions of this chapter, are hereby adopted as the law of procedure for the government of the Board when in session.
Section 2. Order of business.--The order of business when the Board shall meet in regular session shall be as follows:
1. Reading of minutes of preceding meeting.
2. Report of the President.
3. Reports of standing committees.
4. Reports of special committees.
5. Unfinished business.

Section 3. Meetings to be executive.--Meetings of the Board shall be regarded as executive unless exceptions are made by the Board or announced by the Chairman. The minutes of the Board constitute a public record and are open to the examination of State officers upon written demand on the Secretary, and to the examination of citizens upon authorization of the Chairman of the Public Relations Committee of the Board.

Matters of public interest will be regularly given to the Press as promptly as possible by the Secretary under the direction of the Public Relations Committee.

Section 4. Matters to be referred to committees.--The Board shall, in all cases when practicable and desirable, before taking action on any subject or measure coming clearly within the sphere of the duties of any standing committee, refer the same to the proper committee, which shall report its recommendations in writing.

Section 5. Communications to the Board.--Communications to the Board, from persons not members thereof shall, except in the case of the President and Secretary, ordinarily be in writing. No person other than the President shall be allowed to address the Board while in session, unless by unanimous consent of all the members present. Notice of a desire to appear before the Board should be filed with the Chairman of the Board, with the Secretary, and with the President as far in advance of the meeting of the Board as possible.

The Board, except by unanimous consent and the request of the President, will not consider matters placed in the hands of the President less than ten days in advance of the meeting of the Board at which action is desired.

CHAPTER V
Repeal and Amendment

Section 1. Repeal of conflicting rules.--All rules, orders, and regulations herefore enacted by the Board which are in conflict with those by-laws or with the rules and regulations following them, are hereby repealed.

Section 2. Manner of making amendments.--Neither these by-laws nor the rules and regulations following them shall be added to or amended except by a vote of a majority of all the Regents, at a regular meeting. Any proposed addition or amendment shall be filed with the Secretary, in writing, thirty days before such meeting; and it shall be the duty of the Secretary forthwith to mail a copy thereof to each member of the Board.
DUTIES, RIGHTS, AND PRIVILEGES OF MEMBERS OF THE STAFF

Section 1. Mode of appointment.—The Board of Regents, after due deliberation and consultation with specially competent persons in the General Faculty and elsewhere, shall elect a President who shall hold office during the pleasure of the Board, who shall be the expert advisor and responsible agent of the Board, and who shall be the chief executive of the University.

The Board, upon the recommendation of the President, shall elect all the other officers and employees (Revised Civil Statutes, 1925, Art. 2583), fixing, subject to State and Federal laws, their duties, rights, and privileges. All appointments shall be made upon the merit basis. By authority of the Board, minor and temporary appointments may be left for final decision with the President.

The Board will not appoint anyone whose conduct or views are known not to be exemplary, and may enquire into family history and health, personal reputation, and moral character. As provided in the Constitution (Art. I, Sec. 4), and the Revised Civil Statutes (1925, Art. 2604) no religious qualifications shall be required for appointment to any office connected with the University.

Section 2. Appointment of relatives.—Whenever an appointment is made it shall be made solely with regard to the special fitness of the appointee, subject to the 1925 Penal Code, Articles 432, 433, 434, 435, 437, and the 1925 Revised Civil Statutes, Article 5996. In strict accord both with the letter and the spirit of these laws, a relative being by definition a person related within the second degree of affinity or the third degree of consanguinity,

(a) No relative of a member of the Board will be considered for appointment, but will be considered for reappointment in those cases where the appointment was antecedent to the Board membership;

(b) No person shall be appointed to any position in which it is the duty of a relative on the University staff to act in some official capacity upon the appointment;

(c) No person shall be appointed to any position in any department or similar subdivision if he has a relative in that department or subdivision holding the position of Instructor or of higher rank;

(d) No person any relative of whom occupies a position of the rank of Assistant Professor or higher shall be appointed to the position of Instructor or higher; nor to any position if the relationship is within one degree;

(e) Promotions are subject to the foregoing rules which are, however, inapplicable to the relative of higher rank;

(f) Relationship brought about by marriage after appointment is no bar to continuance to the end of the term of appointment, or to reappointment (unless a tutor or assistant) at the end of the term to the same rank and salary;

(g) A leave of absence, prearranged and approved by the head of the administrative subdivision concerned, the President, and the Regents, shall be no bar to continuance or reappointment.

(h) Relationship shall not be a bar to an honorary non-remunerative position;

(i) The provisions just listed shall apply to all positions on the University staff, equivalence in salary being regarded as equivalence in rank.

The President, acting upon affirmative advice from the Administrative Council in each case, is authorized to suspend the above regulations in emergencies; the suspension in no case to extend beyond the current fiscal year or to apply to a relative of a Regent or the President.

Section 3. Tenure and promotion.—The Board has the power, which it cannot waive (1925, R.C.S., Art. 2695), to remove any professor, instructor, tutor, or other officer or employee connected with the University when in its judgment the interests of the University shall require it.
The Board, however, desires to retain all members of the staff who are rendering efficient service, and will promote, on recommendation of the President, as merit warrants and circumstances permit.

It is also the intention of the Board to conduct the University that all competent and effective teachers shall feel officially secure and intellectually independent, controlled only by those inner truth-seeking qualities which the Board seeks when making appointments.

Appointment or promotion to a particular rank or salary does not imply any obligation to promote to a higher rank or salary at a later date.

Unless specifically stipulated otherwise in advance, the term of service of a professor or associate professor shall extend during good behavior and satisfactory service to the end of the fiscal year in which he reaches the age of seventy years, after which he will be reappointed annually, if, in the opinion of the Board he is still able to render full or part time service. If born before Sept. 1, 1881, the term of service of a professor or associate professor shall extend during good behavior and satisfactory service.

The term of service of assistant professors and instructors shall be two years and one year respectively unless otherwise specifically provided, and the term of service of an assistant professor shall begin and end in odd numbered years. When possible, at least three months notice will be given of intention not to reappoint an assistant professor or instructor, but failure of the University to give such notice shall not constitute reappointment.

The term of service of all other members of the staff shall be specifically stated in advance in the letter of appointment from the Secretary of the Board or on the employment blank.

A professor or associate professor may be summarily suspended for grave cause pending investigation, but will not be dismissed against his will except for cause stated in writing and until a special advisory committee of five mature and judiciously minded members of the General Faculty, preferably some of them members also of the American Association of University Professors, appointed by the President for the purpose, shall have heard him fully, investigated all the relevant facts, arrived at findings and recommendations, and submitted a full written statement to the Complaints and Grievances Committee of the Board of Regents. This Committee, together with the whole Board, before any possible exercise of the power of dismissal, will give serious consideration to the findings and recommendations of the Faculty Committee.

A member of the staff other than a professor or associate professor may be suspended summarily for gross misconduct, but will not be dismissed except as the result of an objectively equitable procedure that regularly includes, if the rate of compensation be $1500 a year or above, the right to appear, accompanied by a person chosen by him, before the Complaints and Grievances Committee of the Board of Regents.

Appointments to serve in the Summer Session shall be made annually at specified salaries for specified periods. As a consequence, in the Summer Session, there are no promotions and tenure does not extend beyond the end of the Summer School.

Section 4. Resignation.—Members of the staff are expected to give as early notice as possible of an intention to resign.

Section 5. Communications and hearings.—In addition to the right and duty of each voting member of each faculty to propose changes and participate in debate at faculty meetings, any member of the staff shall have the privilege of communicating in writing, or communicating in writing and conferring in person, on any matter relating to University or personal welfare with the President or other University official. There shall also be the privilege of communicating in writing, not orally, with the Board of Regents, not with individual Regents, it being understood that the President should either be informed of the communication or the Board be told that the President has not been informed. The regular official mode of communication between the staff and the Regents shall be in writing, and through the President. Unofficial communications, written or oral, between a member of the staff and a member of the Board are in no wise prohibited or discouraged.

Section 6. Duties, rights, and privileges as a citizen and as a teacher.—A member of the staff enjoys the same privileges and is bound by the same obligations as other worthy and honorable citizens, the obligations a little increased, the privileges perhaps a little decreased through employment by the State in a position of peculiar importance, delicacy and responsibility.
No course of a sectarian character shall be taught in the University, (Art. 2604, Revised Civil Statutes, 1925).

A member of the teaching staff is free to express, inside or outside the class room, his expert opinion on any matter that falls within the field of knowledge he is employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others. He should emphasize the fact that the opinion is personal and not institutional. The qualities enumerated carry with them the disposition to conduct courses of standard difficulty and content equivalent to courses bearing the same description in other first class universities, and equivalent to other sections of the course in the University; if the course be sectionized. On matters not within his special field of knowledge, a member of the staff should refrain from expressing personal opinions that might, because of the University connection, be thought to be of undue weight or to represent official University opinion. In all matters, members of the staff should refrain from exhibiting rancor, prejudice, or undue partisanship, exhibiting contrariwise a dispassionate temperament and a power to present fully and fairly all the arguments on all sides of a controversial or political question. Members of the staff should refrain from involving needlessly the University in partisan politics, futile controversies, and harmful publicity.

Section 7. The greater duties of a member of the teaching staff.—Common practice has fixed these duties so clearly that many institutions do not even list them among their regulations. The greater duties are:

A. Teaching in the class room, laboratory, and seminar.

B. Studying, investigating, discovering, and creating.

C. Performing curricular tasks auxiliary to teaching and research; e.g., promoting diligence in study and honesty in work.

D. Influencing beneficially students and citizens in various extra-curricular ways.

Performance as a teacher, as a scholar, as an administrator, and as an individual is valued greatly by the University, for in these four ways its work is chiefly done.

A State university being a public enterprise of maximum social importance, it is the duty of all persons connected with the University to be as socially minded as possible. It is also a duty to cooperate with the Board of Regents in carrying out the purposes and policies of the Board which are deliberately considered usually by both Board and Faculty in accordance with law and designed to attain the best educational results with the resources available. The Regents, the President, and other superior officers are entitled to the cheerful acquiescence of their official subordinates in carrying out the policies duly adopted. At the same time, superior officers are expected to listen with an open and appreciative mind to criticisms and suggestions coming to them from any member of the staff. Handbooks of Regulations are useless apart from a general spirit of cooperation and helpfulness just as a university is useless in proportion to its lack of devotion to study and research.

Section 8. Acquaintance with, conformity to, and improvement of University regulations.—It is a specific and important duty of each member of the staff to become acquainted with and to conform to all the Rules and Regulations relating to him and to the proper and orderly discharge of his work that are to be found set forth in the

A. By-Laws and Rules and Regulations of the Board of Regents;

B. Handbook for the Guidance of Students;

C. Catalogues, Announcement of Courses and other official publications of the University;

D. Printed or multigraphed material regularly prepared for the use of the staff and relating to the regular absence and grade reports, the conduct of examinations, class and examination and registration schedules, special reports to Deans and parents about individual students, and other similar matters that must be handled in a prompt and orderly way; and

E. Minutes of the General Faculty not yet incorporated in A, B, C, or D.
It is also the specific duty of each member of the staff, in conforming to the regulations and routine, to consider them and to propose what seem to be desirable changes in them to the appropriate faculty or officer. Such proposals, however, do not give the proposer a right to follow his own proposals before they are adopted officially in due order. Still less does the absence of a proposal to amend confer the right not to conform.

Section 9. Vacations.—Members of the staff who are employed on a twelve-months’ "full year service class" basis (full-time or part-time) are allowed vacations of four weeks if administrative and clerical employees, and two weeks if laborers and workers in the skilled trades. Vacations shall be taken insofar as possible at dates that permit the work to be carried on by the members of the staff who remain on duty. The schedule of vacation periods for the personnel of any group shall be arranged by the administrative head of the group, e.g., the Comptroller, Registrar, Librarian, Dean, or similar ranking officer. Administrative officers who report directly to the President shall arrange for their substitute and the time of their vacations with him.

Members of the staff on a monthly or weekly basis are entitled to a vacation only as specified in each case on the employment blank.

Vacations during vacation periods of more than a day in length (as at Christmas and Thanksgiving), if the duties of a group lessen, the group head may so arrange the work with his staff as to continue proper service and give time off in addition to that of the regular vacation. Other short official University holidays are to be arranged similarly. Vacation time in addition to such arrangements counts as a deduction from the regular two or four weeks’ vacation.

A vacation is to be taken during the fiscal year, in which it accrues and if not taken shall lapse unless otherwise provided by special arrangement approved by the administrative head of the group and by the President. The administrative head of each group shall file with the President a report of the time and the amount of vacation actually taken by each member of his staff. An employee on a twelve-months’ basis must have served eleven months before being entitled to a vacation.

Summer Session.—Members of the staff who are employed on a nine-months’ basis "academic year service class" are regularly on duty from September 15, (which precedes the Long Session Registration), to June 15, (which follows the June Commencement), unless other dates are explicitly stated. From June 15 to September 15 such members are not on duty, unless in emergencies, except insofar as it is necessary to perform tasks essentially connected with the nine-months’ service.

A member of the staff on vacation shall keep the President informed of his address.

Summer Session. Appointments to serve in the Summer Session shall be made annually and shall specify the work periods in each case.

Section 10. Leaves of Absence with Pay.—In general, no member of the staff shall voluntarily absent himself from his proper duties at the University except by the permission of the President. Ordinarily the request for a leave with pay shall, stating reasons, be transmitted to the President and Board through the Chairman and Dean, or other appropriate general administrative officer.

Leaves of absence in excess of two weeks with pay are rarely or never granted, and can be granted only by the Executive Committee of the Board or the whole Board. This statement is not to be understood as excluding leaves from regular duties in order to do research with pay out of some research fund.

Very brief leaves of absence granted with pay, together with the reasons therefor, shall be regularly reported by the President to the Board at its next meeting.

Leaves due to Illness. In cases where illness incapacitates any employee of the University who has been in the service for one year or longer such employee’s salary shall be paid as a matter of course for a period of one month following the end of the month in which he is taken ill. If in cases of illness extending beyond the period above specified, it shall be necessary to employ a substitute to do all or a part of the work of the person who is ill, the Regents may, at their discretion, deduct from the salary of such person enough to pay the substitute. But, where the work of such person is carried during his illness by others already in the employ of the University and without additional compensation, no such deduction will be made by the Regents.
Sabbatical Leave. The Board is not yet able to grant sabbatical and other similar travel and study leaves with pay.

Retiring Allowance. The Board is not yet able to grant retiring allowances.

Section 11. Leaves of absence without pay.--Leaves of absence without pay shall be granted for good cause for a period falling within the term of appointment; the absence being timed in advance so as to interfere as little as possible with the work of the University. Leaves of absence diminish vacation periods proportionately.

Section 12. Outside employment.--Even in the case of members of the staff specifically engaged only in residence work, there exists a general, usually intermittent, but real obligation to furnish expert knowledge and counsel for the public benefit free of charge, provided that in meeting this obligation the regular duties are not interfered with; provided, further, that in meeting this obligation competition with legitimate private agencies is duly avoided while on full-time duty.

No member of the staff of the University, full-time or part-time, on a twelve-months' or nine-months' basis, shall be employed in any outside work or activity without a description of the nature and extent of the employment being filed with and approved by the Board of Regents, exception being made in the case of teachers on a nine-months' basis who (a) teach or engage in research at other under graduate or graduate summer schools, or (b) accept appropriate professional employment during vacations.

While it is not possible to draw the line definitely between temporary professional service of an expert or consultative character and routine professional work, the entrance of the University staff into ordinary competition in the various professional fields is disapproved.

No member of the staff shall receive from any outside source any regular retaining fee or salary unless the arrangement shall have been first approved by the Board of Regents.

No member of the staff shall engage in any outside activity, professional or otherwise, which interferes with his University engagements. Outside activities, if any, should contribute to growth and efficiency in his special field of University work or at least not hinder.

No member of the staff engaged in outside remunerative activities shall use in connection therewith the official stationery of the University or give as a business address any building or department of the Institution.

No member of the faculty shall accept employment which will probably bring him as an expert or in any other capacity into antagonism with the interests of the State of Texas.

Every member of the teaching staff who gives professional opinions must protect the University against the use of such opinions for advertising purposes. That is, when a member of the staff does work in a private capacity he must make it clear to those who employ him that his work is unofficial and that the name of the University is not in any way to be connected with his name, exceptions being made of the name of the author attached to books, pamphlets and articles in periodicals.

No member of the faculty shall accept pay from private persons or corporations for tests, assays, chemical analyses, bacteriological examinations, or other such work, of a routine character which involve the use of University property.

Section 15. Other duties and restrictions.

Office Hours.—A member of the teaching staff is expected to post on his office door and publish in the Announcement of Courses and Directory such office hours and conference periods as he deems most advantageous to his students.

Use of University Property.—No one connected with the University, in any capacity, shall use for his own pleasure or for any other personal purpose 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 (e.g., books from the Library), or with the distinct approval of the Comptroller of the University.

Use of Textbooks Written by Members of the Teaching Staff.—No textbook written by a member of the teaching staff should be prescribed for the use of
students unless such book has been approved by the departmental faculty and the dean or deans concerned.

Solicitation of Legislative Appropriations.—No member of the staff should approach individual members of the Legislature in relation to University appropriations. Particular requests and the arguments in support thereof find their appropriate place on the standard biennial requests blanks or in special letters sent to the President at the proper times for consideration by the Board of Regents when preparing the Board's requests of the Legislature.

Salary for Extension Teaching of Full-time Residence Teachers.—A full-time residence teacher in the Long Session who does no teaching in the subsequent Summer Session may receive for that fiscal year, in addition to the Long Session salary, not more than $750 for Extension teaching—correspondence and Extension Center teaching combined. If a full-time residence Long Session teacher is also a full-time residence teacher for both terms of the subsequent Summer Session, not more than $350 additional may be received for Extension teaching; if a full-time residence Long Session teacher for one term only of the subsequent Summer Session, not more than $200 additional may be received for Extension teaching; part-time residence Summer Session teaching to affect the maximum compensation for Extension teaching proportionately.

Employees as Students.—An employee whose compensation is at the rate of $1500 or more per Long Session shall be entitled to register for three semester hours of course work per semester if employed full-time; for six semester hours per semester if employed three-fourths time; for nine semester hours per semester if employed one-half time; for twelve semester hours per semester if employed one-fourth time.

In the case of a tutor, assistant, or other employee whose compensation is less than the $1500 per Long Session rate, the conditions of registration and employment are set forth on the proper appointment blanks.

Attendance at Professional Meetings.—Members of the Staff should be disposed to attend, at least occasionally, meetings of the Texas State Teachers Association and other meetings of associations and societies in their special fields. The University from time to time makes provision under certain rules for paying all or part of the expenses incident to such attendance, but the provision is insufficient to meet the desirabilities in the case.

Power to Authorize Expenditures out of University Funds.—No expenditure whatever out of the University funds shall be made and no debt or obligation whatever shall be incurred and no promises shall be made in the name of the University or Board of Regents by any member of the staff except

(a) in accordance with general or special budgetary appropriations authorized in advance by the Board and entered in the Minutes, or

(b) in accordance with authority specifically vested by the Board in a committee of the Board, or

(c) in accordance with authority to act for the Board when it is not in session specifically vested by these Rules and Regulations or by special action of the Board in some officer of the University. (Cf. Revised Civil Statutes, 1925, Art. 2594.)

It is the duty of the Auditor as the disbursing agent of the University to return unpaid all claims for payment of items that seem to him not authorized as indicated above.

There shall be no sale to or purchase from the University by any member of its staff unless it has been duly authorized by the Board and the details relating thereto have been entered in its Minutes.

Power to Bind the University in Fixing its Policies.—No member of the staff, as an individual or as a member of any association or agency, has the power to bind the University in fixing its policies unless such power has been specially, specifically, and officially conferred in advance by the Board of Regents. Any action, which aims to change the policies of the University, taken by any association or agency shall not be in effect until the University has been officially notified of the proposed change and the action has been ratified by the Board of Regents in the due order of business.
CHAPTER II

DUTIES OF CERTAIN GENERAL OFFICERS

Section 1. The President.—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. He shall keep the Board fully and promptly informed and advised on all matters relating to the operations and welfare of the University. All other officers, teachers, and employees shall be responsible to, and under the direction of, the President, and all communications from them to the Regents relating to the University shall ordinarily pass through his hands with any endorsement he may deem it proper to make. The President shall give opportunity to every member of the University staff to offer suggestions to him for the welfare and better service of the institution. (Cf. Chapter I, Section 6.) The President shall be the regular channel of communication from the faculties, officers, and members of the staff, to the Board of Regents provided the Regents are not limited to the President in gaining the information about the working of the University they deem necessary in the performance of their duties, provided further that any member of the staff may communicate officially directly with the Board of Regents (not with individual Regents) with or without the knowledge of the President. In the latter case the Board should be informed of this lack of knowledge.

The President shall recommend suitable persons to fill all vacancies and new positions, and he is authorized to fill vacancies temporarily and to make other arrangements in all emergencies arising between the meetings of the Board so that the work of the University shall not suffer. He shall report his executive acts between meetings to the Board at its next meeting, shall be prepared to give the Board information regarding the competency and diligence of officers, teachers, and employees, shall hold all of them to the full discharge of their duties, and, if in his judgment the necessity arises, shall initiate the procedure for the dismissal of any of them. He shall be a member of all faculties, shall be chairman ex officio of the General Faculty, and shall see to the execution of all regulations. He shall appoint all general faculty long-session and fiscal-year standing and special committees unless otherwise provided. He shall pass upon the offering of courses of small registration during the long session. 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 to direct the details of executive action, and the President is expected to act with perfect freedom within the lines of the general policies laid down. At a regular autumn meeting of the Board of Regents he shall present an annual report embodying a survey of the year in all departments. At a regular spring or summer meeting he shall present a budget together with all relevant recommendations and estimates of income and expenditure. At a regular spring meeting of an even-numbered year he shall also present his recommendations concerning the legislative appropriations to be asked for the next ensuing biennium.

In case of the absence or disability of the President, the Vice-Chairman of the Administrative Council (Cf. Chapter VI, Section 3) shall serve as Acting President.

Section 2. The Deans of the Colleges or Schools and of the Division of Extension.—The Deans of the several colleges and schools shall be qualified for professorial rank, and shall attend to the faithful and prompt execution of all regulations and routine affecting their colleges or schools, excepting that primary jurisdiction over general student life and a vast rests with the Dean of Student Life. They shall concern themselves with the scholastic welfare of individual students, helping, advising, commanding, reproving, dismissing in accordance with the scholastic regulations. They shall certify for graduation, attend to honor rolls and delinquent student lists, to majors and minors, to course prerequisites and adds and drops, and to absences; and shall keep useful statistical tables relating to these and other scholastic student matters not kept by the Registrar or other officers, copies of these tables being furnished annually to the Registrar for incorporation in his annual statistical report. When they deem it wise, the Deans of the colleges or schools shall recommend to their faculties or to the General Faculty changes in the above-mentioned regulations and routine. They shall present to the General Faculty those actions of their respective faculties that require action by the General Faculty. They shall advise with individuals and with budget councils and with departmental faculties regarding working loads and individual duties, regarding individual qualifications and fitness and performance, keeping the President informed on all matters of service and personnel within their respective jurisdictions.
They shall be chairman or officer of their respective faculties in the absence of the President, and shall appoint the standing committees thereof unless otherwise provided.

They shall receive from the departments of instruction and research the reports and recommendations provided for in section 5 of Chapter IV, and shall transmit the same to the President with such recommendations, suggestions, and additional information as they may deem wise, bearing in mind: (1) the avoidance of overlapping courses in a department or between departments, (2) the avoidance of too many or too few courses in a department, (3) an equitable distribution of the working loads of teachers, (4) the needs of the Graduate School, the Division of Extension, and the other schools, colleges, and bureaus dependent upon the services of a department, (5) the need of both efficiency and economy, (6) the necessity of careful investigation of all nominations for promotion and appointment in their respective faculties.

Following the receipt of the annual reports of the departments, on October 15, each Dean shall present to the President on November 1 a complete written report of the condition and performance of the college or school under his supervision during the past fiscal year, inserting in such report his regular statistical tables for printing and all other information that he may deem helpful.

Following the receipt of the annual or special budgetary recommendations of the departmental faculties and budget councils provided for in section 5 of Chapter IV, the Deans shall transmit to the President their recommendations thereupon, after such consultation with the budget council or professors in cognate departments, as each Dean may wish to make. In addition each Dean shall make annual budgetary recommendations relating to the staff and maintenance of his own office.

Then departmental recommendations relate to two or more colleges or schools or to the Division of Extension, it shall be the duty of each Dean concerned to transmit to the President such recommendations of his own as he may deem wise.

In such cases it shall be the duty of the undergraduate Dean of the department recommending to submit promptly to all the other Deans concerned the departmental recommendations, the Deans conferring and transmitting a communication containing either concurrent or divergent recommendations thereon. When there is a considerable divergence of opinion between a department and a Dean or Deans, it shall be the duty of the Dean or Deans to confer with the department before the departmental recommendation is transmitted to the President. Requests for the services of a department coming from some other subdivision of the University shall be transmitted to the department by the administrative heads of the subdivision through the Dean of the department concerned.

The Deans shall be elected biennially by the Board of Regents, upon the nomination of the President, and shall serve for the two years of a legislative biennium. In case of the resignation or the death of a Dean during the two-year term, the President shall nominate his successor for the unexpired portion of the term. In case of the disability or absence on leave of a Dean, the President shall appoint an Acting Dean. Each Dean, unless otherwise specifically ordered, shall serve on a twelve-months' basis with a four-weeks' vacation, the time of the vacation to be agreed upon between the Dean and the President.

The Dean of the Medical Branch shall be Dean of each college and school at Galveston, and shall represent the President in appropriate matters during the latter's absence.

The Dean of the Graduate School, in addition to the above duties, shall also be charged with the duty of keeping a list of faculty and graduate-student publications in a form suitable for a permanent record and for publication from time to time.

The Dean of the Division of Extension shall be qualified for professorial rank and shall be the administrative head of those extramural activities of The University of Texas which may be assigned by the Board of Regents to the Division of Extension. His relation to the Bureau in his Division shall be similar to the relation of the Dean of a College to the Departments thereof. He shall transmit to the Chairman and the Dean of his department, making such recommendations as he may deem wise, requests from the Director of the Bureau of Extension Teaching for the department to carry or undertake or abandon certain correspondence and Extension center courses.

Section 3. Assistant Deans.—As the need for their services arises, Assistant Deans may be appointed to attend to some of the duties of the Deans. They shall be elected biennially by the Board of Regents upon the nomination of the appropriate Dean and the President.
Section 4. The Director of the Summer Session.—The Director of the Summer Session, upon nomination of the President, shall be appointed by the Board of Regents in the odd-numbered years for a term of two years to assist the President in administering matters directly connected with the educational activities of the Summer Session. It shall be his duty to study and watch over the policies and usefulness and to supervise the specific activities of the Summer Session. He shall appoint those standing committees of the General Faculty which serve during the Summer Session only. In particular, it shall be his duty (a) to co-operate with the publications offices in preparing the annual catalogue of the Summer Session and in sending out other printed information of importance to prospective students, (b) to transmit departmental budgets to the appropriate Deans and budget councils and to notify members of the Summer Session staff of their appointment, filing their acceptances in the office of the President, (c) to pass upon the offering of courses of small registration during the Summer Session, (d) to present in October to the Regents, through the President, a full, written report of the operations of the Summer Session just passed, and (e) to present to the Regents, through the President, at such a date as may be most advantageous, written recommendations concerning future Summer Sessions.

When, as elsewhere provided, following a request from the Director, the recommendations of the departmental faculties concerning courses and budgets and the nominations of the departmental budget councils have reached the Director through the appropriate Deans, he shall call meetings of the Administrative Council of the Summer Session, of which he is Chairman without vote, to consider the Summer Session courses and budget. He shall transmit, through the President to the Board, the actions of this council and his recommendations relating thereto.

Section 5. The Student Life Staff.

a. The Dean of Student Life.—The Dean of Student Life shall be the head of the Student Life Staff in charge of all extra-curricular activities not assigned to some other officer. He shall be appointed biennially by the Board of Regents upon the recommendation of the President, and shall serve for the two years of a legislative biennium on a twelve-months' basis. He shall be qualified for professorial rank. He shall keep in sympathetic touch with the students, and shall personally and in co-operation with other officers and teachers help them to become good, useful, and efficient citizens.

The Dean of Student Life shall be ex officio Chairman of the Committee of Supervisors of Official Extra-Curricular Activities. He shall be an ex officio Chairman of the Committee on Student Loans. He shall be charged with the administration of student discipline in the University, in which capacity he shall have the assistance of the Faculty Committees on Discipline, which report their decisions to him for execution. In performing other duties and administering specific University regulations, he shall be assisted by the following student life committees in addition to the Committees on Discipline, Loans to Students, and Supervisors of Official Extra-Curricular Activities: Religious Life, Student Government, Student Social Affairs, Student Social Organizations, Student Publications, Music, Dramatics, Forensics, Intramurals for Men, Intramurals for Women, University Health and Sanitation, Non Students' Living Accommodations, Women Students' Living Accommodations, Sick Men Students, and Sick Women Students.

The Dean of Student Life, assisted by the Dean of Men and the Dean of Women, shall prepare an annual report containing, among other information, statistics relating to the scholarship of fraternities, sororities, and other social student groups; similar statistics concerning the scholarship of intercollegiate athletic squads and official extra-curricular non-athletic student groups; housing statistics; statistics of the discipline committees; and other information pertaining to the welfare of the student body in general.

The Dean of Student Life shall make budgetary recommendations concerning the work within his jurisdiction.

b. The Dean of Men and the Dean of Women.—The Dean of Men and the Dean of Women shall be appointed biennially by the Board of Regents upon the recommendation of the President to serve for the two years of a legislative biennium on a twelve-months' basis. They shall be qualified for professorial rank and shall assist the Dean of Student Life in exercising a general and helpful oversight over the extra-curricular activities of men and women students, respectively.

It shall be their duty to strive to develop among students such a mode of conduct as will keep up the highest standards and produce later the highest type of public-spirited citizens. It shall be their duty to give specific and helpful advice to students concerning the important social relations that grow out of their membership in the University community. Subject to the approval of the Dean of Student Life, either the Dean of Men or the Dean of Women may dispose directly of minor cases of discipline. Such cases shall be immediately reported in writing to the Dean of Student Life.
o. Student Life Secretaries for Men and Women, Student Employment Secretary.—The Student Life Secretary for Men and the Student Life Secretary for Women shall be appointed biennially by the Board of Regents upon the recommendation of the President. They shall assist in the work of the Student Life Staff under the general supervision of the Dean of Student Life. Their special responsibility shall be to aid in the securing of employment for students. A Student Employment Bureau shall be maintained under the direction of a Student Employment Secretary who shall be a member of the Student Life Staff.

d. Directors of Student Activities.—Directors of student musical organizations and of other student activities which derive partial support through the Student Life Staff shall be responsible to the Dean of Student Life for the proper conduct of the activities under their direction. These officials shall be appointed by the Board of Regents upon recommendation of the President.

e. Director of Intramural Athletics for Men and Director of Intramural Athletics for Women.—See Sections 40 and 41 of Chapter V, pp. 631ff.

f. The Health Service.—The University Health Service, with a staff of physicians and nurses appointed by the Regents, shall have for its chief officer a Director of the Health Service who shall report through the Dean of Student Life to the President and Board of Regents.

Section 6. The Librarian.—The Librarian shall have charge of and be responsible for the proper administration of the University Library. He shall be qualified for professorial rank and tenure. He shall serve on a twelve-months' basis.

The University Library comprises all books, maps, charts, manuscripts, and similar documents purchased out of University funds, or acquired in any other manner by the University, except such as are of an administrative nature and such maps and charts as relate to or are used in the internal organization of the several departments. For administrative purposes, the University Library consists of the general library, school or college libraries, and departmental libraries.

The Librarian has the authority of making recommendations to the President in regard to the appointment and dismissal of members of his staff, in regard to the determination of questions of administrative policy, and in regard to the selection of books for the library. He shall enforce order throughout the Library, and shall report to the Dean of Student Life such branches as may call for discipline. At the time called for by the President, he shall make an annual report to the Board of Regents on the condition and needs of the Library. At the time called for by the President he shall present budgetary requests for the ensuing legislative biennium.

The Librarian shall be ex officio a member of the Library Committee of the General Faculty.

Section 7. The Registrar.—The Registrar shall attend to admission, registrations, scholastic records, administrative publications, and miscellaneous examinations, and shall be Chairman ex officio of the General Faculty Committees on Admission Requirements, Admission from other Colleges, Accredited Schools, Schedule, Diplomas, Administrative Publications, and Publications. He shall serve on a twelve-months' basis and shall make budgetary recommendations concerning the work within his jurisdiction.

a. Admission. The Registrar shall see to the execution of all regulations dealing with the admission of students to all colleges and schools of the University. He shall evaluate entrance certificates and college transcripts and shall determine eligibility for admission, fixing terms and conditions, if any. He shall supervise the removal of admission conditions of all students.

b. Registration. The Registrar shall be responsible for the registration of all students and shall act as such member of the faculty as may be required to assist him therein.

c. Records. The Registrar shall keep permanent, systematic, and convenient records, containing the semester or term grades of each student and all other recordable information about the student that the student of the University may at any time need, and he shall organize, interpret, and publish as much of this information from time to time as is desirable and as the facilities of his office permit.
The Controller shall manage the State and privately donated endowment lands. He shall attend to the leasing or renting of these properties, to the collection of rentals, and to the upkeep of the property, and, in fact, shall do all things and their appurtenances.
CHAPTER III
The General Faculty and the School or College Faculties

Section 1. Authority of the General Faculty.—The Board of Regents will use all its discretion and powers in efforts to make The University of Texas an institution of the "first class," as the Constitution directs in Article VII, Section 10. The Board will be guided in general by the practices of the best universities in the United States and abroad, especially state universities. The Board will not, except in extraordinary cases, act on important matters of educational policy until it has had advice thereupon from the General Faculty. When such policies give rise to substantial differences of opinion in the General Faculty, the advice and recommended legislation shall be accompanied by a record of the vote and by formal summary of the reasons for and against the matters proposed.

Legislation by the General Faculty that involves the expenditure of additional money should not be submitted to the Board of Regents unaccompanied by an estimate by the Faculty of the additional money required.

No legislation by the General Faculty shall be effective unless approved by the Board of Regents, and no legislation by a College or School Faculty shall be presented to the Board of Regents for consideration until it has been approved by the General Faculty or voted upon for and against with reasons stated, as provided in the preceding paragraph. The Board of Regents will notify the General Faculty of its actions on Faculty legislation, in general giving reasons when disapproving.

Subject to the Board of Regents, and subject further to the authority that the Board has vested in the various administrative officers and subdivisions of the University, the general charge of the Main University is entrusted to the General Faculty of the Main University. Within this broad jurisdiction of the General Faculty fall such matters as (1) general educational policies and welfare; (2) regulations affecting student life and activities; (3) requirements for admission and graduation; for honors and scholastic performance generally; (4) approval of candidates for degrees.

Section 2. Membership of the General Faculty.—Voting members of the General Faculty shall consist of all (a) professors, (b) associate professors, (c) assistant professors, (d) instructors who have served for three years or more, and (e) such other officers as the Board of Regents, upon recommendation of the President, may designate.

Instructors who have served for less than three years shall have the privilege of attending meetings with the right to speak but without the right to vote.

Section 3. Authority of the College or School Faculties of the Main University.—Subject to the limitations set forth in Section 1, each College or School of the Main University shall be under the immediate charge of its particular Faculty. Legislation affecting primarily any College or School, such as the requirements for admission and honors and degrees and the scholastic regulations, shall originate in that College or School; legislation affecting more than one College or School shall originate either in the General Faculty or in the Faculty of either College or School concerned.

Section 4. Membership of the undergraduate College or School Faculties.—Voting members of the undergraduate College or School Faculties shall consist (1) of all (a) professors, (b) associate professors, (c) assistant professors, and (d) instructors who have served at least one year, in the departments which compose the College or School; (2) of professors or associate professors or assistant professors selected from departments outside of, yet closely connected through degree requirements or subject matter with, the College or School; and (3) such other officers as the Board of Regents, upon recommendation of the President, may designate annually. The number of such annually designated members of a College or School Faculty shall not exceed fifty per cent of the number of members ex officio. Instructors who have served for less than one year shall have the privilege of attending meetings with the right to speak but without the right to vote.

Section 5. Membership of the Graduate Faculty.—Members of the Faculty of the Graduate School shall be appointed by the Board of Regents on nomination by the President, notting usually on the recommendation of the departmental budget council of the department concerned transmitted to the President with comments by the Dean of the Graduate School and the Dean of the College or School of which the department is a part after the Deans have consulted fully with three professors, two selected from cognate departments by the Graduate Dean and one selected at large
by the other Dean concerned, the selections by the two Deans being made with special reference to competency to pass on the proposed member. The primary qualifications for membership in the Graduate Faculty to be considered by the Deans and the professors shall be (a) achievement in research or (b) (1) broad scholarship or high attainments in a particular field of study and (2) skill and experience in teaching graduate students.

The Dean of each College or School in whose field a graduate degree is offered shall be an ex officio member of the Graduate Faculty.

Section 6. Meetings of the General Faculty and of the College or School Faculties.—The General Faculty of the Main University shall hold at least six regular meetings during the Long Session; the other faculties shall hold at least two during the Long Session. The regular meetings shall be held at dates duly published and arranged in May for the next Long Session by the Faculties or their secretaries so as to lead to the minimum of conflicting dates. Special meetings of the General Faculty of the Main University shall be held at the call of the President or at the request of five voting members. Special meetings of the other faculties shall be held at the call of the President or appropriate Dean or at the request of five voting members.

Section 7. Chairman of the General Faculty and of the College or School Faculties.—The President shall be Chairman ex officio of the General Faculty; the Deans shall be chairmen ex officio of their respective faculties.

Section 8. Secretaries of the General Faculty and of the College or School Faculties.—Each faculty shall elect annually its own secretary, who shall record its minutes in a form both convenient and permanent, furnishing promptly the members of the faculty and the administrative officers with copies of said minutes. In addition, the secretary shall send out to the members notices of the meetings to be held sometimes accompanied by information concerning the business to be transacted; and shall bring promptly to the attention of the persons concerned the actions of the faculty.

Each communication not made from the floor during a faculty meeting shall be transmitted to the faculty by the person making it through the Secretary of the faculty for distribution, record and listing on the order of business.

Section 9. Committees of the General Faculty and of the College or School Faculties.—Each faculty shall establish such standing committees for the long session, summer session, or fiscal year as it may deem proper, with duties and powers within the jurisdiction of the Faculty, said duties and powers being plainly set forth in the minutes. Unless otherwise specially provided, standing committees of the General Faculty for the long session or fiscal year shall be appointed annually by the President after consultation with the officer or officers whose duties are related to those of the various committees; standing committees of the summer session shall be appointed by the Director thereof; standing committees of the faculties of the Colleges or Schools shall be appointed annually by the respective Deans. Special committees of the faculties, when desired, shall be appointed in accordance with the Rules of Order on motion passed.

Section 10. Rules of Order to be Followed by the General Faculty and the College or School Faculties.—Each faculty shall adopt the general principles of parliamentary law as set forth in some standard work such as Robert's Rules of Order, except insofar as the faculty may modify certain details, such as the rules relating to quorums, order of business, debates, voting, suspending rules, making public actions, etc., etc.

Section 11. Changes in the Catalogue and Standing Rules of the General Faculty and the College or School Faculties.—Changes in these portions of the Catalogue which record faculty action and changes in the standing rules of a faculty shall be proposed in writing, and shall lie over until the next meeting of the Faculty, regular or called, before they may be considered. The rule requiring changes in the Catalogue to lie over shall be suspended only by unanimous consent, provided that, when such changes have been put in legible form and copies thereof distributed to the members of the faculty at least five days before the date of meeting, together with notice that the proposed changes are to be considered at the next meeting, they may upon a vote of the Faculty, be taken up immediately and disposed of.
CHAPTER IV

Department Faculties of Instruction and Research

Section 1. Departments.—The various Colleges and Schools may be subdivided into departments of instruction and research, by the Board of Regents, to be concerned primarily with subdivisions only of the whole field of knowledge.

Section 2. Departmental staff.—The staff of a department shall consist of all persons appointed by the Regents to carry on the work of instruction and research in the field of the department, including correspondence and extension center teaching for degree credit.

Section 3. Membership of a departmental faculty.—All full-time members of the staff of a department who hold the rank of instructor or above shall be members of the faculty of the department, with vote, excepting those made up of instructors who have served for less than one Long Session. A member of the staff on part-time in each of two departments may be a member of the faculty of each department. A part-time member of a bureau staff may also be a part-time member of the faculty of a department.

Part-time members of the faculty of a department may be appointed with or without vote.

Section 4. Authority of a departmental faculty.—Departmental faculties are subject to the actions of the School or College faculties of which they are a part in the fixing of aims, courses, curricula, degree requirements, etc. Requests from the faculty of a College or School or Division or Bureau for services from a department outside the requesting College or School or Division or Bureau shall be transmitted by its administrative head through the Dean of the department to the department for consideration by the department at the regular times. If, after discussion, the department and its Dean and the administrative head making the request cannot reach an agreement, all the relevant facts and opinions shall be transmitted to the President for adjudication or transmittal to the Administrative Council, the General Faculty, or the Board of Regents.

Section 5. Certain duties of a departmental faculty.—It shall be a duty of the departmental faculty to make annually or upon special occasions for the Long Session through its Dean to the President, and, in the case of the Summer Session, to its Director, such specific and itemized recommendations as may be deemed wise concerning (a) the courses, with specified contents and prerequisites, to be offered during the next Long or Summer Session or for credit through the Division of Extension; (b) all catalogue material relating to the department; (c) assignment of courses and sections of resident instruction, assignment of correspondence and extension center teaching, and assignment of extra-departmental duties, either intra- or extra-mural in character, to individual members of the departmental staff; (d) maintenance and equipment, rooms and schedules; (e) requests for the services of the department coming from the Schools and Colleges and other subdivisions of the University; (f) such other matters as may affect the welfare of the department other than matters within the jurisdiction of the budget council of the department, bearing in mind (1) the requirements for the various degrees; (2) the avoidance of overlapping courses in the department or between departments; (3) the avoidance of too many or too few courses in the department; (4) an equitable distribution of the working loads of the members of the staff; (5) the needs of the Graduate School, of the Extension Teaching Bureau of the Division of Extension, and of the undergraduate Schools and Colleges dependent upon the services of the department; and (6) the desirability of an arrangement in which neither efficiency nor economy is unduly sacrificed. Recommendations involving increases in the existing budget should be listed in the order of preference. It shall also be the duty of a departmental faculty to make annually on October 15 a report to the President through the Dean on the work of the department during the previous fiscal year. Reports should be made separately from recommendations or requests, reports dealing with the past, recommendations with the future. (cf. Section 2 of Chapter II.)

A. DEPARTMENTAL REPORTS

1. ANNUAL Departmental Reports. 1. Unabridged reports, as lengthy as the department may determine may be sent through the Dean to the President for study and climatic filing in the archives. 2. Abridged reports, shall be as synoptic as possible and sent through the Dean to the President for printing.

a. Abridged departmental reports SHOULD contain: (1) Honors conferred on staff; (2) Honors conferred on, and important positions filled by, recent graduates who majored in the department. (3) Miscellaneous—use of Library, etc.; distinguished visitors; extra-mural activities; etc.; etc. (4) Annual bibliography of staff and theses of "major" students. b. Abridged departmental reports SHOULD NOT contain: Material printed or
recorded elsewhere, such as (1) List of staff, Long or Summer Session. (2) List of courses offered. (3) Enrollments in courses and sections and teachers thereof (because reported separately on a standard form and also on instructors' individual annual sheet). (4) Number of B.A., M.A. and Ph.D. Majors in June and August. (5) Facilities for study. (6) Expenditures (actual). II. SPECIAL Departmental Reports shall be made as occasion may require.

B. DEPARTMENTAL RECOMMENDATIONS

1. Annual Departmental Recommendations. 1. Budgetary recommendations shall ordinarily be made following a request from the President. In non-legislative years the request will be made about February 1; in legislative years the date will vary. 2. Recommendations of courses to be offered in the next ensuing Announcement of Courses or General Catalogues or Summer Session Catalogues shall be sent to the Deans at dates fixed by the Publications Committee. 3. Other recommendations should ordinarily accompany the Budgetary Recommendations. II. SPECIAL Departmental Recommendations shall be made as occasion may require.

Section 6. Departmental Budget Council.—All the full professors in a department conjointly, or all the associate professors conjointly in case there is no full professor, shall constitute the Budget Council of the department. In a department without full or associate professors, the Chairman of the department shall constitute the Budget Council.

It shall be the duty of the Budget Council to make annually or upon special occasions, through its Dean to the President for the Regents, in the case of the Long Session, such recommendations as may be deemed wise concerning (a) appointments to positions in the department, (b) promotions in salary or rank of those members of the departmental staff who are not also members of the Budget Council, and (c) amount required for maintenance and equipment during the coming fiscal year. Recommendations which relate to persons who are to do whole or part-time extension center or correspondence teaching accompanied or unaccompanied by resident teaching shall be made jointly by the departmental Budget Council of the department concerned and the Director of the Extension Teaching Bureau to the Deans concerned. Recommendations concerning rank, tenure, salary, etc., shall be specific. Members of the Budget Council shall have the right to make individual recommendations through the Dean to the President concerning the salaries of other members of the Budget Council. Actions of the Budget Council shall be taken only at meetings duly called and held, and shall be signed by all the members, approving or disapproving. In the case of the Summer Session, there are appointments only, tenure not extending beyond the Session, and no promotions, a teacher remaining, at the rank held during the previous Long Session if a member of the General Faculty. Recommendations are to be made through the appropriate Dean to the Director of the Summer Session and may apply to members of the Budget Council itself.

When desirable a Budget Council may select from its membership a Chairman to preside over its meetings and a Secretary to record and transmit its recommendations.

Section 7. Chairman of the departmental faculty.—A member of the Faculty of the department shall be appointed as Chairman thereof by the Regents, upon nomination of the President, to serve for the two years of a legislative biennium. In case of absence or disability during the biennium, the Chairman shall notify the President, who shall appoint an Acting Chairman to serve in his stead. The Chairman shall attend all meetings of the council and its meetings; have minutes kept of the proceedings; promptly transmit the reports and recommendations of the departmental faculty through the appropriate Dean to the President; transmit to the Registrar departmental recommendations and requests regarding rooms and schedules; transmit to the Comptroller departmental recommendations and requests regarding repairs and alterations; transmit to the Publications Office departmental catalogues and other copies; transmit to the auditor on form provided by that officer the requisitions involved in the expenditures of the maintenance and equipment item in the departmental budget; and in general shall serve as the executive officer and secretary of the departmental faculty.

In particular, the Chairman shall (a) keep and pass on to his successor an inventory book or file containing a list in detail of all apparatus and other property belonging to the department; (b) shall present to the Comptroller of the University not later than the first day of July of each year a complete inventory of all apparatus and other property belonging to the department, together with a statement of the condition thereof; and (c) shall act for the department in emergencies.

Section 8. Meetings of a departmental faculty.—The faculty of a department, unless it consists of one person only, shall hold meetings at least once each semester, and may meet at other times at the call of the Chairman or on the written request of one third of its members. The reports and recommendations of the department, ways of improving teaching, research, and the regulations of the University and their observance are among the subjects of discussion at meetings. The minutes of the
meetings shall be sent by the Chairman to the members and to the Deans concerned and to the President. Actions of departmental faculties on the courses to be offered and other departmental matters within their jurisdiction shall be taken only at meetings duly called and held.

Section 9. Dates for making reports and recommendations of departmental faculties and Budget Councils. -- Departmental budgetary recommendations, including those relating to appointments and promotions made by the Budget Council of the department shall be called for at convenient times by the President to be sent to him through its Dean. Recommendations of all the courses to be listed in the next ensuing Announcement of Courses or General Catalogue or Summer Session Catalogue shall be sent to the appropriate Dean at dates fixed by the Publications Committee.

Section 10. Recommendations of courses of small registration. -- It shall be the duty of the departmental faculty to consider especially the recommendation of courses in which the registration has been or is likely to be small. Such courses are often too expensive or time-consuming, and may not be announced or given until there has been a careful consideration of the need of such a course and the course has been specially approved for the coming Long or Summer Session by the department, the Dean or Deans concerned, and the President, the Director of the Summer Session acting for the President in the case of the Summer Session courses.

CHAPTER V

Divisions and Bureaus

Section 1. Divisions and Bureaus. -- Educational, informational, and research activities of the University other than resident teaching may be organized by the Board of Regents into separate subdivisions called Bureaus, two or more of which may be or less loosely grouped into larger units called Divisions.

The Division of Extension shall have a Dean as its chief administrative officer, and shall include the Bureaus of (1) Extension Teaching, (2) Industrial Teacher and Foremen Training, (3) Package Loan Library, (4) Nutrition and Health Education, (5) Intercollegiate League, (6) Visual Instruction and (7) School Inquiry and Research.

The Division of Natural Resources shall include the Bureaus of Economic Geology, Engineering Research, and Industrial Chemistry.

The Division of Social Science and Business Research shall be divided in the Bureaus of Social Science Research, and Business Research.

Section 2. Directors and bureau staffs. -- The administrative head of a bureau shall be called a Director and the other members of the bureau staff shall be given specific and appropriate descriptive titles. Titles conferred upon members of the staff of instruction and research may also be conferred upon members of bureau staffs together with tenure and voting privileges in Department or School or College or General Faculties. Members of the staff of the Bureau of Extension Teaching who conduct classes carrying degree credit are ipso facto members of the appropriate departmental staffs. Directors shall be appointed to serve for the two years of a Legislative biennium, upon the recommendation of the President, acting after consultation with the Dean of the Division if there be such a dean.

Section 3. Bureau Councils. -- When the work of a Bureau has close relations with the field of a Department or School or College, there may be created a Bureau Council, advisory to the Director of the Bureau, composed of members selected from the faculties of the related Departments and the Deans of the related Colleges or Schools. The Director shall be chairman of the Bureau Council without vote.

Section 4. Bureau recommendations. -- After getting advice from the staff of the Bureau and from the Bureau Council the Director thereof shall make to the President such budgetary and other recommendations concerning the Bureau as he may deem wise.

If the Bureau be part of a Division that has a Dean, the recommendations of the Director shall go through the Dean to the President, accompanied by such recommendations as the Dean may deem wise.

Bureau reports, budgets, and recommendations shall be kept entirely distinct from those of their cognate departments, schools or colleges, but shall ordinarily be called for and sent in on the dates fixed for the departments of instruction reports.

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Section 5. Bureau of Extension Teaching.—The function of this Bureau shall be to extend the teaching of the University to non-resident students; insofar as resources and circumstances may permit through instruction by mail ("correspondence") or visiting instructor ("extension center").

Credit courses offered by correspondence or at extension centers and the instructors of these courses must be approved by the Director of Extension Teaching, by the budget council of the department concerned, and by the Deans concerned. In case of disagreement, such disagreement shall be presented to the President for decision.

Extension centers shall be established by the Board of Regents upon recommendation of the Dean of the Division of Extension and of the President.

A correspondence or extension course carrying degree credit when successfully completed shall have the identical prerequisites and as nearly as possible the same content as the same course offered to resident students (if offered), and shall count towards degree in accordance with the provisions of the General Catalogue.

Correspondence and extension center courses not carrying degree credit, but meeting the needs of adults beyond the high school age, may be approved by the Board of Regents, usually upon the recommendation of the Director of the Bureau of Extension Teaching, the Dean of the Division of Extension, and the President.

CHAPTER VI

Councils and Committees

Section 1. Membership and appointment.—University councils and committees ordinarily are composed exclusively of members of the staff, but in certain cases students, ex-students, and citizens are also members.

Membership is ordinarily appontive, but sometimes ex-officio. Unless otherwise provided, councils and committees shall be appointed in May, or earlier, for the next fiscal year or Long Session or Summer Session, i.e., to serve for twelve, nine, and three months respectively, (a) by the appropriate dean, in the case of a school or college faculty. (b) by the Director of the Summer Session, in the case of the General Faculty for the Summer Session. (c) By the President in all other cases. (Cf. Chapter III, Section 9.)

Section 2. General duties.—The general duties of councils and committees of the school or college faculties, of the General Faculty, and of the various bureaus and subdivisions of the University, shall consist in (1) attending to or (2) examining into some part or aspect of University life and work. From these two primary duties grow two secondary duties: (3) reporting to the Faculty, President, and Regents on the past work attended to or examined into, and (4) recommending to the Faculty, President, and Regents concerning how the work attended to or examined into may be done better in the future, or how new work may be advantageously undertaken or old work discontinued.

Each standing committee shall make an annual report which shall be due November 1.

Except in extraordinary cases, special committees will not be appointed to perform duties that have been assigned to standing committees.

Section 3. The Administrative Council (ex officio).—The Administrative Council shall consist, ex officio, of the Deans of the College of Arts and Sciences, College of Engineering, School of Business Administration, School of Education, School of Law, Graduate School, and Division of Extension, together with the Dean of Student Life, the Comptroller, and the Registrar. The President shall be Chairman, the Registrar shall be Secretary ex officio, and the President shall appoint annually a Vice-Chairman who shall serve as Acting President during the absence or disability of the President.

The Secretary shall furnish regularly copies of the minutes to each member of the Administrative Council.

(a) The Administrative Council shall serve as the Executive Committee of the General Faculty, and in this capacity shall take such minor recess actions as may be desirable between General Faculty meetings; reporting such actions for approval, disapproval, or modification by the General Faculty at its next subsequent meeting. Major recess actions may be taken by the Administrative Council, acting as the
Executive Committee of the General Faculty, if the subsequent approval of the General Faculty may be confidently expected.

(b) The Administrative Council shall act as an advisory committee to the President, assisting him in attending to, or examining into, the various aspects of University Life and work, and advising him in matters relating to the best interests, usefulness, development, and policies of the University.

(c) The Administrative Council shall act in its own capacity by meeting at least three times per month (1) to consider current routine items relating to University Life and study, (2) to consider desirable correlations of University activities through the elimination of gaps, overlaps, conflicts, and obscurities, and (3) to consider the better enforcement or desirable amendment of University regulations through faculty or other appropriate action.

Section 4. Administrative Council of the Summer Session (ex-officio).—The Administrative Council of the Summer Session shall consist, ex-officio, of the Dean of the Graduate School, the Deans of the departments offering resident instruction during the Summer Session, the Dean of Student Life, the Comptroller, and the Registrar. The Director of the Summer Session shall be Chairman without vote. It shall be the duty of the Administrative Council of the Summer Session to recommend to the Director a budget for the Summer Session that falls within the available income and to advise with the Director concerning the requests for future income and all other matters connected specifically with the policies, usefulness, and routine of the Summer Session.

Section 5. Building Committee (annual).—The Building Committee of the General Faculty shall be composed of three members of the faculty. The Comptroller shall meet with the Committee. After the erection of a particular building has been approved by the Board of Regents, a member of the Staff that is to occupy the building shall be appointed as a member of the Committee so far as the particular building is concerned.

It shall be the duty of this Committee, 1. To hold necessary hearings and to make proper investigations regarding the building needs of the University and to report its conclusions to the Comptroller. 2. To recommend the order and the location for specific buildings, with reasons for these recommendations. 3. After the approval of the Board of Regents of the construction of a given building, to send to the Comptroller, for transmission to the University architects, such suggestions as to the style, size, purpose, location, and general nature of the buildings as will enable the University architects to prepare preliminary sketches and tentative plans.

When the University architects have prepared plans in sufficient detail for study and criticism by the Committee, they shall transmit them to the Comptroller for presentation to the Committee.

After careful consideration, the Committee shall return the plans, with their criticisms and suggestions, to the Comptroller for transmission to the architects. This process shall be repeated until the plans and specifications have been brought to such a state of completeness that, in the judgment of the Committee, they are ready to present to the Board of Regents for approval.

4. To make its reports and recommendations to the Comptroller. It shall transmit these, with its own comments and recommendations, to the President. When requested by the President or the Board of Regents, the Faculty Building Committee shall report directly to the Board.

A record shall be kept of the dates of all communications between the Committee, the Comptroller, and the University architects.

After the plans for a particular building have been approved by the Board of Regents and the Comptroller has been directed to advertise for bids, the Faculty Building Committees shall be relieved of further responsibility for this particular building, but may be consulted further by the Comptroller, the University architects, the President, or the Regents when circumstances render it desirable.

Section 6. Investment of Trust Funds Committee (annual).—The Controller shall be Chairman ex-officio of this Committee, which shall be appointed annually for twelve-month terms and which shall be composed of three other members of the faculty acquainted with investments, accounting, and law.

It shall be the duty of this Committee to make, through the President, to the Finance Committee of the Board of Regents recommendations (a) regarding the general investment policies and practices of the University, (b) regarding specific investments of specific uninvested funds, (c) regarding changes in investments already made, and (d) regarding the pooling of trust funds for investment purposes.
Section 7. Publications Committee (annual).—It shall be the duty of this Committee to make recommendations concerning the style, dimensions, numbering schema, directions for preparing manuscript for the printer, copyrighting, etc., of all University publications printed by the University Press. This Committee shall be composed of the Chairman of the Administrative Publications Committee, who shall be Chairman ex-officio, the Chairman of the General Publications Committee, the Manager of the University Press, the Librarian, and one person selected from each of the two committees just mentioned. When the publications of a bureau are under consideration, the Director of the Bureau shall be a member of the Committee.

The following regulations shall be enforced by the Publications Committee:

1. The imprint "The University of Texas Bulletin," or "Published by the University of Texas," or the seal of the University may be used only as authorized by the Publications Committee.

2. The folio of University bulletins, together with the make-up of the cover and title pages, shall be fixed by the Publications Committee.

3. The University Press shall not receive for publication any copy or manuscript without the O.K. of the Registrar, who shall check it for conformity to general rules and policies, educational and budgetary. No administrative publication may be printed without the authorization of the Registrar; no general or scholarly publication may be printed without the approval of the Committee on General Publications, and no publication from a bureau or division without the authority of the official head.

4. All publications shall be distributed through the Registrar's Office, unless otherwise specifically provided. At present the Extension Division and the Bureau of Economic Geology distribute their own bulletins. The Registrar shall keep a faithful and accurate account of all monies received for publications sold through his office, shall deposit same with the Auditor. He shall make an annual report to the President and so also shall each bureau or division distributing its own publications. Material printed by the University Press printed only in the name of the Board of Regents of The University of Texas.

5. Manuscripts submitted for publication shall be typewritten and shall be presented in their final form, both as to text and illustrations. The original must be submitted; a carbon copy will not receive consideration. All manuscripts must be carefully prepared in advance. The Registrar's Office shall not accept or approve any manuscript until it is in proper shape for the printer. Authors should usually have a conference with the manager of the Press before a job is begun and give a clear explanation of what is desired. Extensive changes in proof may not be made, except at the expense of the author. Reasonable changes, but not radical alterations, may be made in the galley proof. No material changes may be made in page proof. Authors shall have their attention called to this rule at the time they are notified of the acceptance of their papers.

6. Authors shall be entitled to receive 10 copies of a charge bulletin or unbound book, and 5 copies of a bound book, gratis, and they may have additional copies at cost. In addition, as many reprints as desired may be had at cost of paper and press work, provided application is made in advance of publication.

7. As a general guide for style of printing the Manual of Style (1926) issued by the University of Texas Press shall be used. For questions not covered by this volume the latest edition of The Manual of Style issued by the University of Chicago shall be the guide. The University Library shall have a copy of every bulletin and book printed as a University publication.

8. The University shall set up a reserve of 25 copies of each and every University publication for emergency calls, and shall not reduce it below 5 copies. In addition, for exchange with institutions, libraries, journals, and publishers, whose publications are sent to the University Library, he shall reserve 500 copies of each free bulletin and 300 copies of each bulletin carrying a charge.

Section 8. Administrative publications (annual).—It shall be the duty of this Committee to make recommendations and propose regulations concerning the administrative publications of the University. The Registrar shall be Chairman ex-officio of the Administrative Publications Committee and, under the regulations, shall edit and supervise the preparation of all administrative bulletins except the Regent's Biennial Report and the Handbook for the Guidance of the Staff, which shall be handled in the President's Office, and the Annual Report of the Auditor, which shall be made up and proof-read by the Auditor. The Registrar shall also exercise editorial supervision over all other publications of the University or any of its subdivisions that include statements of University policy, announcements of courses, or other matter about the University intended for the information of students or of the public.
Section 9. General publications (annual).—It shall be the duty of this Committee to select for publication, within the appropriation available to the Committee, the most original, worthy, or useful material submitted for publication through the University Press by members of the University staff or by advanced students of the University. Usually such publications shall consist of books or bulletins not originating with any bureau or division issuing them. Each manuscript, before being sent to the printer, shall be submitted to the Registrar's Office to receive a number and a title page and to be checked with regard to general policies and regulations. The author or bureau concerned is responsible for the proof-reading and for the specific contents of his book or bulletin.*

The books and bulletins of the service and research bureaus and divisions printed by the University Press shall be made up, proof-read, and paid for by the bureau or division issuing them. Each manuscript, before being sent to the printer, shall be submitted to the Registrar's Office to receive a number and a title page and to be checked with regard to general policies and regulations. The author or bureau concerned is responsible for the proof-reading and specific contents of the book or bulletin. Each bureau shall make recommendations concerning all matters connected with the distribution of its publications.**

Section 10. Library Committee (annual).—It shall be the duty of this Committee to be informed regarding the work and growth of the Library. It shall consult with and be consulted by the Librarian, and shall be an interpreter of the Library and its policies to the General Faculty and an interpreter of faculty opinion to the Librarian.

Section 11. Schedule Committee (annual).—It shall be the duty of this Committee, subject to such specific assignments as the Board of Regents may from time to time approve, to advise the Registrar with reference to the scheduling of all office space and all class or laboratory space, indoors and out, during class hours, the Controller having jurisdiction over this space at other hours. In performing this duty, the Committee shall strive to avoid, as far as possible, vacant or partly-filled class spaces, and in its annual report shall compare, at least approximately, the actual use of class and laboratory space with an ideal maximum.

Section 12. Public Information Committee (annual).—It shall be the duty of this Committee, in consultation with the Public Relations Committee of the Board of Regents and in cooperation with the President, to assist all the agencies that are seeking to promote a reasonably sympathetic yet critical and accurate public knowledge of the University in all of its details. The sources of this knowledge is the University itself; the agents for transmitting this knowledge to the public are the staff, the ex-students, the students, public officials, newspapermen, and many interested citizens; the means of transmitting this knowledge are printing, broadcasting, public speaking, writing, and personal conversation. Specifically organised agencies which may be used in transmitting this knowledge are the public press, the Publicity Office of the University, The Ex-Students' Association, the Students' Association, the Dads and Mothers Association, and the Office of Publications of the University. Associated with this Committee shall be various sub-committees concerned with particular agencies, members of the sub-committees not necessarily being members of the Committee itself.

Section 13. Accredited Schools Committee (annual).—The Chairman of the Accredited Schools Committee shall serve as the University of Texas member or the "Committee on Inspection, Classification, and Affiliation of High Schools in Texas" in accordance with the agreement entered into on February 8, 1917, between the State Department of Education, the State Institutions of Higher Education, the Senior Independent Colleges, the Junior Independent Colleges, the High Schools, and the City Schools. It is the duty of this Committee to establish a basis whereby

*Some of the General Publications are serial, some individual, some books, some bulletins.

**The bureaus and visées now issuing publications are: The Division of Extension, Bureau of Economic Geology, Bureau of Engineering Research, Bureau of Industrial Chemistry, Bureau of Business Research, Bureau of Social Science Research.
the largest degree of cooperation may be realized between and among the State's institutions of higher learning and other similar institutions consistent with the performance of their individual functions."

"The work of inspection, classification, and affiliation shall be under the direction of the State Department of Education." The classification assigned any high school by the State Department of Education for affiliation shall be binding upon each institution represented in this Committee, it being understood that present standards of classification of high schools shall be maintained and raised from time to time as may be wise, and that each institution is reserved the right to determine its own admission requirements." "It shall be the duty of each institution represented in this Committee to file with the Chairman of the Committee, prior to January 1 of each year, its entrance requirements for the following scholastic year and the entrance requirements of any such institution shall not be changed or modified during the year for which they were adopted." It shall be the further duty of the Chairman of the Accredited Schools Committee to keep the General Faculty, President, and Regents informed of the important actions of the State Committee on Inspection, Classification, and Affiliation of High Schools in Texas by recording said actions in the minutes of the General Faculty.

Section 14. Admission Requirements Committee (annual).—It shall be the duty of this Committee, of which the Registrar shall be Chairman ex officio, to give special attention to the subject of college entrance requirements, to keep informed concerning progress and practices in the country, and, from time to time, to make such recommendations to the General Faculty concerning requirements for admission to the colleges and schools of the main University, or any one of them, as may be necessary, in the judgment of the Committee, to keep the University sufficiently in accord with the practices of other institutions similar in kind and rank, and to enable the University best to serve the State of Texas in this respect.

Section 15. Admission from Other Colleges Committee (annual).—The Registrar shall be Chairman ex officio of the Committee on Admission from Other Colleges. It shall be the duty of this Committee to advise and to assist the Registrar in cases submitted by him, involving usually the recognition to be given a particular institution outside Texas. It shall be the further duty of this Committee to keep in helpful cooperation with the Association of Texas Colleges, of which Association the University is a member and in which it participates in fixing standards and in rating the institutions in Texas. The Committee shall make an annual report to the General Faculty dealing with general and institutional ratings and standards.

Section 16. Commencement Committees. (Annual) It shall be the duty of these Committees, cooperating with the Controller, regular Dean, and President, to attend to the details connected with the June and August graduation ceremonies. In particular, they shall select speakers and prepare the programs, except for the graduation and honor lists furnished by the Deans and President, and shall provide adequate seating and seating for the graduates, faculty, and guests.

Section 17. Diploma Committee (annual).—The Registrar shall be Chairman ex officio of the Diploma Committee. It shall be the duty of this Committee to advise the Registrar with respect to all matters as the form, style, shape, size, material, quality, etc., of diplomas; whether they should be engraved, lithographed, etc.; the letting of contracts for purchasing and lettering diplomas, etc.

Section 18. Students' Use of English Committees (Long Session, Summer Session) The candidate for some of the various bachelor's degrees is required before graduation "to show such an ability to write clear and correct English as to satisfy the Committee on Students' Use of English." It shall be the duty of these Committees to enforce this requirement by inspecting the written work of such candidates in any of their courses, and by requiring such additional work for those candidates found deficient as may deem appropriate. It shall also be the duty of these Committees officially to report to the Registrar and to the appropriate Dean, at the official times, the success or failure of each candidate subject to the jurisdiction of the Committee.

and Entertainments

Section 19. Public Lectures Committees (Long Session, Summer Sessions).—It shall be the duty of these Committees to promote, for the benefit of the student body and University community generally, free public lectures on appropriate topics by approved persons. In performing this duty the Committees shall cooperate with and assist the various subdivisions of the University in their efforts to procure special lecturers and shall strive to secure members of the faculty to give public lectures. When funds are available, distinguished lecturers, mostly from other faculties, shall be selected by the Committees.
Section 20. Attendance at Professional Meetings Committee (annual).—It shall be the duty of this Committee to apportion such money as the Regents may from time to time appropriate for the purpose of paying, at least in part, the expenses that are involved in the attendance of various members of the Faculty upon professional-meetings of national importance.

The amount paid by the University for any single trip shall not exceed the lowest available round trip net rate for railway and pullman transportation, nor shall it exceed in any case the sum of $25. Although this money is primarily for the benefit of one or more of those staff who are to read papers containing new and valuable results at technical meetings, members who are serving as general officers or executives of national associations of high rank may also share in this travel fund.

Section 21. Rhodes Scholarships Committee (annual).—It shall be the duty of this Committee to attend to such matters as the Trustees of the Rhodes Foundation may place within the jurisdiction of the individual institutions whose students are eligible to be Rhodes Scholars.

Section 22. Campus Financial Drives Committee (annual).—It shall be the duty of the Committee on Campus Financial Drives, assisted by the Comptroller, to prevent individuals, groups, or organizations from soliciting funds or business on the Campus from students or staff without having previously secured the approval of the Board of Regents or of the Committee. Commercial solicitation will not be authorized. This Committee shall report annually to the General Faculty.

Section 23. Student Living Accommodations Committee (annual).—It shall be the duty of this Committee to supervise student living conditions and to act on all questions relating to rooming and boarding places for students. The Committee is empowered to enforce all University housing regulations and to adjudicate disagreements arising over their application. It is vested with disciplinary power. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 24. Sick Men Students Committees (Long Session, Summer Session).—It shall be the duty of the Committees on Sick Men Students to attempt in every way possible to care for the needs—other than of a medical nature—of the student in the hospital. The duties of these Committees include visits to sick men students, arrangements for cots, postponed examinations, quissises, and other such aid as may be necessary during the absence of the student from class. Each Committee is also expected to assist its Chairman in the performance of any similar duty for which he may request its aid. Each Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 25. Sick Women Students Committees (Long Session, Summer Session).—It shall be the duty of the Committees on Sick Women Students to attempt in every way possible to care for the needs—other than those of a medical nature—of the student in the hospital. The duties of these Committees include visits to sick women students, arrangements for cots, postponed examinations, quissises, and other such aid as may be necessary during the absence of the student from class. Each Committee is also expected to assist its Chairman in the performance of any similar duty for which she may request its aid. Each Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 26. Religious Life Committees (Long Session, Summer Session).—It shall be the duty of the Committee on Religious Life to study the religious needs of the students and to co-operate with all proper endeavors to meet these needs.

Section 27. Employment for Students Committee (annual).—It shall be the duty of this Committee, as far as may be possible, to assist worthy students in need of employment to find jobs other than those paid for from University funds. The Student Life Secretary for Men and the Student Life Secretary for Women shall be ex-officio members of this Committee and executive agents thereof. The Committee, through its Chairman, shall make to the Dean of Student Life an annual report containing appropriate statistics and other relevant information.

Section 28. Discipline Committees (Long Session, Summer Session).—The Faculty Committees on Discipline shall each consist of three members and there shall be as many of these committees as may be found necessary. For each faculty committee concerned with discipline in any form there shall be appointed from the student-body one men and one women student with the privilege of sitting with that committee.
without vote, in the actual trial of cases—the man to sit when a man student is being tried, the woman when a woman student is being tried, and both at the trial of mixed groups. These student representatives shall be appointed by the Dean of Student Life upon nomination by the President of the Students’ Association, the Dean having the right to veto any nomination—in which case the President of the Students’ Association shall nominate another student. Failure of the President of the Students’ Association to make nominations within a reasonable time after due notice has been given by the Dean of Student Life shall not affect the validity of trials conducted in the meantime. The absence of a student representative, after due notice, shall not invalidate a trial.

The duties of the Committees on Discipline shall be as follows: 1. To try all cases involving breaches of discipline by students acting as individuals or as officers of student organizations, unless the alleged offense is specifically placed under the jurisdiction of some other University officer or Committee or is within the original jurisdiction of a Student Council of the Students’ Association, and to assess proper penalties. The jurisdiction of the Faculty Committees on Discipline shall also be extended to all cases in which the original jurisdiction lay with the Student Councils, if, after suspension has been called to such cases by the Dean of Student Life, the Student Councils fail or refuse to act within a reasonable time; but this provision is not to be construed as preventing the Committee on Discipline or the Student Councils from considering matters on their own motion. 2. a. To try cases appealed from Student Councils. A student convicted by a Student Council shall have the right to request of the Dean of Student Life a trial by a Faculty Committee on Discipline. Such appeal, except when new evidence is presented, must be made in writing by the student within ten days from the time he receives notice from the Student Council. b. To try de novo cases tried by a Student Council when the Dean of Student Life is unwilling to affirm the verdict of the Student Council or to refer the case back to the Council for reconsideration. 3. To try cases in which the Student Councils have original jurisdiction when referred to them by a Student Council because the school year ends before the trial can be completed or because of other reasons. 4. To inquire into cases of misconduct of a student or a group of students referred to them by the Dean of Men or the Dean of Women. 5. To recommend to the Dean of Student Life and to the Faculty changes in rules or practices affecting discipline.

In addition to the above regular Committees on Discipline, power to try cases involving breaches of discipline may be delegated to other regular or to special Faculty committees.

All verdicts of Faculty Committees on Discipline shall be returned to the Dean of Student Life and the penalties imposed shall be administered by him. He may, in case of any additional evidence, return a case to the Committee trying it for further consideration, but, if reconsidered, the resulting decision of the Committee shall be final.

Section 29. Loans to Students Committee (annual).—It shall be the duty of this Committee (a) to approve or disapprove applications for loans from loan funds not specifically under the control of some other agency, (b) to accept or reject endorsements or notes, and (c) to recommend the conditions under which loans from various loan funds shall be made when the conditions have not been finally fixed.

It shall be the duty of the Chairman of the Committee on Loans to Students, who may have assistants, (a) to keep on file in the office of the Dean of Student Life the legal, testamentary, regental, and other conditions governing such loan fund under the Committee’s charge, (b) to keep a complete and up-to-date record of all loans from these funds, (c) to take all appropriate action, subject to the approval of the Committee, to make prompt collections as loan repayments become due, (d) to keep the Committee informed regarding outstanding loans, available balances, and payments overdue, and (e) to attend to all other necessary clerical work of the Committee. It shall also be the duty of the Chairman, as far as may be possible, to secure from the administrators of other loan funds available to University students, a continually up-to-date record of the loans made from such funds, extending to said administrators full use of the records of the Committee.

Applications for loans out of the Ex-Students’ Memorial Loan Fund shall be made at the office of the Ex-Students’ Association. Applications for loans out of all other loan funds administered by the Committee shall be made at the office of the Dean of Men in the case of men students, at the office of the Dean of Women in the case of women students.

Section 30. Student Government Committee (annual).—It shall be the duty of this Committee to study the Constitution, Laws, and operations of, and to advise with the proper representatives of the Association concerning possible improvements of, the Students’ Association.
Section 31. Student Social Organizations Committee (annual).—It shall be the duty of this Committee (1) to observe the working of the regulations of student social organizations; (2) to make such recommendations as it deems expedient and just regarding changes or additions to the regulations; (3) to approve or to disapprove the establishment of new clubs of social nature; (4) to try all cases involving violations of regulations affecting student social organizations; (5) to recommend, at the end of the four-year period of probation (1933), the abolition or continuance of fraternities, sororities, and like social organizations at The University of Texas.

Section 32. Fraternities and Sororities Advisory Committee (annual).—This Committee shall consist of seven members of the Faculty, three to be appointed by the President and two each to be selected by the Interfraternity Council and Pan-Hellenic Council. It shall be the duty of this Committee primarily to concern itself with advice to the fraternities and sororities, and to give confidential consideration to such problems as these groups may present to it, either as individual groups or as a body. This Committee shall report to the General Faculty, but in such a way as not to violate any confidences. It shall make, through its Chairman, an annual report to the Dean of Student Life.

Section 33. Student Social Affairs Committee (annual).—It shall be the duty of this Committee to administer the general social regulations authorizing the places at which student social functions may be given. This Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 34. Student Publications Committee (annual).—This Committee shall consist of three members of the General Faculty appointed by the President of the University to serve on the Board of Directors of the Texas Student Publications, Incorporated, as provided in the charter of that organization. It shall be the duty of this Committee to assist in safeguarding both the finances and the character of the student publications.

In appointing this Committee the President shall designate two members to constitute a sub-committee on editorial propriety which sub-committee is explicitly directed to exercise careful censorship over the Longhorn-Ranger Magazine and the "Grind Section" of the Cactus, with full authority to exclude material that they deem libelous, false, improper, or detrimental to good conduct and reputation. Failure to submit all the material intended for publication in the Longhorn-Ranger Magazine or the "Grind Section" of the Cactus to this sub-committee, or failure to exclude material regarded by this sub-committee as objectionable shall be reported by the sub-committee to the Dean of Student Life for appropriate action by a Discipline Committee.

The remainder of the Cactus and all other student publications shall be printed uncensored, the authors and editors being subject to trial by a Discipline Committee upon complaint to the Dean of Student Life by the Student Publications Committee, by a member of the Faculty or student body of the University, or by any other person.

Student editors are relied upon to use such care and good judgement as to make censorship unnecessary. However, nothing is set down here which precludes their profiting by friendly pre-printing advice, and nothing can be set down which will protect a student author or editor from court action.

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Section 35. Faculty Supervisors of Official Non-athletic Student Activities Committee (annual).—This Committee shall consist of the Faculty members to each of whom has been assigned responsibility for one of the official non-athletic student activities. It shall be the duty of each member of this Committee to secure a list of prospective participants in the specific official non-athletic activity in his charge, to investigate the eligibility of these prospective participants, and to certify to the Dean of Student Life and to the official in charge of the activity a list of those eligible to participate. Each member, in addition, shall advise with the participants in the group under his supervision and aid them in their work.

It shall be the duty of the Committee as a whole to observe the working of the regulations governing student activities and to recommend to the General Faculty desirable changes in these regulations. This Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 36. Student Musical Organizations Committee (annual).—It shall be the duty of this Committee to supervise in general all student musical organizations, to advise with the students in the selection of paid directors, and to approve, in advance of such presentation, programs to be presented publicly. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 37. Student Dramatic Organizations Committee (annual).—It shall be the duty of this Committee to supervise in general all student dramatic organizations, to advise with the students in the selection of paid directors, and to approve, in advance of such presentation, programs to be presented publicly. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 38. Forensics and Oratory Committee (annual).—It shall be the duty of this Committee to seek to encourage the development of interest in public speaking in the student body, to approve and to assist in arranging public contests, and to advise with and aid student organizations working in the field of forensics. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 39. Intramural Athletics for Men Committee (annual).—It shall be the duty of this Committee to assist in promoting and properly conducting officially organized intramural athletics for men, and to advise with the Director of such activities. It shall also be the duty of this Committee to assist in promoting unorganized recreational athletics for men students as far as may be possible. This Committee shall act as a body of final appeal in cases of protest.

Duties of the Director of Intramural Athletics for Men.—The Director of Intramural Athletics for Men shall be responsible for the promotion and proper conduct of officially organized and, as far as possible, for unorganized recreational athletic activities for men students. This responsibility shall include a. the more detailed scheduling of play fields; floor space, courts, pools, etc., for use of students set apart for intramural and unorganized athletic activities by the Schedule Committee; b. the proper care of equipment, play fields, floor space, courts, etc., during these schedule periods; c. the keeping of records; d. the proper expenditure of maintenance funds; e. the presentation of budgetary recommendations through the Dean of Student Life; f. the preparation of material relating to Intramural Sports for Men printed in the Catalogue, Intramural Handbook, or other official University publications.

Section 40. Intramural Athletics for Women Committee (annual).—It shall be the duty of this Committee to assist in promoting and properly conducting officially organized intramural athletics for women, and to advise with the Director of such activities. It shall also be the duty of this Committee to assist in promoting unorganized recreational athletics for women students as far as may be possible. This Committee shall act as a body of final appeal in cases of protest.

Duties of the Director of Intramural Athletics for Women.—The Director of Intramural Athletics for Women shall be responsible for the promotion and proper conduct of officially organized and, as far as possible, for unorganized recreational athletic activities for women students. This responsibility shall include a. the more detailed scheduling of play fields; floor space, courts, pools, etc., for use of students set apart for intramural and unorganized athletic activities by the Schedule Committee; b. the proper care of equipment, play fields, floor space, courts, etc., during these schedule periods; c. the keeping of records; d. the proper expenditure of maintenance funds; e. the presentation of budgetary recommendations through the Dean of Student Life; f. the preparation of material relating to Intramural sports for women printed in the Catalogue, Intramural Handbook, or other official University publications.
Section 41. Intercollegiate Athletics Committee and Council (annual).—It shall be the duty of the Intercollegiate Athletics Council to administer, subject to all the University regulations relating thereto and to the jurisdiction of the General Faculty, the President, and the Board of Regents, all athletic games, meets, exhibitions or contests, with other colleges or outside organizations, that is, all matters connected with the conduct of intercollegiate athletics and extramural sports except the enforcement of eligibility rules, which shall be within the control of the General Faculty Committee on Intercollegiate Athletics.

The Intercollegiate Athletics Council shall be composed of (a) one member of the Students' Association appointed annually and properly certified, as may be officially provided by the Students' Association; (b) one member of the Ex-Students' Association appointed annually and properly certified, as may be officially provided by the Ex-Students' Association; (c) the three members of the General Faculty Standing Committee on Intercollegiate Athletics appointed annually by the President of the University. The Chairman of the Faculty Committee shall be Chairman of the Council with vote.

The general duty of the Intercollegiate Athletic Council is to conduct intercollegiate and extramural sports in an honorable, beneficial, and economical manner, subordinating these activities to the intellectual activities of the University and co-ordinating them helpfully with Intramural Sports, Physical Training, Physical Education, and the Health Service.

In particular, the Intercollegiate Athletics Council (a) shall submit through the President to the Board of Regents, at appropriate times, a careful estimate of the income to be derived during the next fiscal year from gate receipts in the various sports, from the student activities fee (blanket tax), and from other sources, accompanied by a detailed budget in which shall be set forth the outstanding obligations that must be met, together with the expenditures that are recommended for equipment and other purposes, including personnel and salaries of the paid intercollegiate athletic staff; (b) shall submit through the President to the Board of Regents, as far in advance as possible, recommended schedules, prices of admission, contracts, etc., etc.; (c) shall make the rules, rights, and privileges of all head coaches and other employees in the intercollegiate athletic budget an integral part of the written contracts made with said employees, copies of which contracts shall be filed with the President; (d) shall, subject to the provisions of the contracts just mentioned, consult with the business manager and head coaches before authorizing the purchase of equipment, assigning equipment, regulating the use of equipment, scheduling games, selecting officials for games, fixing the number of men to be taken on trips, etc., etc.; (e) shall make regulations governing the wearing and manufacture of the official intercollegiate athletic uniforms and insignia; (f) shall, after receiving the recommendations of the head coaches, award intercollegiate athletic honors; (g) shall regulate the issuance and due recording of complimentary tickets.

Any thirty students of the University, in good standing scholastically and otherwise, shall have the right (a) to ask for any information or explanation from the Intercollegiate Athletic Council that they may deem proper, and (b) to file protests or petitions. Such communications must be in writing properly signed and must be answered in writing by the Council as promptly as possible.

The Chairman of the Intercollegiate Athletic Council (a) shall be the official delegate of the University at official intercollegiate athletic conferences, reporting promptly the relevant actions of said conferences and his part therein to the Intercollegiate Athletic Council, the General Faculty, and the President; (b) shall be the executive officer of both the Intercollegiate Athletic Council and the General Faculty Committee on Intercollegiate Athletics when these bodies are not in session; (c) shall have indirect charge of the administration of all eligibility rules and shall, when desirable, send certified lists of eligible athletes to outside institutions, being assisted by the Registrar in all matters connected with scholastic eligibility; (d) shall keep copies of individual and group eligibility cards and certificates and of all other relevant material and shall file same at the end of the fiscal year in the records of the Dean of Student Life; (e) shall report promptly for record and information to the Intercollegiate Athletic Council or General Faculty Committees on Intercollegiate Athletics all his actions in an executive capacity and shall send the advice of these bodies, if possible in advance, on all matters that involve a considerable amount of discretion; (f) shall, assisted by the Business Manager, prepare estimates of income and expenditure for consideration of the Intercollegiate Athletic Council in its budgetary capacity; (g) shall, assisted by the Business Manager, edit and attend to the printing of all copy paid for out of intercollegiate athletic funds, filing the signed galley or page proof of all copy in the Publications Office; (h) shall countersign all vouchers drawn by the Business Manager.
The Business Manager (a) shall be the Secretary of the Intercollegiate Athletic Council, but not a member of it; (b) shall be responsible for the proper care and use of all intercollegiate athletic equipment; (c) shall attend, under the specific direction and audit of the Intercollegiate Athletic Council, to ticket sales, contract settlements, complimentary tickets, vouchers, petty cash, and other cognate business matters connected with income and expenditure; (d) shall act as purchasing agent for the Intercollegiate Athletic Council; (e) shall sign contracts approved by the Intercollegiate Athletic Council; (f) shall keep a list of agenda for the Intercollegiate Athletic Council, including recommendations of his own for the improvement of the service; (g) shall act as the agent of the Intercollegiate Athletic Council in dealing with officers of the University whose jurisdiction includes assigning offices, scheduling the use of outside fields and inside rooms, costs of upkeep, and costs of betterments; (h) shall estimate the cash value of the equipment, if any, furnished Physical Training for Men, Intramurals for Men, and Physical Education; (i) shall estimate the value of the services, if any, furnished out of the Intercollegiate Athletic Council budget to Physical Training for Men, Intramurals for Men, and Physical Education; (j) shall furnish bond for an amount fixed by the Comptroller of the University.

CHAPTER VII

The Students' Association

Section 1. The Students' Association of the Main University, formed in 1902 and composed of every resident student in the Main University, is hereby approved and continued. It shall have such jurisdiction and shall exercise such powers as the Board of Regents, with its consent, may delegate to it.

Section 2. The Constitution and Laws of said Students' Association, as found printed in the 1930-31 edition, are hereby approved and the jurisdiction and powers therein set forth are hereby delegated by the Board of Regents to the Students' Association.

Section 3. An amendment to the Constitution or Laws of the Students' Association may be adopted by the Association in accordance with its Constitution and Laws, but does not become effective until acted upon by the Dean of Student Life and the General Faculty and approved by the Board of Regents.

Section 4. The law establishing the University vests in the Board of Regents the power to amend or repeal any portion of the Constitution and Laws of the Students' Association when, in the judgment of the Board, the interests of the University shall require it. The Board, however, will exercise this power, unless a very grave emergency exists, only after prolonged consideration, due notice, and ample consultation with the Dean of Student Life, the General Faculty and the proper officers of the Students' Association.

Section 5. The Dean of Student Life shall have the power, in a grave emergency, to amend or repeal any provision in the Constitution or Laws of the Students' Association when, in the judgment of the Board, the interests of the University shall require it. The Board, however, will exercise this power, unless a very grave emergency exists, only after prolonged consideration, due notice, and ample consultation with the Dean of Student Life, the General Faculty and the proper officers of the Students' Association.

Section 6. The Dean of Student Life shall have the power, in a grave emergency, to amend or repeal any provision in the Constitution or Laws of the Students' Association when, in the judgment of the Board, the interests of the University shall require it. The Board, however, will exercise this power, unless a very grave emergency exists, only after prolonged consideration, due notice, and ample consultation with the Dean of Student Life, the General Faculty and the proper officers of the Students' Association.

Section 7. Any student organization maintaining a budget in excess of twenty-five dollars per annum shall make such reports of financial condition as may be required by the Dean of Student Life.
The University of Texas Bulletin
No.

By-Laws
and
Rules and Regulations
of the
Board of Regents
for the Government of
The University of Texas
together with
Relevant Extracts from or Citations to the
Constitution and Statutes of Texas
Prepared primarily as
A HANDBOOK FOR THE GUIDANCE OF THE STAFF

Sixth Edition
Adopted by the Board of Regents of
The University of Texas

Published by
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Preamble

The Constitution of Texas, Article VII, Section 10, makes it the duty of the Legislature to "provide for the maintenance, support, and direction of a university of the first class, to be . . . . styled 'The University of Texas.'" The Legislature has vested the "government" of the University in the Board of Regents of The University of Texas (Revised Civil Statutes, 1925, Article 2584) with broad powers of "direction" (Revised Civil Statutes, 1925, Articles 2585 and 2586).

In exercising the powers of government and direction vested in the Board of Regents by statute, the Board has deemed it wise to adopt the following sixth edition of its Rules and Regulations for the Government of The University of Texas, repealing the rules and regulations of earlier editions not found herein.

Third Edition adopted November 11, 1912.
Fifth Edition adopted December 8, 1925.
Sixth Edition adopted
By-Laws of the Board of Regents for the Board of Regents.

Chapter I. Meetings.

Section 1. Regular meetings. The regular meetings of the Board of Regents shall be held each year at 10 a.m. on the fourth Monday in January, March, May, and October, the meetings, except when determined otherwise, to be held at Austin; and the Board shall continue in session until the business before it shall have been disposed of.

Section 2. Special meetings. If the Chairman of the Board shall receive a request, signed by five members, that he call a special meeting for purposes specified in the request, or, shall receive a request from the President, in which the Chairman concurs, the Chairman shall call a special meeting by causing written notification of the time, purposes, and place thereof to be mailed to each member of the Board by the Secretary of the Board at least five days before the time of the meeting. No business other than that embraced in the call for the special meeting shall be transacted thereat, except by consent of a majority of the whole Board.

Chapter II. Officers.

Section 1. Election of officers. At the regular meeting in each odd-numbered year that follows the nomination by the Governor and the appointment by and with the advice and consent of the Senate of the three members regularly to be appointed that year, the Board shall elect a Chairman and a Vice-chairman. Each of these officers shall hold office for two years and until his successor is duly elected. In case of the death, resignation, or disqualification of an officer, the Board shall, as soon as practicable, elect a successor for the unexpired term.

Section 2. Duties of officers. It shall be the duty of the Chairman to preside over the meetings of the Board, to call special meetings as herein provided, and to perform such other special duties as shall be committed to him by the Board. Under the direction of the Board he shall prepare the regular biennial report of the Board of Regents and such other reports as may be required by law, and shall have power to require the advice and assistance of the President and other officers of the University in compiling these reports. The Regents shall provide for the publication and preservation of these reports.

The Vice-chairman shall upon the death, absence, resignation, disability, or disqualification of the Chairman, perform the duties of the Chairman until the Chairman shall resume his office or his successor shall have been elected, as here-in provided.

Section 3. Secretary of the Board. At the regular meeting which follows the election of the Chairman and Vice-chairman of the Board, the Board shall elect a Secretary who is not a member of the Board and who shall receive such compensation as may be fixed by the Board.

The Secretary of the Board shall keep minutes of the meetings of the Board, properly indexed. He shall file, index, and preserve carefully all papers and documents pertaining to the business and proceedings of the Board, and he shall be the responsible custodian of those archives of the University itself that are not specifically placed in the custody of some other University officer.

Chapter III. Committees.

Section 1. List of standing committees. There shall be the following standing committees: (1) Executive Committee; (2) Finance and Investment Committee; (3) Auditing and Accounting Committee; (4) Buildings and Grounds Committee; (5) Legislative Committee; (6) Endowment Lands Committee; (7) Complaints and Grievances Committee; (8) Public Relations Committee; (9) Medical Branch Committee; (10) College of Mines and Metallurgy Committee.

Section 2. Appointment and term of standing committees. The standing committees shall be appointed by the Chairman shortly after his election, by and with
the consent of the Board, and shall remain as constituted (unless a vacancy shall be caused by death or refusal of some member of a committee to act) until the succeeding Chairman shall have reconstituted the committees.

Section 3. Method of filling vacancies in standing committees. In case a vacancy shall occur on any of the standing committees, the Chairman of the Board shall appoint another member or members of the Board to serve therein until the next meeting, at which time the sense of the Board shall be taken on said appointment, and, if confirmed, the appointment shall stand until the time for reconstituting the standing committees as herein provided.

Section 4. Duties of the Executive Committee. The Executive Committee shall consist of the Chairman of the Board, who shall serve as ex officio chairman of the Committee, and two other members. It shall be the duty of this Committee to execute such orders and resolutions of the Board as shall be assigned to it at any meeting of the Board, and also, in the event an emergency requiring immediate action arises during the time intervening between the meetings of the Board, immediately to take such provisional action as the emergency shall, in the judgment of the Committee, require. At each meeting of the Board the Committee shall report, in writing, for approval, all actions taken by it. The President is to be requested in sending recommendations for the approval of the Executive Committee between meetings, to forward a copy to each of the other members of the Board except in the case of transfer items amounting only to $500 or less.

Section 5. Duties of the Finance and Investments Committee. The Finance and Investments Committee shall consist of three members. To this Committee shall be referred all questions involving the financial operations of the University including the investment of endowment and trust funds and the conduct of the self-supporting activities of the University but excluding the appropriation bills which appertain to the Legislative Committee.

Section 6. Duties of the Auditing and Accounting Committee. The Auditing and Accounting Committee shall consist of two members. This Committee shall have power to select a professional auditor who shall audit all accounts of receipts and expenditures on behalf of the University, and such other matters as the Board may desire to have audited. This Committee shall also have power to look into and make recommendations regarding desirable changes in the methods of accounting and the tabulation of statistics.

Section 7. Duties of the Buildings and Grounds Committee. The Buildings and Grounds Committee shall consist of three members. To this Committee shall be referred questions relating to the buildings and grounds of the Main University at Austin and of the Medical Branch at Galveston, and other cognate matters. It shall be the duty of this Committee, upon authorization of the Board, and subject to law, to make and let all contracts for the erection of new buildings, for extensive improvements and repairs to old buildings, and for extensive improvements in the grounds of the University; to prepare and file written contracts therefor, and to report its action, in writing, at the next regularly called meeting of the Board for approval. All matters involving ordinary repairs, changes, adjustments, and improvements for the purpose of putting and keeping in good condition and efficient use the buildings, grounds, and equipment of the University are committed to the President, who is empowered to delegate these duties to the Comptroller, who shall from time to time make report of his action in such matters to the President.

Section 8. Duties of the Legislative Committee. The Legislative Committee shall be composed of three members. To this Committee shall be referred all matters relating to the Constitution and laws of the State affecting the interests of the University. It shall be the duty of the members of this Committee to familiarize themselves with the history of all legislation pertaining to the University, to prepare and present to the Legislature for passage such new laws and amendments to existing laws as will promote the interests of the University and increase its efficiency, and to report to the Board, in writing, all action taken by it, with such suggestions and recommendations as it may deem best.

Section 9. Duties of the Endowment Lands Committee. The Endowment Lands Committee shall consist of three members. To this Committee shall be referred all matters relating to the endowment lands of the University so far as the control of these lands is vested by law in the Board. It shall make such recommendations to the Board for improving the management of the endowment lands as it shall see fit, including needed legislation for reference to the Legislative Committee.

Section 10. Duties of the Complaints and Grievances Committee. The Complaints and Grievances Committee shall consist of three members. To this Committee shall
be referred all matters relating to any complaints against University regulations or any complaints or charges concerning the conduct of any member of the faculty or of any employee of the University, with power to examine into and make report thereon; and it shall have like power to hear and examine into all such complaints, charges and grievances during the time the Board is not in session; and, in the event of an emergency requiring prompt action, the Committee shall have power to take such provisional action as it may deem necessary until the sense of the Board may be obtained at a regular or special meeting. The Committee shall report, in writing, at each regular meeting of the Board, and at such other times as may be directed, concerning all matters referred to or acted upon by it, and shall make such recommendations as it may deem proper. The President, since he is charged with responsibility for the conduct of the staff, shall ordinarily assist the Committee in making its investigations in such ways as the Committee may desire.

Section 11. Duties of the Public Relations Committee. The Public Relations Committee shall consist of three members. To this Committee shall be referred all matters affecting the public relations of the University, including especially relations with the lower and higher public and private schools of Texas. This Committee shall also concern itself with the printed material relating to the University which appears in newspapers and other publications, shall supervise the publication of the official reports of the Board, shall authorize for publication after each meeting matters of public interest in the minutes, and shall authorize under appropriate conditions, the examination of the official records of the University by citizens.

Section 12. Duties of the Medical Branch Committee. The Medical Branch Committee shall consist of three members. To this Committee shall be referred all matters connected with the Medical Branch, such as relations with the City of Galveston and the Sooey and Smith Foundation, that do not fall within the jurisdiction of the other standing committees of the Board.

Section 13. Duties of the College of Mines and Metallurgy Committee. The College of Mines and Metallurgy Committee shall consist of three members. To this Committee shall be referred all matters connected with the College of Mines and Metallurgy including needed legislation for reference to the Legislative Committee.

Chapter IV. Order of Business.

Section 1. Rules of order. The rules laid down in Roberts' Rules of Order, when not in conflict with any of the provisions of this chapter, are hereby adopted as the law of procedure for the government of the Board when in session.

Section 2. Order of business. The order of business when the Board shall meet in regular session shall be as follows:

1. Reading of minutes of preceding meeting.
2. Report of the President.
3. Reports of standing committees.
4. Reports of special committees.
5. Unfinished business.

Section 3. Meetings to be executive. Meetings of the Board shall be regarded as executive unless exceptions are made by the Board or announced by the Chairman. The minutes of the Board constitute a public record and are open to the examination of State officers upon written demand on the Secretary, and to the examination of citizens upon authorization of the Chairman of the Public Relations Committee of the Board.

Matters of public interest will be regularly given to the Press as promptly as possible by the Secretary under the direction of the Public Relations Committee.

Section 4. Matters to be referred to committees. The Board shall, in all cases when practicable and desirable, before taking action on any subject or measure coming clearly within the sphere of the duties of any standing committee, refer the same to the proper committee, which shall report its recommendations in writing.

Section 5. Communications to the Board. Communications to the Board, from persons not members thereof shall, except in the case of the President and Secretary, ordinarily be in writing. No person other than the President shall be allowed to address the Board while in session unless by unanimous consent of all the members present. Notice of a desire to appear before the Board should be filed with the Chairman of the Board, with the Secretary, and with the President as far in advance of the meeting of the Board as possible.
Part II. Rules and Regulations of the Board of Regents for the Government of The University of Texas

Chapter I. Duties, Rights, and Privileges of Members of the Staff.

Section 1. Mode of appointment. The Board of Regents, after due deliberation and consultation with specially competent persons in the General Faculty and elsewhere, shall elect a President who shall hold office during the pleasure of the Board, who shall be the expert advisor and responsible agent of the Board, and who shall be the chief executive of the University.

The Board, upon the recommendation of the President, shall elect all the other officers and employees (Revised Civil Statutes, 1925, Article 2583), fixing, subject to State and Federal laws, their duties, rights, and privileges. All appointments shall be made upon the merit basis. By authority of the Board, minor and temporary appointments may be left for final decision with the President.

The Board will not appoint anyone whose conduct or views are known not to be exemplary, and may enquire into family history and health, personal reputation, and moral character. As provided in the Constitution (Article I, Section 4), and the Revised Civil Statutes (1925, Article 2604) no religious qualifications shall be required for appointment to any office connected with the University.

Section 2. Appointment of relatives. Whenever an appointment, either on a full or part time basis, is made it shall be made solely with regard to the special fitness of the appointee, subject to the 1925 Penal Code, Articles 432, 433, 434, 435, 437, and the 1925 Revised Civil Statutes, Article 5996. In strict accord both with the letter and the spirit of these laws, a relative being by definition a person related within the second degree of affinity or the third degree of consanguinity according to the common law,

(a) No relative of a member of the Board will be considered for appointment, but will be considered for reappointment in those cases where the appointment was antecedent to the Board membership;

(b) No person shall be initially appointed to any position in which it is the duty of a relative on the University staff to act in some official capacity upon the appointment;

(c) No person shall be appointed to any position in any department or similar subdivision if he has a relative in that department or subdivision holding the position of Instructor or of higher rank;

(d) At the Main University or at the Medical Branch, no person any relative of whom occupies a position of the rank of Assistant Professor or higher shall be appointed to the position of Instructor or higher; nor to any position if the relationship is within one degree; if one position be at the Main University and the other at the Medical Branch, the same rule shall apply reading Associate Professor in place of Assistant Professor;

(e) Promotions are subject to the foregoing rules which are, however, inapplicable to the relative of higher rank;

(f) Relationship brought about by marriage after appointment is no bar to continuance to the end of the term of appointment, or to reappointment (unless a tutor or assistant) at the end of the term to the same rank and salary;

(g) A leave of absence, prearranged and approved by the head of the administrative subdivision concerned, the President, and the Regents, shall be no bar to continuance or reappointment;

(h) Relationship shall not be a bar to an honorary non-remunerative position;

(i) The provisions just listed shall apply to all positions on the University staff, equivalence in salary being regarded as equivalence in rank.
The President, acting upon affirmative advice from the Administrative Council of the Main University or the Executive Committee of the Medical Branch in each case, is authorized to suspend the above regulations in emergencies, the suspension in no case to extend beyond the current fiscal year, or to apply to a relative of a Regent or the President.

Section 3. Tenure and promotion. The Board has the power, which it cannot waive (R.C.S., 1925, Art. 2595), to remove any professor, instructor, tutor, or other officer or employee connected with the University when in its judgment the interests of the University shall require it.

The Board, however, desires to retain all members of the staff who are rendering efficient service, and will promote, on recommendation of the President, as merit warrants and circumstances permit.

It is also the intention of the Board if possible so to conduct the University that all competent and effective teachers shall feel officially secure and intellectually independent, controlled only by those inner truth-seeking qualities which the Board seeks when making appointments.

Appointment or promotion to a particular rank or salary does not imply any obligation to promote to a higher rank or salary at a later date.

Unless specifically stipulated otherwise in advance, the term of service of a professor or associate professor shall extend during good behavior and satisfactory service to the end of the fiscal year in which he reaches the age of sixty-eight years, after which he will be reappointed annually for part-time service, if, in the opinion of the Board he is still able to render part-time service. If born before September 1, 1883, the term of service of a professor or associate professor shall extend during good behavior and satisfactory service.

The term of service of assistant professors and instructors shall be two years and one year, respectively, unless otherwise specifically provided, and the term of service of an assistant professor shall begin and end in odd numbered years. When possible, at least three months notice will be given of intention not to reappoint an assistant professor or instructor, but failure of the University to give such notice shall not constitute reappointment. In general, reappointments and notices of intention not to reappoint shall follow the same official routine.

The term of service of all other members of the staff shall ordinarily be specifically stated in the letter of appointment from the Secretary of the Board or on the employment nomination blank sent to the President, and when not so stated shall be understood to be for a term of one year. An employment blank for each employee not named in the budget shall be filed with the President unless the employment is of a very minor and temporary nature.

A professor or associate professor may be summarily suspended for grave cause pending investigation, but will not be dismissed against his will except for cause stated in writing and until a special advisory committee of five mature and judicially minded members of the General Faculty, preferably some of them members also of the American Association of University Professors, appointed by the President for the purpose, shall have heard him fully, investigated all the relevant facts, arrived at findings and recommendations, and submitted a full written statement to the Complaints and Grievances Committee of the Board of Regents. This Committee, together with the whole Board, before any possible exercise of the power of dismissal, will give serious consideration to the findings and recommendations of the Faculty Committee.

A member of the teaching or non-teaching staff other than a professor or associate professor may be suspended summarily for gross misconduct, but will not be dismissed during his term of appointment except as the result of an objectively equitable procedure that regularly includes, if the rate of compensation be $1500 a year or above, the right to appear, accompanied by a person chosen by him, before the Complaints and Grievances Committee of the Board of Regents.

Appointments to serve in the Summer Session shall be made annually at specified salaries for specified periods. As a consequence, in the Summer Session there are no promotions and tenure does not extend beyond the period specified.

Section 4. Resignation. Members of the staff are expected to give as early notice as possible of an intention to resign.
Section 5. Communications and hearings. In addition to the right and duty of each voting member of each faculty to propose changes and participate in debate at faculty meetings, any member of the staff shall have the privilege of communicating in writing, or communicating in writing and conferring in person, on any matter relating to University or personal welfare with the President or other University official. There shall also be the privilege of communicating in writing, not orally, with the Board of Regents, not with individual Regents, if it be understood that the President should either be informed of the communication or the Board be told that the President has not been informed. The regular official mode of communication between the staff and the Regents shall be in writing and through the President. Nothing in this section is intended to limit the members of the Board in communicating with members of the staff.

Section 6. Duties, rights, and privileges as a citizen and as a teacher. A member of the staff enjoys the same privileges and is bound by the same obligations as other worthy and honorable citizens, the obligations a little increased, the privileges perhaps a little decreased through employment by the State in a position of peculiar importance, delicacy and responsibility.

No course of a sectarian character shall be taught in the University (Art. 2604, R.C.S., 1925).

A member of the teaching staff is free to express, inside or outside the class room, his expert opinion on any matter that falls within the field of knowledge he is employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others. He should emphasize the fact that the opinion is personal and not institutional. The qualities enumerated carry with them the disposition to conduct courses of standard difficulty and content equivalent to courses bearing the same description in other first class universities, and equivalent to other sections of the course in the University if the course be sectionized. On matters not within his special field of knowledge, a member of the staff should refrain from expressing personal opinions that might, because of the University connection, be thought to be of undue weight or to represent official University opinion. In all matters, members of the staff should refrain from exhibiting rancor, prejudice, or undue partisanship, exhibiting contrariwise a dispassionate temperament and a power to present fully and fairly all the arguments on all sides of a controversial or political question. Members of the staff should refrain from involving needlessly the University in partisan politics, futile controversies, and harmful publicity.

Section 7. The greater duties of a member of the teaching staff. Common practice has fixed these duties so clearly that many institutions do not even list them among their regulations. The greater duties are:

(a) Teaching in the class room, laboratory, and seminar;
(b) Studying, investigating, discovering, and creating;
(c) Performing curricular tasks auxiliary to teaching and research; e.g., serving on faculty committees, cooperating with administrative and disciplinary officers, promoting diligence and honest work in the student body;
(d) Influencing beneficially students and citizens in various extra-curricular ways.

Performance as a teacher, as a scholar, as an administrator, and as an individual is valued greatly by the University, for in these four ways its work is chiefly done.

A State University being a public enterprise of maximum social importance it is the duty of all persons connected with the University to be as socially minded as possible. It is also a duty to cooperate with the Board of Regents in carrying out the purposes and policies of the Board which are deliberately considered usually by both Board and Faculty in accordance with law and designed to attain the best educational results with the resources available. The Regents, the President, and other superior officers are entitled to the cheerful acquiescence of their official subordinates in carrying out the policies duly adopted. At the same time, superior officers are expected to listen with an open and appreciative mind to criticisms and suggestions coming to them from any member of the staff. Handbooks of regulations are useless apart from a general spirit of cooperation and helpfulness. Just as a university is useless in proportion to its lack of devotion to study and research.
Section 8. **Acquaintance with, conformity to, and improvement of University regulations.** It is a specific and important duty of each member of the staff to become acquainted with and to conform to all the rules and regulations relating to him and to the proper and orderly discharge of his work that are to be found set forth in the

(a) By-Laws and Rules and Regulations of the Board of Regents;

(b) Handbook for the Guidance of Students;

(c) Catalogues, Announcement of Courses, and other official publications of the University;

(d) Printed or multigraphed material regularly prepared for the use of the staff and relating to the regular absence and grade reports, the conduct of examinations, class and examination and registration schedules, special reports to Deans and parents about individual students, and other similar matters that must be handled in a prompt and orderly way; and

(e) Minutes of the Faculties not yet incorporated in (a), (b), (c), or (d).

It is also the specific duty of each member of the staff, in conforming to the regulations and routine, to consider them and to propose what seem to be desirable changes in them to the appropriate Faculty or officer. Such proposals, however, do not give the proposer a right to follow his own proposals before they are adopted officially in due order. Still less does the absence of a proposal to amend confer the right not to conform.

Section 9. **Vacations.** Members of the staff who are employed on a twelve-months' "all year service class" basis (full-time or part-time) are allowed vacations of four weeks if administrative and clerical employees, and two weeks if laborers and workers in the skilled trades. Vacations shall be taken insofar as possible at dates that permit the work to be carried on by the members of the staff who remain on duty. The schedule of vacation periods for the personnel of any group shall be arranged by the administrative head of the group, e.g., the Comptroller, Registrar, Librarian, Dean, or similar ranking officer. Administrative officers who report directly to the President shall arrange for their substitutes and the time of their vacations with him.

Members of the staff on a monthly or weekly basis are entitled to a vacation only as specified in each case on the employment blank.

All legal holidays officially observed by the University (November 11, Thanksgiving Day, December 25, January 1, February 22, March 2, April 21, and July 4), plus any additional days during the Christmas season, shall be time off in addition to that of the regular vacation. Any further vacation time shall count as a deduction from the regular two or four week's vacation.

A vacation is to be taken during the fiscal year in which it accrues and if not taken shall lapse unless otherwise provided by special arrangement approved by the administrative head of the group and by the President. The administrative head of each group shall file with the President a report of the time and the amount of vacation actually taken by each member of his staff. An employee on a twelve-months' basis must have served eleven months before being entitled to a vacation.

Members of the staff who are employed on a nine-months' basis "academic year service class" are regularly on duty from September 15 (which precedes the Long Session registration) to June 15 (which follows the June Commencement), unless other dates are explicitly stated. From June 15 to September 15 such members are not on duty, unless in emergencies, except insofar as it is necessary to perform tasks essentially connected with the nine-months' service.

In the Medical Branch the employees on a nine-months' basis (September 1 to June 1) are ordinarily paid in twelve equal monthly installments, their privilege and responsibilities being otherwise the same as employees on a nine-months' basis at the Main University. In the case of the death of an employee on a nine-months' basis at the Medical Branch during the nine months on duty, fair payment will be made of the already earned portion of the June, July and August salary to the family of the deceased.
A member of the staff on vacation shall keep the President informed of his address.

Appointments to serve in the Summer Session shall be made annually and shall specify the work periods in each case.

Section 10. Leaves of absence with pay. In general no member of the staff shall voluntarily absent himself from his proper duties at the University except by the permission of the President. Ordinarily the request for a leave with pay shall, stating reasons, be transmitted to the President and Board through the Chairman and Dean or other appropriate general administrative officer.

Leaves of absence in excess of two weeks with pay are rarely or never granted, and can be granted only by the Executive Committee of the Board or the whole Board. This statement is not to be understood as excluding leaves from regular duties in order to do research with pay out of some research fund.

Very brief leaves of absence granted with pay, together with the reasons thereof, shall be regularly reported by the President to the Board at its next meeting.

Leaves due to illness. In cases where illness incapacitates any employee of the University who has been in the service for one year or longer, such employee's salary shall be paid as a matter of course for a period of one month following the end of the month in which he is taken ill. If, in cases of illness extending beyond the period above specified, it shall be necessary to employ a substitute to do all or a part of the work of the person who is ill, the Regents may, at their discretion, deduct from the salary of such person enough to pay the substitute. But, where the work of such person is carried during his illness by others already in the employ of the University and without additional compensation, no such deduction will be made by the Regents. In the case of the death of an employee, the salary of the employee is paid to his family for the remainder of the month in which the death occurred.

Sabbatical leave. The Board is not yet able to grant sabbatical and other similar travel and study leaves with pay.

Retiring allowance. The Board is not yet able to grant retiring allowances.

Section 11. Leaves of absence without pay. Leaves of absence without pay shall be granted for good cause for a period falling within the term of appointment, the absence being timed in advance so as to interfere as little as possible with the work of the University. Leaves of absence diminish vacation periods proportionately.

Section 12. Outside employment. Even in the case of members of the staff specifically engaged only in residence work, there exists a general, usually intermittent, but real obligation to furnish expert knowledge and counsel for the public benefit free of charge, provided that in meeting this obligation the regular duties are not interfered with; provided, further, that in meeting this obligation competition with legitimate private agencies is duly avoided while on full-time duty.

No member of the staff of the University, full-time or part-time, on a twelve-months' or nine-months' basis, shall be employed in any outside work or activity without a description of the nature and extent of the employment being filed with and approved by the Board of Regents, exception being made in the case of teachers on a nine-months' basis who (a) teach or engage in research at other undergraduate or graduate summer schools, or (b) accept appropriate professional employment during vacations.

While it is not possible to draw the line definitely between temporary professional service of an expert or consultative character and routine professional work, the entrance of the University staff into ordinary competition in the various professional fields is disapproved.

No member of the staff shall receive from any outside source any regular retaining fee or salary unless the arrangement shall have been first approved by the Board of Regents.

No member of the staff shall engage in any outside activity, professional or otherwise, which interferes with his University engagements. Outside activities, if any, should contribute to growth and efficiency in his special field of University work or at least not hinder.
No member of the staff engaged in outside remunerative activities shall use in connection therewith the official stationery of the University or give as a business address any building or department of the Institution.

No member of the faculty shall accept employment which will probably bring him as an expert or in any other capacity into antagonism with the interests of the State of Texas.

Every member of the teaching staff who gives professional opinions must protect the University against the use of such opinions for advertising purposes. That is, when a member of the staff does work in a private capacity he must make it clear to those who employ him that his work is unofficial and that the name of the University is not in any way to be connected with his name, exceptions being made of the name of the author attached to books, pamphlets and articles in periodicals.

No member of the faculty shall accept pay from private persons or corporations for tests, assays, chemical analyses, bacteriological examinations, or other such work, of a routine character which involve the use of University property.

Section 13. Other duties and restrictions.

Office hours. A member of the teaching staff is expected to post on his office door and publish in the Announcement of Courses and Directory such office hours and conference periods as he deems most advantageous to his students.

Standard day and week for non-teaching staff. For all non-teaching members of the staff the standard or normal full-time work week shall be forty-five hours.

Use of University property. No one connected with the University, in any capacity, shall use for his own pleasure or for any other personal purpose 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 (e.g., books from the Library), or with the distinct written approval of the Comptroller of the University.

Use of textbooks written by members of the teaching staff. No textbook written by a member of the teaching staff should be prescribed for the use of students unless such book has been officially approved by the departmental faculty and the Dean or Deans concerned.

Solicitation of Legislative appropriations. No member of the staff should approach individual members of the Legislature in relation to University appropriations. Particular requests and the arguments in support thereof find their appropriate place on the standard biennial requests blanks or in special letters sent to the President at the proper times for consideration by the Board of Regents when preparing the Board's requests of the Legislature.

Salary for extension teaching of full-time members of the staff. Full-time employees on a twelve-months' basis may receive not more than two hundred and fifty dollars ($250) per fiscal year for correspondence and/or Extension Center teaching and may not be paid additional money for summer school teaching; full-time employees on a nine-months' basis may receive for correspondence teaching not more than two hundred and fifty dollars ($250) per fiscal year and/or Extension Center work during the nine months and may be paid additional money for summer school teaching.

Employees as students. An employee whose compensation is at the rate of $1500 or more per Long Session shall be entitled to register for three semester hours of course work per semester if employed full-time; for six semester hours per semester if employed three-fourths' time; for nine semester hours per semester if employed one-half time; for twelve semester hours per semester if employed one-fourth time.

In the case of a tutor, assistant, or other employee whose compensation is less than the $1500 per Long Session rate, the conditions of registration and employment are set forth on the proper appointment blanks.
Acceptance of money from students. Members of the staff, without previous and special approval of the Board of Regents, shall not collect from students any fees or charges to be expended for University running expenses; shall not accept pay from students for extra class instruction or coaching; and shall not sell to students books, notes, or similar student supplies.

Attendance at professional meetings. Members of the staff should be disposed to attend, at least occasionally, meetings of the Texas State Teachers Association and other meetings of associations and societies in their special fields. The University from time to time makes provision under certain rules for paying all or part of the expenses incident to such attendance, but the provision is insufficient to meet the desirabilities in the case.

Power to authorize expenditures out of University funds. No expenditure whatever out of the University funds shall be made and no debt or obligation whatever shall be incurred and no promises shall be made in the name of the University or Board of Regents by any member of the staff except:

(a) In accordance with general or special budgetary apportionments authorized in advance by the Board and entered in the Minutes; or

(b) In accordance with authority specifically vested by the Board in a committee of the Board; or

(c) In accordance with authority to act for the Board when it is not in session specifically vested by these Rules and Regulations or by special action of the Board in some officer of the University. (Cf. R.C.S., 1925, Art. 2594.)

It is the duty of the auditor as the disbursing agent of the University to return unpaid all claims for payment of items that seem to him not authorized as indicated above.

Power to bind the University in fixing its policies. No member of the staff, as an individual or as a member of any association or agency, has the power to bind the University in fixing its policies unless such power has been specially, specifically, and officially conferred in advance by the Board of Regents. Any action, which aims to change the policies of the University, taken by any association or agency shall not be in effect until the University has been officially notified of the proposed change and the action has been ratified by the Board of Regents in the due order of business.

Chapter II. Duties of Certain General Officers

Section 1. The President. The President of the University shall be the expert advisor and responsible agent of the Board of Regents and the chief executive of the University. He shall also be an agent of the Committees of the Board and he shall serve at the pleasure of the Board. 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. He shall keep the Board fully and promptly informed and advised on all matters relating to the operations and welfare of the University. All other officers, teachers, and employees shall be responsible to, and under the direction of, the President, and all communications from them to the Regents relating to the University shall ordinarily pass through his hands with any endorsements he may deem it proper to make. The President shall give opportunity to every member of the University staff to offer suggestions to him for the welfare and better service of the Institution (cf. Chapter I, Section 5, p. 9). The President shall be the regular channel of communication from the faculties, officers, and members of the staff to the Board of Regents, provided the Regents are not limited to the President in gaining the information about the working of the University they deem necessary in the performance of their duties, provided, further, that any member of the staff may communicate officially directly with the Board of Regents (not with individual Regents) with or without the knowledge of the President. In the latter case the Board should be informed of this lack of knowledge.

The President shall recommend suitable persons to fill all vacancies and new positions, and he is authorized to fill vacancies temporarily, to make such minor appointments as are specially listed by the Board, and to make other arrangements in all emergencies arising between the meetings of the Board so that the work
of the University shall not suffer. He shall report his executive acts between meetings to the Board at its next meeting, shall be prepared to give the Board information regarding the competency and diligence of officers, teachers, and employees, shall hold all of them to the full discharge of their duties, and, if in his judgment the necessity arises, shall initiate the procedure for the dismissal of any of them. He shall be a member of all faculties, shall be chairman ex officio of the General Faculty, and shall see to the execution of all regulations. He shall appoint all General Faculty standing and special committees unless otherwise provided. He shall pass upon the offering of courses of small registration. 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 to direct the details of executive action, and the President is expected to act with perfect freedom within the lines of the general policies laid down. At a regular autumn meeting of the Board of Regents he shall present an annual report embodying a survey of the year in all departments. At a regular spring or summer meeting he shall present a budget together with all relevant recommendations and estimates of income and expenditure. At a regular spring meeting of an even-numbered year he shall also present his recommendations concerning the legislative appropriations to be asked for the next ensuing biennium.

In case of the absence or disability of the President, the Vice-Chairman of the Administrative Council (cf. Chapter VI, Section 3) shall serve as Acting President.

Section 2. The Deans of the Colleges or Schools, of the Medical Branch, and of the Division of Extension. The Deans of the several Colleges and Schools shall be qualified for professorial rank and shall attend to the faithful and prompt execution of all regulations and routine affecting their Colleges or Schools, primary jurisdiction over general student life and conduct resting with the Dean of Student Life at the Main University and with the Dean of the Medical Branch at the Medical Branch. They shall concern themselves with the scholastic welfare of individual students, helping, advising, commending, approving, dismissing in accordance with the scholastic regulations. They shall certify for graduation, attend to honor rolls and delinquent student lists, to majors and minors, to course prerequisites, to adds and drops, and to absences; and shall keep useful statistical tables relating to these and other scholastic student matters not kept by the Registrar or other officers, copies of these tables being furnished annually to the Registrar for incorporation in his annual statistical report. When they deem it wise, the Deans of the Colleges or Schools shall recommend to their Faculties or to the General Faculty changes in the above-mentioned regulations and routine. They shall present to the General Faculty those actions of their respective Faculties that require action by the General Faculty. They shall advise with individuals and with budget councils and with departmental faculties regarding working loads and individual duties, regarding individual qualifications and fitness and performance, keeping the President informed on all matters of service and personnel within their respective jurisdictions.

They shall be chairman ex officio of their respective Faculties in the absence of the President, and shall appoint the standing committees thereof unless otherwise provided.

They shall receive from the departments of instruction and research the reports and recommendations provided for in Section 5 of Chapter IV, and shall transmit the same to the President with such recommendations, suggestions, and additional information as they may deem wise, bearing in mind (1) the avoidance of overlapping courses in a department or between departments, (2) the avoidance of too many or too few courses in a department, (3) an equitable distribution of the working loads of teachers, (4) the needs of the Graduate School, the Division of Extension, and the other Schools, Colleges, branches of the University, and the services of a department, (5) the need of both efficiency and economy, (6) the necessity of careful investigation of all nominations for promotion and appointment in their respective Faculties and staffs.

Following the reception of the annual reports of the departments, due October 15, each Dean shall present to the President on November 1 a complete written report of the condition and performance of the College or School under his supervision during the past fiscal year, inserting in such report his regular statistical tables for printing and all other information that he may deem helpful.
Following the receipt of the annual or special budgetary recommendations of the departmental faculties and budget councils provided for in Section 5 of Chapter IV, the Deans shall transmit to the President their recommendations thereupon, after such consultation with the budget council or professors in cognate departments as each Dean may wish to make. In addition, each Dean shall make annual budgetary recommendations relating to the staff and maintenance of his own office.

When departmental recommendations relate to two or more Colleges or Schools or to the Division of Extension, it shall be the duty of each Dean concerned to transmit to the President such recommendations of his own as he may deem wise. In such cases it shall be the duty of the undergraduate Dean of the department recommending to submit promptly to all the other Deans administering degrees that are affected by the departmental recommendations, the Deans conferring and transmitting a communication containing either concurrent or divergent recommendations thereon. When there is a considerable divergence of opinion between a department and a Dean or Deans, it shall be the duty of the Dean or Deans to confer with the department before the departmental recommendation is transmitted to the President. Requests for the services of a department coming from some other subdivision of the University shall be transmitted to the department by the administrative heads of the subdivision through the Dean of the department concerned.

The Deans shall be elected biennially by the Board of Regents, upon the nomination of the President, and shall serve for the two years of a legislative biennium. In case of the resignation or the death of a Dean during the two-year term, the President shall nominate his successor for the unexpired portion of the term. In case of the disability or absence on leave of a Dean, the President shall appoint an Acting Dean. Each Dean, unless otherwise specifically ordered, shall serve on a twelve-months' basis with a four-weeks' vacation, the time of the vacation to be agreed upon between the Dean and the President.

The Dean of the Medical Branch shall be Dean of each College and School at Galveston and shall represent the President in appropriate matters during the latter's absence. He shall execute all the Rules and Regulations of the University applicable to the Medical Branch which have been approved by the Board of Regents. He shall deal with the admission of students to the School of Medicine, and their matriculation. He shall study the needs of the Medical Branch, plan for its improvement, make recommendations to the Medical Faculty with a view to correlating its courses of instruction. He shall supervise the preparation of the catalogue material of the Medical Branch, the schedule of examinations, the schedule of hours on the roster, and rooms for classes. He shall make an annual report to the President on November 1 of each fiscal year. He shall be a member ex officio and the presiding officer of the Executive Committee and the John Sealy College of Nursing Committee. He shall designate the student eligible for the Isabella Brackenridge Scholarship and shall receive applications for loans to the Isabella Brackenridge Loan Fund.

The Dean of the Graduate School, in addition to the above duties, shall also be charged with the duty of keeping a list of faculty and graduate student publications in a form suitable for a permanent record and for publication from time to time.

The Dean of the Division of Extension shall be qualified for professorial rank and shall be the administrative head of those extramural activities of The University of Texas which may be assigned by the Board of Regents to the Division of Extension. His relation to the Bureaus in his Division shall be similar to the relation of the Dean of a College to the departments thereof. He shall transmit to the Chairman and the Dean of the department concerned, making such recommendations as he may deem wise, requests from the Director of the Bureau of Extension Teaching for the department to carry on or undertake or abandon certain correspondence and Extension Center courses.

Section 3. Assistant Deans. As the need for their services arises, Assistant Deans may be appointed to attend to some of the duties of the Deans. They shall be elected biennially by the Board of Regents upon the nomination of the appropriate Dean and the President.
Section 4. The Student Life Staff.

(a) The Dean of Student Life. The Dean of Student Life shall be the head of the Student Life Staff in charge of all extra-curricular activities not assigned to some other officer. He shall be appointed biennially by the Board of Regents upon the recommendation of the President, and shall serve for the two years of a legislative biennium on a twelve-months' basis. He shall be qualified for professorial rank. He shall keep in sympathetic touch with the students and shall personally and in cooperation with other officers and teachers help them to become good, useful, and efficient citizens.

The Dean of Student Life shall be ex officio chairman of the Committee of Supervisors of Official Extra-Curricular Activities. He shall be ex officio chairman of the Committee on Student Loans. He shall be charged with the administration of student discipline in the University, in which capacity he shall have the assistance of the faculty Committees on Discipline, which report their decisions to him for execution. In performing other duties and administering specific University regulations, he shall be assisted by the following student life committees in addition to the Committees on Discipline, Loans to Students, and Supervisors of Official Extra-Curricular activities: Religious Life, Student Government, Student Social Affairs, Student Social Organizations, Student Publications, Music, Dramatics, Forensics, Intramurals for Men, Intramurals for Women, University Health and Sanitation, Men Students' Living Accommodations, Women Students Accommodations, Sick Men Students, and Sick Women Students.

The Dean of Student Life, assisted by the Dean of Men and the Dean of Women, shall prepare an annual report containing, among other information, statistics relating to the scholarship of fraternities, sororities, and other social student groups; similar statistics concerning the scholarship of inter-collegiate athletic squads and official extra-curricular non-athletic student groups; housing statistics; statistics of the discipline committees; and other information pertaining to the welfare of the student body in general.

The Dean of Student Life shall make budgetary recommendations concerning the work within his jurisdiction.

(b) The Dean of Men and the Dean of Women. The Dean of Men and the Dean of Women shall be appointed biennially by the Board of Regents upon the recommendation of the President, after consultation with the Dean of Student Life, to serve for the two years of a legislative biennium on a twelve-months' basis. They shall be qualified for professorial rank, and shall assist the Dean of Student Life in exercising a general and helpful oversight over the extra-curricular activities of men and women students, respectively.

It shall be their duty to strive to develop among students such a mode of conduct as will keep up the highest standards and produce later the highest type of public-spirited citizens. It shall be their duty to give specific and helpful advice to students concerning the important social relations that grow out of their membership in the University community. Subject to the approval of the Dean of Student Life, either the Dean of Men or the Dean of Women may dispose directly of minor cases of discipline. Such cases shall be immediately reported in writing to the Dean of Student Life.

The Dean of Men and the Dean of Women, respectively, shall nominate annually through the Comptroller and the President the Directors respectively of the Men's and Women's Dormitories.

(c) Student Life Secretaries for Men and Women, Student Employment Secretary. The Student Life Secretary for Men and the Student Life Secretary for Women shall be appointed annually by the Board of Regents upon the recommendation of the President. They shall assist in the work of the Student Life Staff under the general supervision of the Dean of Student Life. Their special responsibility shall be to aid in the securing of employment for students. A Student Employment Bureau shall be maintained under the direction of a Student Employment Secretary who shall be a member of the Student Life Staff, appointed annually on a twelve-months' basis. The Student Life Secretaries shall also serve on a 12-months' basis.

(d) Directors of Student Activities. Directors of student musical organizations and of other student activities which derive partial support through the Student Life Staff shall be responsible to the Dean of Student Life for the proper conduct of the activities under their direction. Those officials shall be appointed annually by the Board of Regents upon recommendation of the President.
Director of Intramural Athletics for Men and Director of Intramural Athletics for Women. See Sections 40 and 41, respectively, of Chapter VI.

The University Health Service. The University Health Service, with a staff of physicians and nurses appointed by the Regents, shall have for its chief officer a Director of the Health Service who shall report through the Dean of Student Life to the President and Board of Regents and who shall, together with his staff, be appointed biennially or annually as the Regents, upon recommendation of the President, may in each case determine.

Section 5. The Librarian. The Librarian shall have charge of and be responsible for the proper administration of the University Library. He shall be qualified for professorial rank and tenure. He shall serve on a twelve-months' basis and shall be appointed biennially by the Regents upon the recommendation of the President.

The University Library comprises all books, maps, charts, manuscripts, and similar documents purchased out of University funds, or acquired in any other manner by the University, except such as are of an administrative nature and such maps and charts as relate to or are used in the internal organization of the several departments. For administrative purposes, the University Library consists of the general library, the school or college libraries, and the departmental libraries.

The Librarian has the authority of making recommendations to the President in regard to the appointment and dismissal of members of his staff, in regard to the determination of administrative policy, and in regard to the selection of books for the Library. He shall enforce order throughout the Library and shall report to the Dean of Student Life such breaches as may call for discipline. At the time called for by the President he shall make an annual report to the Board of Regents on the condition and needs of the Library. At the time called for by the President he shall present budgetary requests for the ensuing year, and in the even-numbered years he shall also present requests for the next succeeding legislative biennium.

The Librarian shall be ex officio a member of the Library Committee of the General Faculty.

Section 6. The Registrar. The Registrar shall attend to admission, registration, scholastic records, administrative publications, and miscellaneous examinations, and shall be chairman ex officio of the General Faculty Committee on Admission Requirements, Admission from Other Colleges, Accredited Schools, Schedule, Diploma, Administrative Publications, and Publications. He shall make budgetary recommendations concerning the work within his jurisdiction.

(a) Admission. The Registrar shall see to the execution of all regulations dealing with the admission of students to all Colleges and Schools of the University. He shall evaluate entrance certificates and college transcripts and shall determine eligibility for admission, fixing terms and conditions, if any. He shall supervise the removal of admission conditions of all students.

(b) Registration. The Registrar shall be responsible for the registration of all students and shall ask such members of the faculty as may be required to assist him therein.

(c) Records. The Registrar shall keep permanent, systematic, and convenient records containing the semester or term grades of each student and all other recordable information about the student that the student of the University may at any time need, and he shall organize, interpret, and publish as much of this information from time to time as is desirable and as the facilities of his office permit.

(d) Administrative publications. The Registrar shall serve as Chairman of the Administrative Publications Committee of the General Faculty and shall, with the advice of the Committee and under the regulations of the Faculty and the Regents, edit and supervise the preparation of all administrative bulletins, including all catalogues of the Long and Summer Sessions, the annual Directory, and the Final Announcement of Courses. The Registrar shall also attend to the distribution of the administrative publications.
(e) Other publications. The Registrar shall serve as Chairman of the Publications Committee of the General Faculty and as Secretary (or a member of his staff may be designated by him to serve in this capacity) of the General Publications Committee of the General Faculty. All work done by the University Press on University publications - administrative, general, or bureau - must be authorized by the Registrar.

(f) Space assignments and schedules. He shall serve as Chairman of the Schedule Committee of the General Faculty and shall, with the advice of the Committee, prepare all schedules of hours, classes, and examinations for all Colleges and Schools; and, likewise, he shall assign space in all buildings and on all playing fields with a view to maximum efficiency and economy. Exceptions: The Gregory Gymnasium as an auditorium, the Cafeteria, the Power House, Union, Hogg Auditorium, and Dormitories are in the charge of other officials; requests for miscellaneous uses of rooms in any building after schedule hours shall be handled by the Comptroller.

(g) Diplomas. The Registrar shall serve as Chairman of the Diploma Committee of the General Faculty and shall, with the advice of the Committee, see to the purchasing of diplomas, their lettering, and their delivery to the students. He shall assemble also the lists of candidates for the Commencement program.

(h) Supervision of miscellaneous matters. He shall have charge of examinations not otherwise provided for, shall authorize refunds of the registration fee under prescribed rules, and shall supervise and administer the rules governing undergraduate Regents' Scholarships.

The Registrar shall be responsible directly to the President, shall be appointed biennially on a twelve-months' basis by the Regents upon recommendation of the President, and shall make an annual statistical report through the President to the Board of Regents containing, for both the Long Session and the Summer Session, ample student personnel information in National or State standard forms where such forms exist. Included in this report shall be: (1) Number of students, classified by sex, by College or Schools, and class, by Long and Summer Sessions, by Residence and Extension, duplicates excluded; (2) Mode of admission, first-year and non-first-year, age, nativity, residence, self-supporting or non-self-supporting, church affiliation, occupation of parents; (3) Number and scholarship of graduates from high schools; (4) Admissions and withdrawals during certain intervals; (5) Departmental enrollment and passing in semester hours, classified; (6) Number of classes and sections, classified by size of class; (7) Number of courses offered, in semester hours, by department and rank; (8) Number of degrees granted.

Section 7. The Comptroller. The Comptroller shall be appointed biennially on a twelve-months' basis by the Regents upon recommendation of the President and shall serve as the representative of the President in the supervision of all strictly business operations of the University not specifically assigned to some other officer. He shall maintain the maximum of efficiency in these operations, consistent with the controlling educational purposes of the Institution. 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 State laws and the rules of the Institution and to the approval of the President and the Board of Regents. He shall make reports and recommendations concerning the work under his supervision to the Regents through the President. The Comptroller shall enter into a bond in the sum of fifty thousand dollars ($50,000.00), executed by an acceptable surety company authorized to do business in Texas, that he will fully and faithfully perform the duties of his office; and he shall require a suitable bond of all of his subordinate officers charged with the custody of funds.

The Comptroller shall manage the State and privately donated endowment lands and their appurtenances. He shall attend to the leasing or renting of these properties, to the collection of rentals, and to the upkeep of the property, and, in fact, shall all things necessary to maintain the property and to assure equitably from it as much profit as possible for The University of Texas. Grazing leases; leases for highways; pipe-line easements; telegraph, telephone, and power line easements; townsite leases; tank-farm leases; road easements; water, gravel, sand, etc., sales; and all other manner of surface leases of the Permanent Endowment Lands of The University of Texas shall be in charge of the Comptroller. He shall be assisted in this work by such employees as may be necessary. He shall keep complete records of all leases, easements, and the like, and shall exercise due vigilance in seeing that the University's interests are at all times properly
cared for in the matter of preservation of property, terms of leases, and all
other things necessary to a proper handling of this estate. He shall have charge
of supervising the surveying, geological prospecting, production gauging, and
leasing connected with the management of the endowment lands.

The Comptroller shall have charge of supervising the production and
selling of oil, gas, and other minerals produced on University lands. He shall
maintain a competent staff for the purpose of auditing the accounts of producing
and transporting agencies, with a view to ascertaining that the University collects
the proper amount of royalty from such production.

The Comptroller shall cooperate with the Board for Lease of University
Lands in any appropriate manner to the end that these lands may be properly surveyed,
their geology studied, the progress of drilling noted, and all other things useful
and necessary in this connection may be done.

With the advice and direction of the Finance Committee of the Board of
Regents, the Comptroller shall invest the trust and endowment funds in the possession
of The University of Texas or its Board of Regents. He shall maintain under a com-
petent officer an investment office in which shall be gathered and accumulated in-
formation concerning the cities and counties of Texas with a view to ascertaining
the quality of their bonds, their financial strength, their population, wealth,
resources, industries, and all other things necessary to determine to what extent
and at what price their securities should be bought for the endowment funds belong-
ing to or managed by The University of Texas. He shall consult frequently with
investment bankers and other competent persons, and shall use discretion in ascer-
taining the nature and soundness of securities, and shall consult freely with the
Finance Committee of the Board, and shall make investments upon the authority of
a majority of this Committee. It shall be his duty to keep informed as to the
prices and soundness of securities held by the University and to advise the Finance
Committee when, in his judgment, any securities held by the University should be
disposed of.

In the event that the Board of Regents of The University of Texas is
engaged in litigation in respect to the property or the activities of The University
of Texas, any attorneys furnished by the State or employed by the Board shall have
the cooperation and assistance of the Comptroller, and shall report to him for trans-
mision through the President to the Board of Regents such information and requests
as they may deem proper. The Comptroller shall be charged with the duty of notify-
ing the Regents through the President of the need of any legal action deemed neces-
sary by him properly to protect any of the University endowment lands or funds.

The Comptroller shall, subject to State laws, supervise the purchasing of
all general supplies and all materials for use in the Main University except pur-
chases specifically assigned to some other officer such as the purchase of books
by the Librarian and the purchase of technical equipment by departmental chairman;
but no purchase other than books bought by the Librarian shall be made except upon
an order signed by the Comptroller or Purchasing Agent. All purchases or work of
consequence, certainly if involving as much as $1,000, shall, where practicable, be
made on contract and let on the basis of competitive bids. The Purchasing Agent,
under the supervision of the Comptroller, in lawful cooperation with the State
Board of Control, 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 work of shops and agents under his charge, and shall give them out on proper
requisition to the various individuals entitled to them.

The Comptroller, in his capacity as Superintendent of Buildings and
Grounds of the Main University, shall care for all buildings and grounds owned or
occupied by the Main University. He shall have charge of the direction and super-
vision of all minor improvements and repairs in connection therewith. He shall consult
with and be consulted by the chairman of the Schedule Committee and other
appropriate officers regarding repairs and alterations of rooms. He shall be res-
ponsible for the expenditure of funds provided for these purposes, and shall arrange
by contract or otherwise for such expenditure. He shall have charge of the follow-
ing: (1) the heating and power plant and other services to the University buildings,
including heat, light, power, water, gas, and telephone; (2) the repair shops and
general storerooms, including the necessary workmen, skilled and unskilled; (3) the
janitors, watchmen, police, and other necessary for the care and protection of the
University; (4) all physical plant equipment belonging to the University; (5) super-
intendence and maintenance of grounds, roads, walks, and athletic fields; (6) the
use of the plant outside class hours.

*buildings of the
The Comptroller shall be custodian and shall be responsible for the safe­keeping of all property belonging to the Main University; shall keep a correct inventory thereof and shall present the same to the President before the annual October meeting of the Board of Regents. He shall have the authority to require of all departmental chairmen and other employees, at least annually, and oftener if necessary, a full statement of the property in their immediate possession belonging to the University. He shall supervise, usually under specific orders of the Board of Regents, such sales of University property as may seem to be advisable.

The Comptroller shall have general supervision over all dormitories, cafeterias, or dining halls operated by the Main University. The Business Directors of these institutions shall submit their budgets to him and he shall transmit them to the President with his recommendations. He shall also have general supervision of such other auxiliary and service activities as the Stenographic Bureau, the University Press, University Workshops, etc.

The Directors and Business Directors of the dormitories and boarding halls shall be responsible in business matters directly to the Comptroller and shall perform the following duties:

The Director of a dormitory shall (a) assign all rooms and attend to room and board receipts; (b) in conjunction with the Business Director, (1) advise regarding the annual budget and the personnel of office, room, and dining room helpers, (2) make rules governing the keeping of rooms, musical instruments, bathrooms, kitchenettes and social rooms, (3) make rules governing guests, hours for meals, etc.; (c) in conjunction with the Dean of Men or Women, respectively, make rules governing the conduct and social privileges of the students; (d) supervise the social life of the dormitory and be responsible for the observance of the general University regulations pertaining thereto; (e) notify the Health Service of illness requiring special medical attention, cooperating in the giving of proper attention; (f) assist the students scholastically and personally as far as possible.

The Business Director of a dormitory shall have, when meals are to be served, a college degree and experience in institutional management and shall (a) be in full charge of all business pertaining to the operation of the dormitory including care of grounds and buildings, purchase of supplies, the planning and serving of meals, employment and direction of help, student help being chosen on advice of the Director, but such of their duties as pertain to business operations shall be under the direction of the Business Director; (b) keep accurate accounts of all receipts and expenditures, draw all requisitions and voucher all statements under the direction of the Auditor, in accordance with the University regulations; (c) cooperate with the Director, both in social and business matters.

The Budget Council of the Department of Home Economics shall nominate annually for the ensuing year to the Comptroller, the Business Director of each University dormitory or dining hall that serves meals. In cases where meals are not served and there is also a Director, the Comptroller shall himself nominate the Business Director. In cases where one person serves as both Director and Business Director, the Dean of Women or the Dean of Men shall nominate to the Comptroller, as the case may be.

Business Officer of the Medical Branch. The Business Officer of the Medical Branch shall be responsible through the Comptroller to the President and Regents and shall perform at Galveston the duties assigned at Austin to the comptroller as purchasing agent, superintendent of buildings and grounds, custodian of University property, supervisor of dormitories and dining halls. He shall hand all monies collected at the Medical Branch from fees and other sources and shall keep the accounts and records of the Medical Branch in conformity with the accounting system of the entire University, subject in accounting matters to the general supervision of the University Auditor. All disbursement vouchers charged against the Medical Branch General Budget shall require the approval of the Auditor before payment.

The Business Officer shall also serve as Registrar of the Medical Branch and shall keep permanent, systematic and convenient records containing the semester or term grades of each student and such other information about each student as may be desirable, conforming generally, like the Main University, to standard forms of student personnel recording. He shall also attend to diplomas and to the Commencement program. He shall serve as the Secretary of the Medical Faculty and of the Executive Committee. He shall have the power to call on the other officers of the Medical Branch for such information as he may need in the performance of his duties.

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The Comptroller shall have general supervision over the renting and care of the houses that were acquired when the campus was enlarged by purchase.

When the authorization of a new building is under consideration by the Board, the Comptroller shall make estimates of the fully completed cost thereof. He shall have supervision over the construction of all new buildings and auxiliary structures for The University of Texas such as steam and electric line extensions, etc. In making such estimates and supervising such construction he shall be assisted by the following:

1. The Building Committee of the Faculty (cf. Chapter VI, Section 5);
2. The University Architect, whose duties shall be those defined by his contract with The University of Texas;
3. A Consulting Architect, whose duties shall be those defined by his contract with The University of Texas;
4. A Supervising Architect, who shall have charge of repairs and modification of existing buildings and such designing and construction as the President, with the advice of the Comptroller, may approve.
5. A Clerk of the Works, or Superintendent of Construction, whose duties shall be:
   a. To superintend the construction of the building in his charge in conformity with the plans, specifications, and such instructions as may be given by the architects;
   b. To report promptly in writing to the architects for their decision any changes, adjustments, or alterations necessary or required, with the reason for the same fully explained, filing copies of such communications with the Comptroller and President;
   c. To make minor adjustments when the 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 brickwork;
   e. To notify the architect 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, and furnishing the Comptroller with a copy;
   g. Where a superintendent does not employ 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).

The Comptroller shall have general supervision of the accounting and auditing office of the University. This office shall be under the immediate charge of an Auditor who shall be an experienced and competent Certified Public Accountant nominated by the Comptroller to the President and the Board of Regents. He shall be appointed biennially on a twelve-months' basis. The Auditor shall be the accounting, receiving, and disbursing agent of the University for all money. 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 in such books under proper and appropriate headings shall be entered and kept the full, complete, and properly classified system of accounts showing at all times all the properties of The University of Texas, all the income and expenditures, and all the assets and liabilities of the University, clearly, truthfully, and fully.

The Auditor, or someone designated by him, shall sign all purchase requisitions indicating that the proposed purchase is properly covered by an appropriation made by the Board of Regents and that there is a balance in the appropriation sufficient to cover the estimated amount of the purchase. 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, and duly authorized to make, such expenditures; but in no case shall the Auditor approve bills or pay out funds except upon the previous authorization of the Board of Regents or officially designated authorities, and he shall be responsible for the proper accounting of every cent received or disbursed by him. He shall return to the Comptroller and to the persons concerned, without payment, all expense accounts of those connected with the University, and all other bills against the Institution, wherever any of the items seem to him not in accord with the action of the Regents or with law.
All money received by the University shall be deposited regularly on the
next business day, according to the nature of the receipt, either with the State
Treasurer of the State of Texas or with a depository bank selected in advance by
the Board of Regents. Necessary petty cash and working fund balances will be set
up in specified amounts sufficient to meet petty payments, refund of student deposits,
and other miscellaneous small payments. All checks drawn against funds on deposit
with the University's depository bank shall be signed by the Auditor or someone
designated by the Board of Regents to sign for him, and countersigned by the
Comptroller or someone designated by the Regents to sign for him. On any given
check either the Auditor's name or the Comptroller's name must be signed personally
by that official.

The Auditor shall prepare proper books and blanks for keeping a record of
the receipts and disbursements of all money for which the University itself or any
officer as agent for the University shall be responsible, and he shall prepare an
annual report for publication in form satisfactory to the Comptroller, the President,
and the Regents' Finance Committee. The financial report of each year's financial
transactions and all the books and records on which this report is based shall be
audited by a competent firm of Certified Public Accountants employed by the Board of
Regents for that purpose.

The Auditor shall enter into a bond in the sum of fifty thousand dollars
($50,000.00) executed by 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 resolu-
tions 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 money, 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
of all money for which the University itself or any
or voted upon for
on Faculty legislation,
the Regents will notify the Faculty of
Legislation
the Medical Faculty, and the School or College Faculties

Section 1. Authority of the General Faculty of the Main University and of
the Medical Faculty. The Board of Regents will use all its discretion and powers
in efforts to make The University of Texas an institution of the "first class," as
the Constitution directs in Article VII, Section 10. The Board will be guided in
general by the practices of the best universities in the United States and abroad,
especially state universities. The Board will not, except in extraordinary cases,
act on important matters of educational policy until it has had advice thereupon
from the General Faculty or from the Faculty of the Medical Branch. When such
policies give rise to substantial differences of opinion in the Faculty, the advice
and recommended legislation shall be accompanied by a record of the vote and by a
summary of the reasons for and against the matters proposed.

Legislation by the General Faculty of the Main University or by the
Faculty of the Medical Branch that involves the expenditure of additional money
should not be submitted to the Board of Regents unaccompanied by an estimate by
the Faculty of the additional money required.

No legislation by the General Faculty or Medical Faculty shall be effective
unless approved by the Board of Regents, and no legislation by a College or
School Faculty shall be presented to the Board of Regents for consideration until
it has been approved by the General Faculty or Medical Faculty or voted upon for
and against with reasons stated, as provided in the preceding paragraph. The
Board of Regents will notify the Faculty of its actions on Faculty legislation,
in general giving reasons when disapproving.
Subject to the Board of Regents, and subject further to the authority that the Board has vested in the various administrative officers and subdivision of the University, the general charge of the Main University is entrusted to the General Faculty of the Main University, and the charge of the Medical Branch to the Faculty of the Medical Branch. Within this broad jurisdiction of the General Faculty and Medical Faculty fall such matters as (1) general educational policies and welfare; (2) regulations affecting student life and activities; (3) requirements for admission and graduation, for honors and scholastic performance generally; (4) approval of candidates for degrees.

Section 2. Membership of the General Faculty and of the Medical Faculty. Voting members of the General Faculty shall consist of all (a) professors, (c) associate professors, (d) assistant professors, (e) instructors who have served for three years or more, and (f) such other officers as the Board of Regents, upon recommendation of the President, may designate. Voting members of the Medical Faculty shall consist of all (a) professors, (c) associate professors, and (d) assistant professors of the Medical Branch.

Instructors at the Main University who have served for less than three years shall have the privilege of attending meetings with the right to speak but without the right to vote.

Section 3. Authority of the College or School Faculties of the Main University. Subject to the limitations set forth in Section 1, each College or School of the Main University shall be under the immediate charge of its particular Faculty. Legislation affecting primarily any College or School, such as the requirements for admission and honors and degrees and the scholastic regulations, shall originate in that College or School; legislation affecting more than one College or School shall originate either in the General Faculty or in the Faculty of either College or School concerned.

Section 4. Membership of the undergraduate College or School Faculties of the Main University. Voting members of the undergraduate College or School Faculties of the Main University shall consist (1) of all (a) professors, (c) associate professors, (d) assistant professors, and (e) instructors who have served at least one year, in the departments which compose the College or School; (2) of professors or associate professors or assistant professors selected from departments outside of, yet closely connected through degree requirements or subject matter with, the College or School and designated annually by the President upon nomination of the appropriate Dean; and (3) such other officers as the Board of Regents, upon recommendation of the President, may designate annually. Persons offering part-time instruction in courses listed in the course offerings of a College or School, whose regular work, salary, and title are in another College or School or subdivision of the University, shall have seat and voice privileges in the Faculty of the School or College in which such part-time instruction is offered. Upon nominations of both Deans, or of the appropriate Dean and subdivision head, any such person may be annually designated by the President as a voting member of such Faculty. These privileges shall not involve additional title or change of status; extension of such privileges is a part after the Deans of the appropriate College or School, or the Dean of the College or School of which the department is a part, have consulted fully with three professors, two selected from cognate departments by the Graduate Dean and one selected at large by the other Dean concerned, the selections by the two Deans being made with special reference to competency to pass on the proposed member. The primary qualifications for membership in the Graduate Faculty to be considered by the Deans and the professors shall be (a) achievement in research or (b) (1) broad scholarship or high attainments in a particular field of study and (2) skill and experience in teaching graduate students.

The Dean of each College or School in whose field a graduate degree is offered shall be an ex officio member of the Graduate Faculty.
Section 6. Meetings of the General Faculty and of the College or School Faculties. The General Faculty of the Main University shall hold at least six regular meetings during the Long Session; the other Faculties shall hold at least two during the Long Session. The regular meetings shall be held at dates duly published and arranged in May for the next Long Session by the Faculties or their Secretaries so as to lead to the minimum of conflicting dates. Special meetings of the General Faculty of the Main University shall be held at the call of the President or at the request of five voting members. Special meetings of the other Faculties shall be held at the call of the President or appropriate Dean or at the request of five voting members.

Section 7. Chairman of the General Faculty, the Medical Faculty, and of the College or School Faculties. The President shall be Chairman ex officio of the General Faculty and of the Medical Faculty; the Deans shall be Chairman ex officio of their respective Faculties, the Dean of the Medical Branch serving also as Chairman of the Medical Faculty in the absence of the President.

Section 8. Secretaries of the General Faculty, the Medical Faculty, and of the College or School Faculties. Each Faculty shall elect annually its own Secretary, who shall record its minutes in a form both convenient and permanent, furnishing promptly the members of the Faculty and the administrative officers with copies of said minutes. In addition, the Secretary shall send out to the members notices of the meetings to be held sometimes accompanied by information concerning the business to be transacted; and shall bring promptly to the attention of the persons concerned the actions of the Faculty.

Each communication not made from the floor during a Faculty meeting shall be transmitted to the Faculty by the person making it through the Secretary of the Faculty for distribution, record and listing on the order of business.

Section 9. Committees of the General Faculty, the Medical Faculty, and of the College or School Faculties. Each Faculty shall establish such standing committees for the Long Session, Summer Session, or fiscal year as it may deem proper, with duties and powers within the jurisdiction of the Faculty, said duties and powers being plainly set forth in the minutes. Unless otherwise specially provided, standing committees of the General Faculty shall be appointed annually by the President after consultation with the officer or officers whose duties are related to those of the various committees; standing committees of the Medical Branch shall be appointed annually by the Dean of the Medical Branch; standing committees of the Faculties of the Colleges or Schools shall be appointed annually by the respective Deans. Special committees of the Faculties, when desired, shall be appointed in accordance with the Rules of Order on motion passed.

Section 10. Rules of Order to be followed by the General Faculty, the Medical Faculty, and the College or School Faculties. Each Faculty shall adopt the general principles of parliamentary law as set forth in some standard work such as Roberts' Rules of Order, except as far as the Faculty may modify certain details, such as the rules relating to quorums, order of business, debates, voting, suspending rules, making public actions, etc., etc.

Section 11. Changes in the Catalogue and standing rules of the General Faculty, Medical Faculty, and the College or School Faculties. Changes in those portions of the Catalogue which record Faculty action and changes in the standing rules of a Faculty shall be proposed in writing, and shall lie over until the next meeting of the Faculty, regular or called, before they may be considered. The rule requiring changes in the Catalogue to lie over shall be suspended only by unanimous consent, provided that, when such changes have been put in legible form and copies thereof distributed to the members of the Faculty at least five days before the date of the meeting, together with notice that the proposed changes are to be considered at the next meeting, they may, upon a vote of the Faculty, be taken up immediately and disposed of.


Chapter IV. Department Faculties of Instruction and Research

Section 1. Departments. The various Colleges and Schools may be subdivided into departments of instruction and research by the Board of Regents, to be concerned primarily with subdivisions only of the whole field of knowledge.

Section 2. Departmental staff. The staff of a department shall consist of all persons appointed by the Regents to carry on the work of instruction and research.
in the field of the department, including correspondence and Extension Center teaching, for degree credit.

Section 3. Membership of a departmental faculty. All full-time members of the staff of a department who hold the rank of instructor or above shall be members of the faculty of the department, with vote, except being made of instructors who have served for less than one Long Session. A member of the staff on part-time in each of two departments shall be a member of the faculty of each department. A part-time member of a bureau staff teaching in a department shall also be a part-time member of the faculty of that department. Persons offering part-time instruction in courses listed in the course offerings of a department, whose regular work, salary, and title are in another department or subdivision of the University, shall be designated as part-time members of the faculty of the department in which such part-time instruction is offered, without vote or the addition of title or change of status except as provided in Chapter III, Section 4.

Other persons may be appointed as part-time members of a departmental faculty, with or without vote, according to the regular procedure (see Section 6, below).

Section 4. Authority of a departmental faculty. Departmental faculties are subject to the actions of the School or College faculties of which they are a part in the fixing of sins, courses, curricula, degree requirements, etc. Requests from the Faculty of a College or School or Division or Bureau for services from a department outside the requesting College or School or Division or Bureau shall be transmitted by its administrative head through the undergraduate Dean of the department to the department for consideration by the department at the regular times. If, after discussion, the department and the undergraduate Dean and the administrative head feel that the request cannot reach an agreement, all the relevant facts and opinions shall be transmitted to the President for adjudication or transmittal to the Administrative Council, the General Faculty, or the Board of Regents.

Section 5. Certain duties of a departmental faculty. It shall be a duty of the departmental faculty to make annually or upon special occasions for the Long Session through its undergraduate Dean to the President such specific and itemized recommendations as may be deemed wise concerning (a) the courses, with specified contents and prerequisites, to be offered during the next Long or Summer Session or for credit through the Division of Extension; (b) all Catalogue material relating to the department; (c) assignment of courses and sections of resident instruction, assignment of correspondence and Extension Center teaching, and assignment of extra-departmental duties, either intra- or extra-mural in character, to individual members of the departmental staff; (d) maintenance and equipment, rooms and schedules; (e) requests for the services of the department coming from the Schools and Colleges and other subdivisions of the University; (f) such other matters as may affect the welfare of the department, bearing in mind (1) the requirements for the various degrees; (2) the avoidance of overlapping courses in the department or betwixt departments; (3) the avoidance of too many or too few courses in the department; (4) an equitable distribution of the working loads of the members of the staff; (5) the needs of the Extension, Graduate School, or Bureau, of the Division of Extension, and of the undergraduate Schools and Colleges dependent upon the services of the department; and (6) the desirability of an arrangement in which neither efficiency nor economy is unduly sacrificed. Recommendations involving increases in the existing budget should be listed in the order of preference. It shall also be the duty of a departmental faculty to make annually on October 15 a report to the President through the undergraduate Dean on the work of the department during the previous fiscal year. Reports should be made separately from recommendations or requests, reports dealing with the past, recommendations with the future. Carbon copies of all departmental reports and recommendations shall be sent to all other Deans and College deans of degrees affected by the reports and recommendations. (Cf. Section 2 of Chapter II.)

(a) Departmental reports. I. Annual departmental reports: 1. Unabridged reports, as lengthy as the department may determine, may be sent through the undergraduate Deans to the President for study and ultimate filing in the archives; 2. Abridged reports shall be as concise as possible and shall be sent through the undergraduate Deans to the President for printing; abridged departmental reports should contain (1) honors conferred on staff; (2) honors conferred on, and important positions filled by, recent graduates who majored in the department; (3) miscellaneous - use of Library, etc., distinguished visitors, extramural activities, etc., etc.; (4) annual bibliography of staff and theses of "major" students; abridged departmental reports should not contain: material printed or recorded elsewhere, such as (1) list of staff, Long or Summer Session; (2) list of courses offered; (3) enrollments in courses and sections and teachers thereof; (4) number of M.A., M.S., and Ph.D. "majors" in June and August; (5) facilities for study; (6) expenditures (actual). II. Special departmental reports shall be made as occasion may require.

*other than matters within the jurisdiction of the budget council of the department.
(b) Departmental recommendations. I. Annual departmental recommendations: 1. Budgetary recommendations shall ordinarily be made following a request from the President. In non-legislative years the request will be made about February 1, in legislative years the date will vary; 2. Recommendations of courses to be offered in the next ensuing Announcement of Courses or General Catalogue or Summer Session Catalogue shall be sent to the appropriate Deans at dates fixed by the Administrative Publications Committee; 3. Other recommendations should ordinarily accompany the budgetary recommendations. II. Special departmental recommendations shall be made as occasion may require.

Section 6. Departmental Budget Council at the Main University and Departmental Head at the Medical Branch. All the full professors in a department conjointly, or all the associate professors conjointly in case there is no full professor, shall constitute the Budget Council of the department. In a department without full or associate professors, the Chairman of the department shall constitute the Budget Council. At the Medical Branch the Head of the department shall constitute the departmental Budget Council. At the Medical Branch the Head of a Department is ordinarily the ranking full professor in the department.

It shall be the duty of the Budget Council to make annually or upon special occasions, through the undergraduate Dean to the President for the Regents, in the case of the Long Session, such recommendations as may be deemed wise concerning (a) appointments to positions in the department, (b) promotions in salary or rank of those members of the departmental staff who are not also members of the Budget Council and (c) amount required for maintenance and equipment during the coming fiscal year. Recommendations which relate to persons who are to do whole or part-time Extension Center or correspondence teaching, accompanied or unaccompanied by resident teaching, shall be made jointly by the departmental Budget Council of the department concerned and the Director of the Extension Teaching Bureau to the Deans concerned. Recommendations concerning rank, tenure, salary, etc., shall be specific. Members of the Budget Council shall have the right to make individual recommendations through the appropriate Deans to the President concerning the salaries of other members of the Budget Council. Actions of the Budget Council shall be taken only at meetings duly called and held, and shall be signed by all the members, approving or disapproving. In the case of the Summer Session, there are appointments only, tenure not extending beyond the Session and no promotions, a teacher remaining at the rank held during the previous Long Session if a member of the General Faculty. Recommendations are to be made through the appropriate Deans to the President and the Budget Council, subject to the approximate proportions by rank of the Long Session budget, may include members of the Budget Council itself in its recommendations.

When desirable, a Budget Council may select from its membership a Chairman to preside over its meetings and a Secretary to record and transmit its recommendations. Carbon copies of the recommendations of a Budget Council shall be sent to all Deans administering degrees affected by the recommendations.

Section 7. Chairman of the departmental faculty. A member of the faculty of a department shall be appointed as Chairman thereof by the Regents, upon nomination of the President, to serve for the two years of a legislative biennium. In case of absence or disability during the biennium, the Chairman shall notify the President, who shall appoint an Acting or Vice Chairman to serve in his place. He shall preside at its meetings; have minutes kept of the proceedings; promptly transmit the reports and recommendations of the departmental faculty through the appropriate Deans to the President; transmit to the Registrar departmental recommendations and requests regarding rooms and schedules; transmit to the Controller departmental recommendations and requests regarding repairs and alterations; transmit to the Publications Office departmental Catalogue and other copy; transmit to the Auditor on forms provided by that officer the requisitions involved in the expenditures of the maintenance and equipment item in the departmental budget; and in general shall serve as the routine officer and secretary of the departmental faculty. At the Medical Branch the Head of the department shall also serve as Chairman.

In particular, the Chairman shall (a) keep and pass on to his successor an inventory book or file containing a list in detail of all apparatus and other property belonging to the department; (b) shall present to the Comptroller of the University, or the Bureau of Publications, the complete inventory of all apparatus and other property belonging to the department, together with a statement of the condition thereof; and (c) shall act for the department in emergencies.

Section 8. Meetings of a departmental faculty. The faculty of a department, unless it consists of one person only, shall hold meetings at least once each semester, and may meet at other times at the request of the Chairman or on the written request of one-third of its members. The reports and recommendations of the department, ways of improving teaching, research, and the regulations of the University and their observance are among the subjects of discussion at meetings. The minutes
of the meetings shall be sent by the Chairman to the members and to the Deans concerned and to the President. Actions of departmental faculties on the courses to be offered and other departmental matters within their jurisdiction shall be taken only at meetings duly called and held.

Section 9. Dates for making reports and recommendations of departmental faculties and Budget Council. Departmental budgetary recommendations, including those relating to appointments and promotions made by the Budget Council of the department shall be called for at convenient times by the President to be sent to him through the appropriate Deans. Recommendations of all the courses to be listed in the next ensuing Announcement of Courses or General Catalogue or Summer Session Catalogue shall be sent to the appropriate Dean at dates fixed by the Administrative Publications Committee.

Section 10. Recommendations of courses of small registration. It shall be the duty of the departmental faculty to consider especially the recommendation of courses in which the registration has been or is likely to be small. Such courses are often too expensive or time-consuming and may not be announced or given until there has been a careful consideration of the need of such a course and the course has been specially approved for the coming Long or Summer Session by the department, the Dean or Deans concerned, and the President.

Chapter V. Divisions and Bureaus.

Section 1. Divisions and Bureaus. Educational, informational, and research activities of the University other than resident teaching may be organized by the Board of Regents into separate subdivisions called Bureaus, two or more of which may be more or less loosely grouped into larger units called Divisions.

The Division of Extension shall have a Dean as its chief administrative officer and shall include the Bureaus of (1) Extension Teaching, (2) Industrial Teacher-Training, (3) Package Loan Library, (4) Nutrition and Health Education, (5) Public School Interests, (6) Visual Instruction, and (7) School Inquiry and Research.

The Division of Natural Resources shall include the Bureaus of Economic Geology, Engineering Research, and Industrial Chemistry.

The Division of Social Science and Business Research shall be divided into the Bureaus of Social Science Research and Business Research.

Section 2. Directors and Bureau staffs. The administrative head of a Bureau shall be called a Director and the other members of a Bureau staff shall be given specific and appropriate descriptive titles. Titles conferred upon members of the staffs of instruction and research may also be conferred upon members of Bureau staffs together with tenure and voting privileges in department or School or College or General Faculties. (See Section 4, Chapter III, and Section 3, Chapter IV.) Members of the staff of the Bureau of Extension Teaching who conduct classes carrying degree credit are ipso facto members of the appropriate departmental staffs. Directors shall be appointed to serve for the two years of a legislative biennium, upon the recommendation of the President acting after consultation with the Dean of the Division, if there be such a dean.

Section 3. Bureau councils. When the work of a Bureau has close relations with the field of a department or School or College, there may be created a Bureau Council, advisory to the Director of the Bureau, composed of members selected from the faculties of the related departments and the Deans of the related Colleges or Schools. The Director shall be chairman of the Bureau Council without vote.

Section 4. Bureau recommendations. After getting advice from the staff of the Bureau and from the Bureau Council, the Director thereof shall make to the President such budgetary and other recommendations concerning the Bureau as he may deem wise.

If the Bureau be part of a Division that has a Dean, the recommendations of the Director shall go through the Dean to the President, accompanied by such recommendations as the Dean may deem wise.

Bureau reports, budgets, and recommendations shall be kept entirely distinct from those of their cognate departments, Schools or Colleges, but shall ordinarily be called for and sent in on the dates fixed for the departments of instruction reports.

Section 5. Bureau of Extension Teaching. The function of this Bureau shall be to extend the teaching of the University to non-resident students, so far as resources and circumstances may permit, through instruction by mail ('correspondence') or visiting instructor ('Extension Center').
Credit courses offered by correspondence or at Extension Centers and the instructors of these courses must be approved by the Director of Extension Teaching by the Budget Council of the department concerned, and by the Deans concerned. In case of disagreement, such disagreement shall be presented to the President for decision. Because of the lack of class room association, contact between instructor and student is secured through the personal reading by the instructor of all the reports and papers sent in by the student.

Extension Centers shall be established by the Board of Regents upon recommendation of the Dean of the Division of Extension and of the President.

A correspondence or Extension Center course carrying degree credit when successfully completed shall have the identical prerequisites and as nearly as possible the same content as the same course offered to resident students (if offered), and shall count towards degrees in accordance with the provisions of the General Catalogue.

Correspondence and Extension Center courses not carrying degree credit, but meeting the needs of adults beyond the high school age, may be approved by the Board of Regents, usually upon the recommendation of the Director of the Bureau of Extension Teaching, the Dean of the Division of Extension, and the President.

Chapter VI. Councils and Committees.

Section 1. Membership and appointment. University councils and committees ordinarily are composed exclusively of members of the staff, but in certain cases students, ex-students, and citizens are also members.

At the Main University, membership is ordinarily appointive, but sometimes ex officio. Unless otherwise provided, councils and committees shall be appointed in May, or earlier, for the next fiscal year or Long Session or Summer Session, i.e., to serve for twelve, nine, or three months, respectively, (a) by the appropriate Dean, in the case of a School or College Faculty, and (b) by the President in all other cases. (Cf. Chapter III, Section 9.)

At the Medical Branch, the members of all standing committees are elected by secret ballot at the first meeting in October of the Medical Faculty.

Section 2. General duties. The general duties of councils and committees of the School or College Faculties, of the General Faculty, and of the various Bureaus and subdivisions of the University, shall consist in (1) attending to or (2) examining into some part or aspect of University life and work. From these two primary duties grow two secondary duties: (3) reporting to the Faculty, President, and Regents on the past work attended to or examined into, and (4) recommending to the Faculty, President, and Regents concerning how the work attended to or examined into may be done better in the future, or how new work may be advantageously undertaken or old work discontinued.

Each standing committee shall make an annual report which shall be due November 1.

Except in extraordinary cases, special committees will not be appointed to perform duties that have been assigned to standing committees.

Section 3. The Administrative Council. The Administrative Council shall consist, ex officio, of the Deans of the College of Arts and Sciences, College of Engineering, School of Business Administration, School of Education, School of Law, Graduate School, and Division of Extension, together with the Dean of Student Life, the Comptroller, the Registrar, and not more than three other members of the staff. The President shall be Chairman, the Registrar shall be Secretary ex officio, and the President shall appoint annually a Vice-Chairman who shall serve as Acting President during the absence or disability of the President.

The Secretary shall furnish regularly copies of the minutes to each member of the Administrative Council.

(a) The Administrative Council shall serve as the Executive Committee of the General Faculty, and in this capacity shall take such minor recess actions as may be desirable between General Faculty meetings, reporting such actions for approval disapproval, or modification by the General Faculty at its next subsequent meeting.
Major recess actions may be taken by the Administrative Council, acting as the Executive Committee of the General Faculty, if the subsequent approval of the Board of Regents may be confidently expected.

(c) The Administrative Council shall act as an advisory committee to the President, assisting him in attending to, or examining into, the various aspects of University life and work, and advising him in matters relating to the best interests, usefulness, development, and policies of the University.

(c) The Administrative Council shall act in its own capacity by meeting at least three times per month (1) to consider current routine items relating to University life and study, (2) to consider desirable correlations of University activities through the elimination of gaps, overlaps, conflicts, and obscurities, and (3) to consider the better enforcement or desirable amendment of University regulations through faculty or other appropriate action.

Section 4. The Executive Committee of the Medical Branch. The Executive Committee of the Medical Branch shall function in much the same way as the Administrative Council does at the Main University. The members of the Executive Committee shall be selected by vote of the Medical Faculty at the first Faculty meeting of any fiscal year. Two members shall be selected from the clinical group of professors, and two members shall be selected from the pre-clinical group of professors. These four selected shall represent the Executive Committee, with the Dean of the Medical Branch as Chairman. The members of the Executive Committee shall be of professorial rank, preferably heads of organized departments in the School of Medicine. The Business Officer of the Medical Branch shall act as the Secretary to the Executive Committee but shall not be a member of the Committee. It shall be the duty of the Executive Committee:

(a) To pass upon all nominations for faculty positions in any given department of the Medical Branch. These nominations shall be made in writing by the Head of the department and transmitted to the Dean of the Medical Branch, who in turn will present said nominations to the Executive Committee for action. The Dean will then transmit the action of the majority of the Executive Committee to the President recommending that such nominations be given that consideration before the Board of Regents;

(b) To act as advisory committee to the Dean in all budgetary matters;

(c) To receive all recommendations from the Student Honor Council through the office of the Dean of the Medical Branch;

(d) To make recommendations approving, disapproving, or altering the action of the Student Honor Council in any given case of discipline, and it shall be the duty of the Dean of the Medical Branch to carry out and enforce the final action of the Executive Committee;

(e) To act for the Medical Faculty in emergencies between meetings of the Medical Faculty.

Section 5. Building Committee (annual). The Building Committee of the General Faculty shall be composed of three members of the Faculty. The Comptroller shall meet with the Committee. After the erection of a particular building has been approved by the Board of Regents, a member of the staff that is to occupy the building shall be appointed as a member of the Committee so far as the particular building is concerned.

It shall be the duty of this Committee, (1) to hold necessary hearings and to make proper investigations regarding the building needs of the University and to report its conclusions to the Comptroller; (2) to recommend the order and the location of specific buildings, with reasons for these recommendations; (3) after the approval of the Board of Regents of the construction of a given building, to send to the Comptroller, for transmission to the University Architects, such suggestions as to the style, size, purpose, location, and general nature of the building as will enable the University Architects to prepare preliminary sketches and tentative plans. When the University Architects have prepared plans in sufficient detail for study and criticism by the Committee, they shall transmit them to the Comptroller for presentation to the Committee. After careful consideration, the Committee shall return the plans, with their criticisms and suggestions, to the Comptroller for transmission to the Architects. This process shall be repeated until the plans and specifications have been brought to such a state of completeness that, in the judgment of the Committee, they are ready to present to the Board of Regents for approval. (4) To make its reports and recommendations to the Comptroller. He shall transmit these, with his own comments and recommendations, to the President. When requested by the President or the Board of Regents, the
Faculty Building Committee shall report directly to the Board.

A record shall be kept of the dates of all communications between the Committee, the Comptroller, and the University Architects.

After the plans for a particular building have been approved by the Board of Regents and the Comptroller has been directed to advertise for bids, the Faculty Building Committee shall be relieved of further responsibility for this particular building, but may be consulted further by the Comptroller, the University Architects, the President, or the Regents when circumstances render it desirable.

At the Medical Branch, the Executive Committee shall also serve as the Building Committee of the Medical Branch.

Section 6. College of Nursing Committee. It shall be the duty of this Committee to recommend to the Executive Committee of the Medical Branch nominations for positions on the staff of the John Sealy College of Nursing. This Committee shall be composed of three elected members of the Medical Faculty, the Director of the John Sealy College of Nursing, and the Dean of the Medical Branch.

Section 7. Publications Committee (annual). It shall be the duty of this Committee to make recommendations concerning the style, dimensions, numbering scheme, directions for preparing manuscript for the printer, copyrighting, etc., of all University publications printed by the University Press. This Committee shall be composed of the Chairman of the Administrative Publications Committee, who shall be Chairman ex officio, the Chairman of the General Publications Committee, the Manager of the University Press, the Librarian, and one person selected from each of the two Committees just mentioned. When the publications of a Bureau are under consideration, the Director of the Bureau shall be a member of the Committee.

The following regulations shall be enforced by the Publications Committee:

(1) The imprint "The University of Texas Bulletin," or "Published by The University of Texas," or the seal of the University may be used only as authorized by the Publications Committee. (2) The folio of University bulletins, together with the make-up of the cover and title pages, shall be fixed by the Publications Committee. (3) The University Press shall not receive for publication any copy or manuscript without the O.K. of the Registrar, who shall check it for conformity to general rules and policies, educational and budgetary. (4) No administrative publication may be printed without the authorization of the Registrar; no general or scholarly publication may be printed without the approval of the Committee on General Publications, and no publication from a Bureau or Division without the authority of the official head. (5) All publications shall be distributed through the Registrar's Office, unless otherwise specifically provided. At present the Extension Division and the Bureau of Economic Geology distribute their own bulletins. The Registrar shall keep a faithful and accurate account of all money received for publications sold through his office and shall deposit same with the Auditor. He shall make an annual report to the President and so also shall each Bureau or Division distributing its own publications. (6) Material printed by the University may be copyrighted only in the name of the Board of Regents of The University of Texas. (7) Manuscripts submitted for publication shall be typewritten and shall be presented in their final form, both as to text and illustrations. The original must be submitted; a carbon copy will not receive consideration. (8) All manuscripts must be carefully prepared in advance. The Registrar's Office shall not accept or approve any manuscript until it is in proper shape for the printer. (9) Authors should usually have a conference with the Manager of the Press before a job is begun and give a clear explanation of what is desired. Extensive changes in proof may not be made, except at the expense of the author. Reasonable changes, but not radical alterations, may be made in the galley proof. No material changes may be made in page proof. Authors shall have their attention called to this rule at the time they are notified of the acceptance of their papers. (10) Authors shall be entitled to receive ten (10) copies of a charge bulletin or unbound book, and five (5) copies of a bound book, gratis, and they may have additional copies at cost. In addition, as many reprints as are desired may be had at cost of paper and press work, provided application is made in advance of publication. (11) As a general guide for style of printing the Manual of Style (1925) issued by The University of Texas Press shall be used. For questions not covered by this volume the latest edition of The Manual of Style issued by The University of Chicago shall be the guide. (12) The University Library shall preserve a copy of every bulletin and book printed as a University publication. (13) The Registrar shall set up a reserve of twenty-five (25) copies of each and every University publication for emergency calls, and shall not reduce it below five (5) copies.
In addition, for exchange with institutions, libraries, journals, and publishers, whose publications are sent to the University Library, he shall reserve five hundred (500) copies of each free bulletin and three hundred (300) copies of each bulletin carrying a charge.

Section 8. Administrative publications (annual). It shall be the duty of this Committee to make recommendations and propose regulations concerning the administrative publications of the University. The Registrar shall be Chairman or officer of the Administrative Publications Committee and, under the regulations, shall edit and supervise the preparation of all administrative bulletins except the Regents' Biennial Report and the Handbook for the Guidance of the Staff, which shall be handled in the President's Office, and the annual Report of the Auditor, which shall be made up and proof-read by the Auditor. The Registrar shall also exercise editorial supervision over all other publications of the University or any of its subdivisions that include statements of University policy, announcements of courses, or other matter about the University intended for the information of students or of the public. Administrative publications include Catalogues of the Long Session and the Summer Session, Final Announcement of Courses, annual Directory of Faculty and Students, annual Report of the Auditor, annual Report of the Registrar, annual Report of Grades, Biennial Report of the Board of Regents, and Handbook for the Guidance of the Staff.

Section 9. General publications (annual). It shall be the duty of this Committee to select for publication, within the appropriation available to the Committee, the most original, worthy, or useful material submitted for publication through the University Press by members of the University staff or by advanced students of the University. Usually such publications shall consist of books or bulletins not originating in any Bureau staff, and the contents shall (a) exhibit the results of competent research and investigation, or shall (b) contain information either useful or interesting or important. The Registrar, or a member of his staff designated by him, shall serve as Secretary of the Committee and shall see to the execution of all applicable rules and policies. Each author shall be responsible for the proof-reading and for the specific contents of his book or bulletin. Some of the General Publications are serial, some individual, some books, some bulletins.

The books and bulletins of the service and research Bureaus and Divisions of the University printed by the University Press shall be made up, proof-read, and paid for by the Bureau or Division issuing them. Each manuscript, before being sent to the printer, shall be submitted to the Registrar's Office to receive a number and a title page and to be checked with regard to general policies and regulations. The author or Bureau or Division concerned is responsible for the proof-reading and specific contents of the book or bulletin. Each Bureau or Division shall make recommendations concerning all matters connected with the distribution of its publications. The Bureaus and Divisions now issuing publications are: The Division of Business Research, Bureau of Economic Geology, Bureau of Industrial Chemistry, Bureau of Business Research, Bureau of Social Science Research.

Section 10. Library Committees. Main University and Medical Branch (annual). It shall be the duty of the Main University Library Committee to be informed regarding the work and growth of the Library. It shall consult with and be consulted by the Librarian, and shall be an interpreter of the Library and its policies to the General Faculty and an interpreter of Faculty opinion to the Librarian. The Medical Branch Library Committee shall have the same duties as the Main University Library Committee, with regard to the Medical Branch Library and Faculty.

Section 11. Schedule Committee (annual). It shall be the duty of this Committee, subject to such specific assignments as the Board of Regents may from time to time approve, to advise with the Registrar with reference to the scheduling of all office space and all class or laboratory space, indoors and out, during class hours, the Controller having jurisdiction over this space at other hours. In performing this duty, the Committee shall strive to avoid, as far as possible, vacant or partly filled class spaces, and in its annual report shall compare, at least approximately, the actual use of class and laboratory space with an ideal maximum.

Section 12. Publication Information Committee (annual). It shall be the duty of this Committee, in consultation with the Public Relations Committee of the Board of Regents and in cooperation with the President, to assist all the agencies that are seeking to promote a reasonably sympathetic yet critical and accurate public knowledge of the University in all of its details. The source of this knowledge is the University itself; the agents for transmitting this knowledge to the public are the staff, the ex-students, the students, public officials, newspapermen, and many interested citizens; the means of transmitting this knowledge are printing.
broadcasting, public speaking, writing, and personal conversation. Specifically organized agencies which may be used in transmitting this knowledge are the public press, the Publicity Office of the University, The Ex-Students' Association, the Students' Association, the Dads and Mothers Association, and the Office of Publications of the University. Associated with this Committee shall be various sub-committees concerned with particular agencies. Members of the sub-committees not necessarily being members of the Committee itself.

Section 13. Accredited Schools Committee (annual). The Chairman of the Accredited Schools Committee shall serve as The University of Texas member on the "Committee on Inspection, Classification, and Affiliation of High Schools in Texas" in accordance with the agreement entered into on February 8, 1917, between the State Department of Education, the State Institutions of Higher Education, the Subordinate Independent Colleges, the Junior Independent Colleges, the High Schools, and the City Schools. It is the duty of this State Committee, of which the State superintendent of Public Instruction is Chairman, to meet once a year at the call of its Chairman, "to adopt standards of and provide rules for the inspection, classification and affiliation of high schools for the purpose of correlating them with the institutions of higher education in the State, and to establish a basis whereby the largest degree of cooperation may be realized between and among the State's institutions of higher learning and other similar institutions consistent with the performance of their individual functions."

"The work of inspection, classification, and affiliation shall be under the direction of the State Department of Education." "The classification assigned by the State Department of Education or affiliation shall be binding upon each institution represented in this Committee, it being understood that present standards or classification of high schools shall be maintained and raised from time to time as may be wise, and that each institution is reserved the right to determine its own admission requirements." It shall be the duty of each institution represented in this Committee to file with the Chairman of the Committee, prior to January 1 of each year, its entrance requirements for the following school year and the entrance requirements of any such institution shall not be changed or modified during the year for which they were adopted."

It shall be the further duty of the Chairman of the Accredited Schools Committee to keep the General Faculty, President, and Regents informed of the important actions of the State Committee on Inspection, Classification, and Affiliation of High Schools in Texas by recording said actions in the Minutes of the General Faculty.

Section 14. Admission Requirements Committee (annual). It shall be the duty of this Committee, of which the Registrar shall be Chairman ex officio, to give special attention to the subject of college entrance requirements, to keep informed concerning progress and practices in the country, and, from time to time, to make such recommendations to the General Faculty concerning requirements for admission to the Colleges and Schools of the Main University, or any one of them, as may be necessary. It shall be the duty of the Committee to keep the University sufficiently in accord with the practices of other institutions similar in kind and rank and to enable the University best to serve the State of Texas in this respect.

Section 15. Admission from Other Colleges Committee (annual). The Registrar shall be Chairman ex officio of the Committee on Admission from Other Colleges. It shall be the duty of this Committee to advise and to assist the Registrar in cases submitted by him, involving usually the recognition to be given a particular institution outside Texas. It shall be the further duty of this Committee to keep in helpful cooperation with the Association of Texas Colleges, of which Association the University is a member and in which it participates in fixing standards and in rating the institutions in Texas. The Committee shall make an annual report to the General Faculty dealing with general and institutional ratings and standards.

Section 16. Diploma Committee (annual). The Registrar shall be Chairman ex officio of the Diploma Committee. It shall be the duty of this Committee to advise the Registrar with respect to all such matters as the form, style, shape, size, material, quality, etc., of diplomas; whether they should be engraved or lithographed, etc.; the making of contracts for purchasing and lettering diplomas, etc.

Section 17. Commencement Committees (annual). It shall be the duty of these Committees, cooperating with the Comptroller, regular Deans, and President, to attend to the details connected with the June and August graduation ceremonies. In particular, they shall select speakers and prepare the programs, except for the graduation and honor lists furnished by the Deans and President, and shall provide adequate seating and ushering for the graduates, faculty, and guests.
Section 18. **Students' Use of English Committees** (Long Session, Summer Session). The candidate for some of the various bachelor's degrees is required before graduation "to show such an ability to write clear and correct English as to satisfy the Committee on Students' Use of English." It shall be the duty of these Committees to enforce this requirement by inspecting the written work of such candidates in any of their courses, and by requiring such additional work for those candidates found deficient as they may deem appropriate. It shall also be the duty of these Committees officially to report to the Registrar and to the appropriate Dean, at the official times, the success or failure of each candidate subject to the jurisdiction of the Committees.

Section 19. **Public Lectures and Entertainments Committees** (Long Session, Summer Session). It shall be the duty of these Committees to promote, for the benefit of the student body and University community generally, free public lectures on appropriate topics by approved persons. In performing this duty the Committees shall cooperate with and assist the various subdivisions of the University in their efforts to procure special lecturers, and shall strive to secure members of the Faculty to give public lectures. When funds are available, distinguished lecturers, mostly from other faculties, shall be selected by the Committees.

Section 20. **Attendance at Professional Meetings Committee** (annual). It shall be the duty of this Committee to apportion such money as the Regents may from time to time appropriate for the purpose of paying, at least in part, the expenses that are involved in the attendance of various members of the Faculty upon professional meetings of national importance.

The amount paid by the University for any single trip shall not exceed the lowest available round trip net rate for railway and pullman transportation, nor shall it exceed in any case the sum of $125. Although this money is primarily for the benefit of members of the staff who are to read papers containing new and valuable results at technical meetings, members who are serving as general officers or executives of national associations of high rank may also share in this travel fund.

Section 21. **Rhodes Scholarships Committee** (annual). It shall be the duty of this Committee to attend to such matters as the Trustees of the Rhodes Foundation may place within the jurisdiction of the individual institutions whose students are eligible to be Rhodes Scholars.

Section 22. **Campus Financial Drives Committee** (annual). It shall be the duty of the Committee on Campus Financial Drives, assisted by the Comptroller, to prevent individuals, groups, or organizations from soliciting funds or business on the Campus from students or staff without having previously secured the approval of the Board of Regents or of the Committee. Commercial solicitation will not be authorized. This Committee shall report annually to the General Faculty.

Section 23. **Student Living Accommodations Committee** (annual). It shall be the duty of this Committee to supervise student living conditions and to act on all questions relating to rooming and boarding places for students. The Committee is empowered to enforce all University housing regulations and to adjudicate disagreements arising over their application. It is vested with disciplinary power. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 24. **University Dormitories and Dining Halls Committee** (annual). It shall be the duty of this Committee to observe the operations of the dormitories and boarding halls maintained by the Main University and to confer with the Comptroller regarding said operations. This Committee shall consist of three persons, two selected from the staff of the Department of Home Economics.

Section 25. **Sick Men Students Committees** (Long Session, Summer Session). It shall be the duty of the Committees on Sick Men Students to attempt in every way possible to care for the needs - other than of a medical nature - of the student in the hospital. The duties of these Committees include visits to sick men students, arrangements for cuts, postponed examinations, quizzes, and other such aid as may be necessary during the absence of the student from class. Each Committee is also expected to assist its Chairman in the performance of any similar duty for which he may request its aid. Each Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

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Section 26. **Sick Women Students Committees (Long Session, Summer Session)**. It shall be the duty of the Committees on Sick Women Students to attempt in every way possible to care for the needs - other than those of a medical nature - of the student in the hospital. The duties of these committees include visits to sick women students, arrangements for cuts, postponed examinations, quizzes, and other such aid as may be necessary during the absence of the student from class. Each Committee is also expected to assist its Chairman in the performance of any similar duty for which she may request its aid. Each Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 27. **Religious Life Committees (Long Session, Summer Session)**. It shall be the duty of the Committees on Religious Life to study the religious needs of the students and to cooperate with all proper endeavors to meet these needs.

Section 28. **Employment for Students Committee (annual)**. It shall be the duty of this Committee, as far as may be possible, to assist worthy students in need of employment to find jobs other than those paid for from University funds. The Student Life Secretary for Men and the Student Life Secretary for Women shall be ex officio members of this Committee and executive agents thereof. The Committee, through its Chairman, shall make to the Dean of Student Life an annual report containing appropriate statistics and other relevant information.

Section 29. **Discipline Committees (Long Session, Summer Session)**. The Faculty Committees on Discipline shall each consist of three members and there shall be as many of these committees as may be found necessary. For each Faculty committee concerned with discipline in any form there shall be appointed from the student body one man and one woman student with the privilege of sitting with that committee, without vote, in the actual trial of cases - the man to sit when a man student is being tried, the woman when a woman student is being tried, and both at the trial of mixed groups. These student representatives shall be appointed by the Dean of Student Life upon nomination by the President of the Students' Association, the Dean having the right to veto any nomination - in which case the President of the Students' Association shall nominate another student. Failure of the President of the Students' Association to make nominations within a reasonable time after notice has been given by the Dean of Student Life shall not affect the validity of trials conducted in the meantime. The absence of a student representative, after due notice, shall not invalidate a trial.

The duties of the Committees on Discipline shall be as follows: 1. To try all cases involving breaches of discipline by students acting as individuals or as officers of student organizations, unless the alleged offense is specifically placed under the jurisdiction of some other University officer or Committee or is within the original jurisdiction of a Student Council of the Students' Association, and to assess proper penalties. The jurisdiction of the Faculty Committees on Discipline shall also be extended to all cases in which the original jurisdiction lay with the Student Councils, if, after attention has been called to such cases by the Dean of Student Life, the Student Councils fail or refuse to act within a reasonable time; but this provision is not to be construed as preventing the Committee on Discipline or the Student Councils from considering matters on their own motion. (a) To try cases appealed from Student Councils. A student concerned in a trial by a Student Council shall have the right to appeal to the Dean of Student Life for a new trial by a Faculty Committee on Discipline. Such appeal, except when new evidence is presented, must be made in writing by the student within ten days from the time he receives judgment from the Student Council. (b) To try de novo cases tried by a Student Council when the Dean of Student Life is unwilling to affirm the verdict of the Student Council or to refer the case back to the Council for reconsideration. 3. To try cases in which the Student Councils have original jurisdiction when referred to them by a Student Council because the school year ends before the trial can be completed or because of other reasons. 4. To inquire into cases of misconduct of a student or a group of students referred to them by the Dean of Men or the Dean of Women. 5. To recommend to the Dean of Student Life and to the Faculty changes in rules or practices affecting discipline.

In addition to the above regular Committees on Discipline, power to try cases involving breaches of discipline may be delegated to other regular or to special Faculty committees.

All verdicts of Faculty Committees on Discipline shall be returned to the Dean of Student Life and the penalties imposed shall be administered by him. However, in case of any additional evidence, return a case to the Committee trying it for further consideration, but, if reconsidered, the resulting decision of the Committee shall be final.
Section 30. Loans to Students Committee (annual). It shall be the duty of this Committee (a) to approve or disapprove applications for loans from loan funds not specifically under the control of some other agency, (b) to accept or reject endorsements on notes, and (c) to recommend the conditions under which loans from various loan funds shall be made when the conditions have not been finally fixed.

It shall be the duty of the Chairman of the Committee on Loans to Students, who may have an assistant, (a) to keep on file in the office of the Dean of Student Life the legal, testamentary, regental, and other conditions governing each loan fund under the Committee's charge, (b) to keep a complete and up-to-date record of all loans from these funds, (c) to take all appropriate action, subject to the approval of the Committee, to make prompt collections as loan repayments become due, (d) to keep the Committee informed regarding outstanding loans, available balances, and payments overdue, and (e) to attend to all other necessary clerical work of the Committee. It shall also be the duty of the Chairman, as far as may be possible, to secure from the administrators of other loan funds available to University students, a continually up-to-date record of the loans made from such funds, extending to said administrators full use of the records of the Committee.

Applications for loans out of the Ex-Students' Memorial Loan Fund shall be made at the office of the Ex-Students' Association. Applications for loans out of all other loan funds administered by the Committee shall be made at the office of the Dean of Men in the case of men students, at the office of the Dean of Women in the case of women students.

Section 31. Student Government Committee (annual). It shall be the duty of this Committee to study the Constitution, Laws, and operations of, and to advise with the proper representatives of the Association concerning possible improvements of, the Students' Association.

Section 32. Student Social Organizations Committee (annual). It shall be the duty of this Committee (1) to observe the working of the regulations of student social organizations; (2) to make such recommendations as it deems expedient and just regarding changes or additions to the regulations; (3) to approve or disapprove the establishment of new clubs of social nature; and (4) to try all cases involving violations of regulations affecting student social organizations.

Section 33. Fraternities and Sororities Advisory Committee (annual). This Committee shall consist of seven members of the Faculty, three to be appointed by the President and two each to be selected by the Interfraternity Council and Panhellican Council. It shall be the duty of this Committee primarily to concern itself with advice to the fraternities and sororities, and to give confidential consideration to such problems as these groups may present to it, either as individual groups or as a body. This Committee shall report to the General Faculty, but in such a way as not to violate any confidences. It shall make, through its Chairman, an annual report to the Dean of Student Life.

Section 34. Student Social Affairs Committee (annual). It shall be the duty of this Committee to administer the general social regulations authorizing the places at which student social functions may be given. This Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 35. Student Publications Committee (annual). This Committee shall consist of three members of the General Faculty appointed by the President of the University to serve on the Board of Directors of the Texas Student Publications, Incorporated, as provided in the charter of that organization. It shall be the duty of this Committee to assist in self-guarding both the finances and the character of the student publications.

In appointing this Committee the President shall designate two members to constitute a sub-committee on editorial propriety, which sub-committee is explicitly directed to exercise careful censorship over the "Texas Ranger" and the "Grind Section" of the Cactus, with full authority to exclude material that they deem libelous, false, improper, or detrimental to good conduct and reputation. Failure to submit all the material intended for publication in the "Texas Ranger" or the "Grind Section" of the Cactus to this sub-committee, or failure to exclude material regarded by this sub-committee as objectionable, shall be reported by the sub-committee to the Dean of Student Life for appropriate action by a Discipline Committee.

The remainder of the Cactus and all other student publications shall be printed uncensored, the authors and editors being subject to trial by a Discipline Committee upon complaint to the Dean of Student Life by the Student Publications
Student editors are relied upon to use such care and good judgment as to make censorship unnecessary. However, nothing is set down here which precludes their profiting by friendly pre-printing advice, and nothing can be set down which will protect a student author or editor from court action.

Section 36. Faculty Supervisors of Official Non-athletic Student Activities Committee (annual). This Committee shall consist of the Faculty members to each of whom has been assigned responsibility for one of the official non-athletic student activities. It shall be the duty of each member of this Committee to secure a list of prospective participants in the specific official non-athletic activity in his charge, to investigate the eligibility of these prospective participants, and to certify to the Dean of Student Life and to the official in charge of the activity a list of those eligible to participate. Each member, in addition, shall advise with the participants in the group under his supervision and aid them in their work.

It shall be the duty of the Committee as a whole to observe the working of the regulations governing student activities and to recommend to the General Faculty desirable changes in those regulations. This Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 37. Student Musical Organizations Committee (annual). It shall be the duty of this Committee to supervise in general all student musical organizations to advise with the students in the selection of paid directors, and to approve, in advance of such presentation, programs to be presented publicly. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 38. Student Dramatic Organizations Committee (annual). It shall be the duty of this Committee to supervise in general all student dramatic organizations, to advise with the students in the selection of paid directors, and to approve, in advance of such presentation, programs to be presented publicly. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 39. Forensics and Oratory Committee (annual). It shall be the duty of this Committee to seek to encourage the development of interest in public speaking in the student body, to approve and to assist in arranging public contests, and to advise with and aid student organizations working in the field of forensics. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Section 40. Intramural Athletics for Men Committee (annual). It shall be the duty of this Committee to assist in promoting and properly conducting officially organized intramural athletics for men, and to advise with the Director of such activities. It shall also be the duty of this Committee to assist in promoting unorganized recreational athletics for men students as far as may be possible. This Committee shall act as a body of final appeal in cases of protest.

Duties of the Director of Intramural Athletics for Men. The Director of Intramural Athletics for Men shall be responsible for the promotion and proper conduct of officially organized and, as far as possible, for unorganized recreational athletics activities for men students. This responsibility shall include (a) the more detailed scheduling of play fields, floor space, courts, pools, etc., for use of students set apart for intramural and unorganized athletic activities by the Schedule Committee; (b) the proper care of equipment, play fields, floor space, courts, etc., during these schedule periods; (c) the keeping of records; (d) the proper expenditure of maintenance funds; (e) the presentation of budgetary recommendations through the Dean of Student Life; (f) the preparation of material relating to Intramural Sports for Men printed in the Catalogue, Intramural Handbook, or other official University publications.

Section 41. Intramural Athletics for Women Committee (annual). It shall be the duty of this Committee to assist in promoting and properly conducting officially organized intramural athletics for women, and to advise with the Director of such activities. It shall also be the duty of this Committee to assist in promoting unorganized recreational athletics for women students as far as may be possible. This Committee shall act as a body of final appeal in cases of protest.
Duties of the Director of Intramural Athletics for Women. The Director of Intramural Athletics for Women shall be responsible for the promotion and proper conduct of officially organized and, as far as possible, for unorganized recreational athletic activities for women students. This responsibility shall include: (a) the more detailed scheduling of play fields, floor space, courts, pools, etc., for use of students set apart for intramural and unorganized athletic activities by the Schedule Committee; (b) the proper care of equipment, play fields, floor space, courts, etc., during these schedule periods; (c) the keeping of records; (d) the proper expenditure of maintenance funds; (e) the presentation of budgetary recommendations through the Dean of Student Life; (f) the preparation of material relating to intramural sports for women printed in the Catalogue, Intramural Handbook, or other official University publications.

Section 42. Intercollegiate Athletics Committee and Council (Annual). It shall be the duty of the Intercollegiate Athletics Council to administer, subject to all the University regulations relating thereto and to the jurisdiction of the General Faculty, the President, and the Board of Regents, all athletic games, meets, exhibitions or contests, with other colleges or outside organizations, that is, all matters connected with the conduct of intercollegiate athletics and extramural sports except the enforcement of eligibility rules, which shall be within the control of the General Faculty Committee on Intercollegiate Athletics.

The Intercollegiate Athletics Council shall be composed of: (a) one member of the Students' Association appointed annually and properly certified, as may be officially provided by the Students' Association; (b) one member of the Ex-Students' Association appointed annually and properly certified, as may be officially provided by the Ex-Students' Association; (c) the three members of the General Faculty Standing Committee on Intercollegiate Athletics appointed annually by the President of the University. The Chairman of the Faculty Committee shall be Chairman of the Council with vote.

The general duty of the Intercollegiate Athletic Council is to conduct intercollegiate and extramural sports in an honorable, beneficial, and economical manner, subordinating these activities to the intellectual activities of the University and coordinating them helpfully with Intramural Sports, Physical Training, Physical Education, and the Health Service.

In particular, the Intercollegiate Athletics Council (a) shall submit through the President to the Board of Regents, at appropriate times, a careful estimate of the income to be derived during the next fiscal year from gate receipts in the various sports, from the student activities fee (blanket tax), and from other sources, accompanied by a detailed budget in which shall be set forth the outstanding obligations that must be met, together with the expenditures that are recommended for equipment and other purposes, including personnel and salaries of the paid intercollegiate athletic staff; (b) shall submit through the President to the Board of Regents, as far in advance as possible, recommended schedules, prices of admission, contracts, etc., etc.; (c) shall make the duties, rights, and privileges of all head coaches and other employees in the intercollegiate athletics budget an integral part of the written contracts made with said employees, copies of which contracts shall be filed with the President; (d) shall, subject to the provisions of the contracts just mentioned, consult with the business manager and head coaches before authorizing the purchase of equipment, assigning equipment, regulating the use of equipment, scheduling games, selecting officials for games, fixing the number of men to be taken on trips, etc., etc.; (e) shall make regulations governing the wearing and manufacture of the official intercollegiate athletic uniforms and insignia; (f) shall, after receiving the recommendations of the head coaches, award intercollegiate athletic honors; (g) shall regulate the issuance and due recording of complimentary tickets.

Any thirty students of the University, in good standing scholastically and otherwise, shall have the right (a) to ask for any information or explanation from the Intercollegiate Athletics Council that they may deem proper, and (b) to file protests or petitions. Such communications must be in writing properly signed and must be answered in writing by the Council as promptly as possible.

The Chairman of the Intercollegiate Athletic Council (a) shall be the official delegate of the University at official intercollegiate athletic conferences reporting properly the resolved actions of said conferences and his part therein to the Intercollegiate Athletic Council, the General Faculty, and the President; (b) shall be the executive officer of both the Intercollegiate Athletic Council and the General Faculty Committee on Intercollegiate Athletics when these bodies are not in session; (c) shall have indirect charge of the administration of all eligibility.

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rules and shall, when desirable, send certified lists of eligible athletes to outside institutions, being assisted by the Registrar in all matters connected with scholastic eligibility; (d) shall keep copies of individual and group eligibility cards and certificates and of all other relevant material and shall file same at the end of the fiscal year in the records of the Dean of Student Life; (e) shall report promptly for record and information to the Intercollegiate Athletic Council or General Faculty Committee on Intercollegiate Athletics all his actions in an executive capacity and shall seek the advice of these bodies, if possible, in advance, on all matters that involve a considerable amount of discretion; (f) shall, assisted by the Business Manager, prepare estimates of income and expenditure for consideration of the Intercollegiate Athletic Council in its budgetary capacity; (g) shall, assisted by the Business Manager, edit and attend to the printing of all copy paid for out of intercollegiate athletic funds; filing the signed galley or page proof of all copy in the Publications Office; (h) shall countersign all vouchers drawn by the Business Manager.

The Business Manager (a) shall be the Secretary of the Intercollegiate Athletic Council, but not a member of it; (b) shall be responsible for the proper care and use of all intercollegiate athletic equipment; (c) shall attend, under the specific direction and audit of the Intercollegiate Athletic Council, to ticket sales, contract settlements, complimentary tickets, vouchers, petty cash, and all other cognate business matters connected with income and expenditure; (d) shall act as purchasing agent for the Intercollegiate Athletic Council; (e) shall sign contracts approved by the Intercollegiate Athletic Council; (f) shall keep a list of agenda for the Intercollegiate Athletic Council, including recommendations of his own for the improvement of the service; (g) shall act as the agent of the Intercollegiate Athletic Council in dealing with officers of the University whose jurisdiction includes assigning offices, scheduling the use of outside fields and inside rooms, costs of upkeep, and costs of betterments; (h) shall keep account of the income from and services to the participants in the student activities fee (blanket tax); (i) shall estimate the cash value of the equipment, if any, furnished Physical Training for Men, Intramurals for Men, and Physical Education; (j) shall estimate the cash value of the equipment, if any, furnished out of the Intercollegiate Athletic Council budget to Physical Training for Men, Intramurals for Men, and Physical Education; (k) shall furnish bond for an amount fixed by the Comptroller of the University.

Chapter VII. The Students' Associations.

Section 1. The Students' Association of the Main University, formed in 1902 and composed of every resident student in the Main University, is hereby approved and continued. It shall have such jurisdiction and shall exercise such powers as the Board of Regents, with its consent, may delegate to it.

The Students' Association of the Medical Branch, formed in 1902, is hereby approved and continued and all the provisions of this chapter shall apply to it, the Dean of the Medical Branch replacing the Dean of Student Life.

Section 2. The Constitution and Laws of the Students' Association of the Main University, as found printed in the 1932-33 edition, are hereby approved and the jurisdiction and powers therein set forth are hereby delegated by the Board of Regents to the Students' Association.

The Constitution and Laws of the Students' Association of the Medical Branch, as printed and enforced in 1932-33, are hereby approved and the jurisdiction and powers therein set forth are hereby delegated by the Board of Regents to the Students' Association.

Section 3. An amendment or addition to the Constitution or Laws of the Students' Association may be adopted by the Association in accordance with its Constitution and Laws, but does not become effective until acted upon by the Dean of Student Life and the General Faculty and approved by the Board of Regents.

Section 4. The law establishing the University vests in the Board of Regents the power to amend or repeal any portion of the Constitution and Laws of the Students' Association when, in the judgment of the Board, the interests of the University shall require it. The Board, however, will exercise this power, unless a very grave emergency exists, only after prolonged consideration, due notice, and ample consultation with the Dean of Student Life, the General Faculty, and the proper officers of the Students' Association.
Section 5. The Dean of Student Life shall have the power, when in his judgment the interests of the University require it, to amend or repeal any provision in the Constitution or Laws of the Students' Association, but his action shall be in force only until the next regular meeting of the Board of Regents, when Section 4, above, becomes applicable.

Section 6. All persons employed on salary by officially recognized organizations of the Students' Association shall be subject to approval by the Board of Regents both as to salary and as to qualifications. Contemplated appointments shall be reported through the Dean of Student Life who shall transmit this information with his recommendation to the President.

Section 7. Every officially recognized organization of the Students' Association shall make annually a complete financial report to the Comptroller, and shall make such special reports as may be called for by him. A duplicate copy of each report shall be filed with the Dean of Student Life.

Section 8. Any student organization maintaining a budget in excess of twenty-five dollars per annum shall make such reports of financial condition as may be required by the Dean of Student Life.
PART III
CONSTITUTIONAL AND STATUTORY PROVISIONS
RELATING TO
THE UNIVERSITY OF TEXAS

Purpose

Texas Declaration of Independence, paragraph 6:

"It (Texas) has failed to establish any public system of education, although possessed of almost boundless resources (the public domain), and although it is an axiom in political science that, unless a people are educated and enlightened, it is idle to expect the continuance of civil liberty, or the capacity of self-government."

Constitution of Texas, VII, 1:

"A general diffusion of knowledge being essential to the preservation of the liberties and rights of the people, it shall be the duty of the Legislature of the State to establish and make suitable provision for the support and maintenance of an efficient system of public free schools."

Establishment

Constitution of Texas, VII, 10:

"Sec. 10. The Legislature shall, as soon as practicable, establish, organize and provide for the maintenance, support and direction of a university of the first class, to be located by a vote of the people of this State, and styled 'The University of Texas,' for the promotion of literature, and the arts and sciences, including an agricultural and mechanical department."

Act of Establishment of University, Chapter 75, 17th Legislature, Regular Session, 1881:

"Section 1. Be it enacted by the Legislature of the State of Texas, That there shall be established in this State, at such locality as may be determined by a vote of the people, an institution of learning, which shall be called and known as the University of Texas. The medical department of the university shall be located, if so determined by a vote of the people, at a different point from the university proper, and as a branch thereof; and the question of the location of said department shall be submitted to the people and voted on separately from the propositions for the location of the main university. The nominations and election for the location of the medical department shall be subject to the other provisions of this act, with respect to the time and manner of determining the location of the university.

"Sec. 2. An election shall be held on the first Tuesday of September, 1881, for the purpose of locating the University of Texas, and the governor is hereby authorized and instructed to issue his proclamation ordering an election on said day for said purpose, and returns of said election shall be made in the manner prescribed in the general election law.

"Sec. 3. All localities put in nomination for the location of the university shall be forwarded to the governor at least forty days anterior to the holding of said election, and the governor shall embrace in his proclamation ordering said election, the names of said localities; provided, that any citizen may vote for any locality not named in said proclamation.

"Sec. 4. The locality receiving the largest number of votes shall be declared selected, and the university shall be established at such locality; provided, that the vote cast for said locality shall amount to one-third of the vote cast, but if no place shall receive one-third of the entire vote cast, another election shall be ordered within ninety days of the first election, between the two places receiving the highest number of votes, and the one receiving the highest number at said second election shall be declared to be selected by the people as the location of the University of Texas. The University was located in Austin and Galveston by vote of the people in 1881. Declaration of the result, by the Department of State, was made on October 17, 1881.

"Sec. 5. The government of the university shall be vested in the board of regents, to consist of eight members selected from different portions of the State, who shall be nominated by the governor, and appointed by and with the advice and consent of the Senate.
"Sec. 6. The board of regents shall be divided into classes, numbered one, two, three and four, as determined by the board at their first meeting; shall hold their offices, two, four, six and eight years, respectively, from the time of their appointment. From and after the 1st of January, 1883, two members shall be appointed at each session of the Legislature to supply the vacancies made by the provisions of this section, and in the manner provided for in the preceding section, who shall hold their offices for eight years respectively.

"Sec. 7. The regents appointed pursuant to the fifth section of this act, and their successors in office, shall have the right of making and using a common seal and of altering the same at pleasure.

"Sec. 8. The regents shall organize by the election of a president of the board of regents, from their own number, who shall hold his office during the pleasure of the board. They shall establish the departments of a first-class university, determine the officers and professorships, appoint the professors (who shall constitute the faculty, with authority to elect their own chairman) and other officers, fix their respective salaries, and to enact such by-laws, rules and regulations as may be necessary for the successful management and government of the university; provided, that the salaries and expenses of the university shall never exceed the interest on the university fund and land sales fund, or ever become a charge on the general revenue of the State.

"Sec. 9. The immediate government of the several departments shall be intrusted to their respective faculties, subject to joint supervision of the whole faculty, but the regents shall have power to regulate the courses of instruction, and prescribe, by and with the advice of the professors, the books and authorities used in the several departments, and to confer such degrees and to grant such diplomas as are usually conferred and granted by universities.

"Sec. 10. The regents shall have power to remove any professor, tutor or other officer connected with the institution, when, in their judgment the interest of the university shall require it.

"Sec. 11. The fee of admission to the university shall never exceed thirty dollars, and it shall be open to all persons in the State who may wish to avail themselves of its advantages, and to male and female on equal terms, without charge for tuition, under such regulations as the board of regents may prescribe.

"Sec. 12. The Treasurer of the State shall be the treasurer of the university.

"Sec. 13. It shall be the duty of the governor, within thirty days after the location of the university shall have been determined, to convene the board of regents at the city of Austin for the following purposes:

"First. To effect the permanent organization of said board.

"Second. To adopt such regulations as they may deem proper for their government.

"Sec. 14. Meetings of the board shall be called in such manner and at such place as the regents may prescribe, and a majority of them so assembled, shall constitute a quorum for the transaction of business, and a less number may adjourn from time to time.

"Sec. 15. It shall be the duty of the board of regents after the organization of the board of regents, to meet at a place chosen for the university for the following purposes:

"First. To establish the departments of the university.

"Second. To define the general plan of the university buildings.

"Third. To advertise for plans and specifications of the same.

"Fourth. To take such action as may be deemed advisable for the creation of professorships and the election of professors.

"Fifth. To take such other action as may be deemed necessary for perfecting the organization of the university.

"Sec. 16. After the plan and specifications of the building shall have been adopted, it shall be the duty of the board of regents to advertise for bids for the construction of the same, and to proceed as soon as practicable to the erection of the same. The buildings to be substantial and handsome, but not loaded with useless and expensive ornamentation; provided, that the cost of the buildings shall not exceed one hundred and fifty thousand ($150,000) dollars; and, provided further, that said building shall be so constructed as to admit of additions there-to, without changing the harmony of the architecture.

"Sec. 17. The regents are empowered, and it shall be their duty to purchase the necessary furniture, library, apparatus, museum and other appliances; provided, that the amount expended for said purposes shall not exceed forty thousand dollars.

"Sec. 18. The regents shall have authority to expend the interest which has heretofore accrued, and may hereafter accrue, on the permanent university fund, for the purposes herein specified, and for the maintenance of the branches of the university; and the said interest is hereby appropriated for this purpose.
into the Treasury of the State (together with such sums belonging to the Fund, as may now be in the Treasury), shall be invested in bonds of the United States, the State of Texas, or counties of said State, or in School Bonds of municipalities, or in bonds of any city of this State, or in bonds issued under and by virtue of the Federal Farm Loan Act approved by the President of the United States, July 17, 1916, and amendments thereto; and the interest accruing thereon shall be subject to appropriation by the Legislature to accomplish the purposes declared in the foregoing Section; provided, that the one-tenth of the alternate Section of the lands granted to railroads, reserved by the State, which were set apart and appropriated to the establishment of the University of Texas, by an Act of the Legislature of February 11, 1858, entitled, 'An Act to establish the University of Texas,' shall not be included in, or constitute a part of, the Permanent University Fund."

Constitution of Texas, VII, 16:

"Sec. 15. In addition to the lands heretofore granted to the University of Texas, there is hereby set apart, and appropriated, for the endowment, maintenance, and support of said University and its branches, one million acres of the unappropriated public domain of the State, to be designated, and surveyed as may be provided by law; and said lands shall be sold under the same regulations, and the proceeds invested in the same manner, as is provided for the sale and investment of the permanent University fund; and the Legislature shall not have power to grant any relief to the purchasers of said lands."


"Sec. 16. All land mentioned in Sections 11, 12, and 15 of Article VII, of the Constitution of the State of Texas, now belonging to the University of Texas shall be subject to the taxation for county purposes to the same extent as lands privately owned; provided they shall be rendered for taxation upon values fixed by the State Tax Board; and providing that the State shall remit annually to each of the counties in which said lands are located an amount equal to the tax imposed upon said land for county purposes."

Acts, 1931, 42nd Legislature, Regular Session, Chapter 93, page 136:

"Section 1. All the lands set apart for the endowment of the University of Texas by Section 15 of Article 7 of the Constitution of 1876, and by Chapter 72 of the Acts of the Regular Session of the 18th Legislature, which are now unsold, are hereby declared to be subject to taxation for county purposes in the counties in which they are located, to the same extent as lands privately owned in said counties.

"Sec. 2. It shall be the duty of the Comptroller of Public Accounts, from records in his office, to submit to the State Tax Board data as to value fixed upon privately owned lands contiguous to the University of Texas lands in the several counties.

"Sec. 3. It shall be the duty of the Commissioner of the General Land Office to furnish the State Tax Board with maps showing the location of said University of Texas lands, herein declared to be subject to taxation.

"Sec. 4. It shall be the duty of the State Tax Board to place the valuation upon which said land shall be assessed and rendered for taxation. It shall further determine the taxable value of lands in each county separately. In arriving at its amount to be paid in taxes the value of the land only shall be considered, and not the value of any buildings or other improvements, owned by the State, and situated upon said land.

"Sec. 5. The Tax Collector of each county which contains any of the land immemorial in Section 1, hereof, shall render to the Comptroller of Public Accounts by October 1 of each year a certified statement showing the values fixed by the State Tax Board upon said lands, the county rate of taxation, and the amount due said county as taxes upon said land.

"Sec. 6. It shall be the duty of the Comptroller of Public Accounts to issue warrants upon the General Fund to pay taxes due each county, beginning with taxes assessed for the year 1931, and annually thereafter; said warrants to be issued and mailed to the several counties within the time as now provided by law for the payment of county taxes on privately owned lands."

Constitution of Texas, XI, 7:

"Sec. 7. All counties and cities bordering on the coast of the Gulf of Mexico are hereby authorized upon a vote of two-thirds of the taxpayers therein (to be ascertained as may be provided by law), to levy and collect such tax for construction of seawalls, breakwaters or sanitary purposes, as may be authorized by law, and may create a debt for such works and issue bonds in evidence thereof. But no debt for any purpose shall ever be incurred in any manner by any city or county unless provision is made, at the time of creating the same, for levying and
collecting a sufficient tax to pay the interest thereon and provide at least two per cent as a sinking fund; and the cancellation of the right of way for the erection of such works shall be fully provided for."

Acts, 1929, 41st Legislature, 2nd Called Session, Chapter 46, pp. 80-83:

"Section 1. That when any indebtedness has been created, or may hereafter be created, by any city or town incorporated under the general law or by special charter, and which indebtedness is, or shall be, evidenced by bonds or other securities, lawfully issued, payable from ad valorem taxes on taxable property therein; and default shall occur in the payment of the interest upon and/or principal of such bonds or other obligations, or when any such city shall have defaulted or may hereafter default in the payment and satisfaction of any final judgment rendered by any court of competent jurisdiction, and the default either in the payment of such bonds and other obligations and/or interest thereon shall have continued for not more than twelve months or such final judgment shall have continued for not less than six months, then the owner or any interest coupons and/or bonds or other obligations or of such final judgment evidencing such indebtedness so in default, may file a petition in the office of the Clerk of the District Court of the State, of the judicial district wherein said city or town may be situated, stating the facts in respect of the issuance of said bonds and other obligations and such default and praying for the appointment of a receiver for said municipality.

"The Mayor and members of the governing body of such municipality shall be served with citation as in other suits; and, in addition thereto, notice of the filing and pendency of said cause shall be given by publishing such notice once each week for two weeks in a newspaper published in such municipality, the first publication to be made at least fifteen days before the first day of the term at which said cause is returnable. Such published notice shall briefly set out the nature of the action and relief prayed for and the caption thereof shall contain the following words: "TO THE INHABITANTS AND TAXPAYERS OF [Naming the municipality]. If a newspaper is not published in such municipality then notice shall be posted in three public places therein at least fifteen days before the first day of such term.

"Sec. 2. If upon the hearing of said cause the Court finds such bonds or other obligations were legally issued, or that such final judgment has been secured and that default exists in payment of interest upon and/or principal of the same, or that such final judgment has not been satisfied and that such default has occurred either through the intentional act of the city or its officials or through the financial inability of the city to pay such obligation and that in the discretion of the Court the facts justify the appointment of a receiver then the Court shall appoint a receiver of said municipality with power to take over and control, under the direction of said Court, the financial affairs thereof and thereafter no funds of such municipality shall be transferred or expended, no claims allowed or indebtedness incurred, or taxes levied, or license fees imposed, or rates for service from municipal owned utilities fixed, or valuable property restrained, except with the approval of said Court. Provided, however, the Court shall not have power to divert proceeds of taxes therefore legally levied and pledged for payment of bonds and other obligations to any other purpose or to disturb tax levies theretofore made for payment of such bonds and other obligations to the prejudice thereof.

"In the event that a final judgment has been rendered upholding the validity of said bonds or other obligations in any court of competent jurisdiction, a certified transcript of such judgment shall be submitted to the Court and the same shall be conclusive evidence that the bonds or other obligations upon which judgment was obtained were legally issued.

Such receiver shall execute a good and sufficient bond, subject to the approval of the Court for the faithful performance of his acts and duties.

"Sec. 3. The receiver shall forthwith investigate the financial affairs of said municipality and report to the Court the amount of bonds and other obligations outstanding, maturity thereof and rate of interest borne by same, amount of tax levied for payment thereof, assessed valuation of taxable property at the time such bonds and other obligations were issued, and for each year thereafter, the amount of each sinking fund to pay principal of bonds and other obligations, and whether in the form of cash or securities; the amount of ad valorem taxes levied for current expenses of said municipality for each of the preceding ten years, or from the date of the incorporation thereof in event it has not been incorporated for that period of time; and, so far as may be possible, the receiver shall also report to the Court the amount of all other revenues received from all sources each year, during said ten-year period, or during the period said municipality has been incorporated; in event it has not been incorporated for a period of ten years and such revenue is not produced by ad valorem taxes, then the receiver shall report the amount expended in each of such years for said period for the operation of the municipal government, and the amount of delinquent taxes then unpaid; together with all other facts necessary to fully advise the Court in respect of the financial affairs of such municipality. If it appears to
the Court that the sinking fund requirement of any such bonds or their obligations has not been met, or that taxes have not been levied for that purpose as provided by the ordinances authorizing the issuance thereof, or if it shall appear that such levies have been made but that the proceeds thereof have been diverted to other purposes, the Court shall thereupon direct the receiver to make such levies as were authorized and provided for by the ordinance or ordinances creating such debts, in an amount sufficient to create cash as required by such ordinance or ordinances for interest and sinking fund purposes, and which such taxes shall be in addition to all tax levies for any other purpose; it being the intent hereof to specify that all tax levies lawfully made for payment of bonds or other obligations of any such city or town, including interest thereon, shall constitute a prior pledge thereof for that purpose to the full amount of such tax levies.

"Sec. 4. The valuation of taxable property of such municipality for all purposes of taxation shall be fixed by the receiver at the full value thereof after giving notice to the taxpayers and inhabitants thereof of a time and place for hearing upon such question. Such notice shall be made by publishing same at least once in a newspaper published in such municipality, such publication to be made at least fifteen days prior to the date of such hearing. In the event no newspaper is published therein then such notice shall be sufficient if copies thereof are posted for a like time, in not less than three public places within such municipality. The valuations arrived at by such receiver after such hearing shall be reported to the Court for its consideration and after approval thereof, by the court, shall constitute the basis for the levying of taxes for all purposes in such municipality. Provided, however, taxes then in process of collection based upon assessed valuation theretofore determined shall be completed and taxes thereafter shall be upon the valuation so fixed by the Court.

"All such taxes shall be levied by the receiver under the direction of the Court and collected by the Receiver, or his agent appointed for such purpose by approval of the Court, and all remedies for enforcing collection of such taxes and of all delinquent taxes and license fees and rates for service from municipally owned utilities now provided by the General Laws of the State shall be applicable thereto.

"Sec. 5. Said Receiver shall be required to levy taxes upon all of the taxable property in said municipality to the limit now provided by the Constitution of this State regardless of any provision or limitation in any special charter of such municipality.

"Sec. 6. Except as herein provided, all powers conferred and imposed by law under special charter in the governing body of such municipality shall not be affected or curtailed, and the authority of the receiver herein provided for shall be limited to the management and control of the financial affairs of such municipality pursuant to the provisions of this Act.

"Sec. 7. After such municipality has paid off or satisfied principal or interest of all of its past due obligations, and has discharged or satisfied any judgment, including interest thereon, the court upon being satisfied that the financial affairs of such municipality are in such condition that it would be proper for the municipality to revert to its original authority in the conduct of its fiscal affairs, it may discharge such receiver after all costs and expenses incident thereto shall have been paid by such municipality."

Constitution of Texas, VIII, 7;

"Sec. 7. The Legislature shall not have the power to borrow, or in any manner divert from its purpose any special fund that may, or ought to, come into the Treasury; and shall make it penal for any person or persons to borrow, withhold or in any manner to divert from its purpose any special fund, or any part thereof."

Revised Civil Statutes, Art. 260: (1925)

"Art. 260. Loan of archives.-County Commissioners and other custodians of public records are hereby authorized, in their discretion, to lend to the Library of the University of Texas, for such length of time and on such conditions as they may determine, such parts of their archives and records as have become mainly of historical value, taking a receipt therefor from the librarian of said University; and the librarian of said University is hereby authorized to receipt for such records as may be transferred to the said Library, and to make copies thereof for historical study."

Revised Civil Statutes, Art. 2590 (1925);

"Art. 2590. Permanent Fund.-The following shall constitute a permanent fund to be used for the benefit of the University of Texas:

1. All lands and other property heretofore set apart and appropriated for the establishment and maintenance of the University of Texas under any previous law.

2. One million acres of the unappropriated public domain of the State set apart for that purpose by the present Constitution, and one million acres of
set apart by Act of April 10, 1883.

"3. All bonds that have or may be purchased with the proceeds of the sale of University lands.

"4. All proceeds of the sales of University lands that are or may be placed in the State Treasury.

"5. All grants, donations and appropriations that may be made or received from any other source."

Revised Civil Statutes, 1925, Art. 2591:

"Art. 2591. Use. - Such portions of such funds as are in the possession of the State, or that may be received, shall be held in trust by the State for the use and maintenance of said University; and all such funds as are susceptible of investment, and that have not heretofore been invested, shall be invested for the benefit of such University in the manner provided in the Constitution and Laws on that subject."

Revised Civil Statutes, 1925, Art. 2593a (Obsolete):

"Art. 2593a. Distribution of Funds. The proceeds arising from activities which effect lands belonging to the public free school fund or the permanent fund of the several asylums, shall be credited to the permanent funds of said respective institutions. All proceeds paid or collected from activities under this law affecting the lands belonging to the permanent fund of the University of Texas shall be credited by the State Treasurer to the available fund of such institution, and all such funds shall be held by the Board of Regents of the University in a special building fund and shall be expended only for the erection of buildings and equipping same, or for other permanent improvements. All proceeds arising from the activities affecting lands other than those belonging to the public free school fund, the University and the several asylums, shall be credited to the same fund."

Revised Civil Statutes, 1925, Art. 3192:

"Art. 3192. State psychopathic hospital.-There shall be established and maintained a Psychopathic Hospital at Galveston to be known as the Galveston State Psychopathic Hospital, and one at Dallas to be known as the Dallas State Psychopathic Hospital. The Galveston State Psychopathic Hospital shall be a hospital for the treatment of nervous and mental diseases both in the hospital and out patient clinic, and shall be available as a part of the teaching facilities in mental medicine for the State Medical College. The Dallas State Psychopathic Hospital shall be a hospital for the treatment of nervous and mental diseases both in the hospital and in out patient clinic."

Revised Civil Statutes, 1925, Articles 3260, 3261, 3262, and 3263:

"Art. 3260. Hospital established.-There is hereby established a State Hospital for Crippled and Deformed Children. The gift to the State of Texas by the Texas Public Health Association of the Walter Colquitt Memorial Children's Hospital, also known as the children's ward of the John Sealy Hospital on the premises of the University of Texas at Galveston, Texas, is hereby accepted by the State, and this hospital shall be the State Hospital for Crippled and Deformed Children. The term "crippled and deformed children" as used herein shall include children suffering from disease from which they may become crippled or deformed.

"Art. 3261. Management and Control.-Said hospital shall be under the control and management of the Board of Regents of the University of Texas, which is hereby authorized and empowered to lease said hospital building to the city of Galveston in the same manner as the John Sealy Hospital buildings, and to require that provision be made in such hospital for the care and treatment of crippled and deformed children, who may be benefited or cured by treatment in said hospital, and for such other cases or patients as may be required in the interest of scientific study by the faculty and students of the Medical Department of the University of Texas.

"Said Board of Regents may in its discretion receive in said hospital any sick or afflicted child who is not crippled or deformed, and who is not suffering from any communicable disease.

"Art. 3262. Rules and regulations.-The Board of Regents shall adopt such rules and regulations as it may deem necessary and proper for the admission, discharge, care and treatment of such children. It may require their parents or guardians to pay all or a part of the expenses of the care and treatment of patients when able to do so, otherwise it may require such payment of their home counties or cities.

"Art. 3263. Donations.-Said Board of Regents is authorized to accept donations for the support of crippled or deformed patients, and for the improvement of the hospital and building."
Revised Civil Statutes, 1925, Art. 5417:

"Art. 5417. After the payment of the amounts due from the State to the common free school fund out of the proceeds of the sales of that portion of the public lands set aside for the payment of the public debt by an Act approved July 14, 1879, and an Act amendatory thereof approved March 11, 1881, and the payment directed to be made to the common school and University Funds by an Act approved February 23, 1882, the remainder of said land not to exceed two million acres, or the proceeds thereof, shall one-half thereof constitute a permanent endowment fund for the University of Texas, and its branches, including the branch for the instruction of colored youths."

Endowment (Donated)

Constitution of Texas, VIII, 7:

"Sec. 7. The Legislature shall not have the power to borrow, or in any manner divert from its purpose any special fund that may, or ought to, come into the Treasury; and shall make it penal for any person or persons to borrow, withhold or in any manner to divert from its purpose any special fund, or any part thereof."

Revised Civil Statutes, 1925, Art. 2595:

"Art. 2595. Donations of property for the purpose of establishing or assisting in the establishment of a professorship or scholarship in the University or any of its branches, either temporarily or permanently, may be made and such donations will be governed by the following rules:

1. The legal title to the property shall be vested in a person or persons, body corporate, or the State of Texas, to be held in trust for said purpose under such directions, limitations and provisions as may be declared in writing in the donation not inconsistent with the objects and proper management of said institution or its branches.

2. The donor may declare and direct the manner in which the title to said property shall thereafter be transmitted from such trustee in continued succession, to be held and appropriated to the use aforesaid.

3. The donor may declare and direct the person or class of persons who shall receive the benefit of said donation and the manner of their selection.

4. Said declarations, directions and limitations shall not be inconsistent with the objects and proper management of said institution or its branches.

5. In case of failure to transmit the title to the property or to bestow its use in the manner as declared and directed in the donation, or should such uses, or either of them, become impracticable from the change of circumstances, the title to the property, unless otherwise expressly directed by the donor, shall vest in this State to be held in trust to carry into effect the purposes of the donation as nearly as may be practicable by such agencies as may be provided therefor.

6. The title to the property donated shall be received, and the trust conferred in the donation shall be assumed, subject to laws that may be passed and carried into effect from time to time which may be necessary to prevent the loss of, or damage to, the property donated, or an abuse or neglect of the trust so as to defeat, materially change, or prevent the objects of the donation.

7. Copies of such donation shall be filed with the Board of Regents of the University or the branch to which the donation applies, which Board shall report the condition and management of the property and the manner in which the trust is being administered, as part of the matters reported pertaining to said institution."

Opinion of Attorney General M. M. Crane, May 11, 1896:

"1. The donation, if accepted, will become a special fund for the use specified, and will not constitute a part of the general permanent University fund, as contemplated by our Constitution and laws.

The permanent fund is that fund appropriated and donated by the State or by others for the general support and maintenance of the University, the interest upon which, when reduced to cash, is subject to appropriation by the Legislature for the general support, maintenance and direction of the University.

This fund is not subject to appropriation by the Legislature for any other purpose. It cannot go into and become a part of the general permanent fund, but must, under the terms of the donation, remain distinct therefrom for a particular specified use."
Acts, 1926, 39th Legislature, 1st Called Session, Special Laws, Chapter 4, pages 110-111.

"Section 1. That the Scally and Smith Foundation for the John Scally Hospital, a charitable corporation, incorporated under the laws of this State, for the construction, remodeling, enlarging, equipping and furnishing of the John Scally Hospital, the property of the State used for clinical purposes of the medical department of the State University, and other hospital building or buildings in the city of Galveston in connection with the John Scally Hospital and the endowment towards the use of the people of the said city of Galveston, by providing them with the necessary medical care and attention therein, the legatees under the will of said estate of John Scally, deceased, and each of them, to and are hereby relieved and released from payment of taxes provided for in Chapter 5, Title 122, Revised Statutes of Texas, generally known as Inheritance Taxes, and the State Comptroller and the tax collector of Galveston County are hereby ordered and directed not to collect or attempt to collect such tax or taxes, which taxes if not so hereby released would be payable out of the part of his estate devised and bequeathed by said Scally to said Foundation, and provided, however, that the City of Galveston shall not thereby be released from any obligation in or under a certain lease of said John Scally Hospital, executed by the Board of Regents of the University of Texas, with said city, dated the 9 day of May, 1913.

"Section 2. Section 1 hereof shall become void unless the Scally and Smith Foundation for the John Scally Hospital shall within six months after the passage of this Act enter into an agreement with the Board of Regents of the University of Texas, a copy hereof certified as a correct copy by the president of the University of Texas shall be filed with the Secretary of State, whereby the Scally and Smith Foundation for the John Scally Hospital shall agree with said board of regents to segregate and set apart property, or the proceeds thereof, or cash, or partly property and partly cash, to be agreed to by and between said foundation and the said regents of a value equal to seven hundred thousand ($700,000.00) dollars, the estimated amount of taxes released by Section 1 hereof and by which said foundation shall agree to keep such property separate from its other assets or property and to use the income therefrom under the direction and with the approval of said regents for said John Scally Hospital, or any additions thereto or buildings to be used in connection therewith, or for any of the purposes specified in the will of said John Scally. The same hereby remitted shall perpetually be under the joint control of the Board of Regents of the University of Texas, and the Scally and Smith Foundation to invest and re-invest the proceeds."

Acts, 1927, 40th Legislature, Regular Session, General Laws, Chapter 149, page 221:

"Section 1. That the Board of Regents of the University of Texas, the estate of W. J. McDonald, deceased, and the executors and devises named in the will of W. J. McDonald, deceased, each and all of them, be and they are hereby relieved and released from payment of and liability for such payments, or dues, commonly called inheritance taxes, as may or would otherwise be required under Chapter 5, Title 122, of the Revised Statutes of Texas 1925, so far as such payments or dues have accrued or may accrue by reason or as a result of the residuary clause in the will of W. J. McDonald, deceased, dated the 8th day of May, A. D. 1925, which clause in general purposes to dispose and bequeath, as the W. J. McDonald Astronomical Fund, the residue of his estate to such Regents, in trust for the erection and equipping of an astronomical observatory for the University of Texas; and the State Comptroller and the tax collectors of the State are hereby ordered and directed not to collect or attempt to collect any such payments or dues."

Acts, 1929, 41st Legislature, 1st Called Session, Chapter 25, page 59:

"Section 1. That the Board of Regents of the University of Texas be, and they are hereby authorized to accept and hold in trust for the University such sums of money as may be paid to them by the Executor of the will of E. L. Farmer, deceased, of Parker County, Texas, for the purposes designated in Section 4 of this Act.

"Section 2. That all inheritance taxes to be assessed against the estate and legatees of E. L. Farmer, deceased, be, and they are hereby, appropriated to the University of Texas for the purposes shown in Section 4 of this Act.

"Section 3. The Comptroller of Public Accounts is directed to appraise said estate forthwith, and certify to the Board of Regents the largest amount that might be assessed as inheritance taxes. Said amount may be paid directly to the University of Texas in cash or approved securities within the discretion of said Board of Regents, and upon such payment, any liability of said estate, the legatees and beneficiaries of the will of said E. L.
Farmers, deceased, or the executor of said will, for inheritance taxes to the State of Texas is thenceforth terminated. And the Board of Regents shall certify to the Tax Collector of Parker County that said taxes have been paid, and said certificate shall be then recorded by said Tax Collector, and shall operate as a release of the State's lien upon inheritance taxes.

"Section 4. The moneys so paid in discharge of said tax liability shall constitute and be part of a special fund to be known as the "D. D. Farmer International Fund." The fund shall be administered by the Board of Regents of the University of Texas, and they are hereby created trustees thereof. The income from said fund shall be used by said Board for the purpose of providing scholarships in the University of Texas to students from the Republic of Mexico, and providing scholarships in the National University of Mexico to students of the University of Texas. Within the discretion of the Board of Regents of the University of Texas, a portion of said income may be used at any time to further the exchange of instructors between the University of Texas, and the said National University of Mexico. All such scholarships as may be provided by said income shall be competitive and the awards thereof shall be made in a manner to be determined by the Executor of the will of the said E. D. Farmer, deceased."

Administration of Permanent Fund

Constitution of Texas, VII, 12:

"Section 12. The land herein set apart to the University Fund shall be sold under such regulations, at such times, and on such terms as may be provided by law; and the Legislature shall provide for the prompt collection, at maturity, of all debts due on account of University lands, heretofore sold, or that may heretofore be sold, and shall in neither event have the power to grant relief to the purchasers."

Acts, 1931, 42nd Legislature, Regular Session, Chapter 55, pages 83-88: Sec. 1.

"The Board of Regents of the University of Texas is authorized to invest the Permanent Fund of the University of Texas In:

1. Bonds of the State of Texas;
2. Bonds of the United States;
3. Bonds of counties of the State of Texas; school bonds of municipalities of the State of Texas; bonds of cities in the State of Texas;
4. Obligations and pledges issued by the Board of Regents of the University of Texas, or secured by such obligations and pledges for the construction of dormitories and other buildings for the University of Texas, in accordance with the terms hereinafter set forth in this Act."

Sec. 2.

"No investment may be made in obligations or pledges of the University of Texas except to the amount and under the conditions hereinafter named, and this authority having been exercised, no additional bonds or pledges shall at any time be issued."

Sec. 3. Whenever the Board of Regents shall have purchased bonds of any city, county, or municipality, approved by the Attorney General of Texas, the certificate of the Attorney General attesting their validity, shall be admitted and received as prima facie evidence of the validity of such bonds; in all cases where the proceeds of the sale of any such bond have been received by the proper officer of any such city, municipality, or county, or by the party acting therefor in negotiating the sale thereof, such city, county, or municipality shall thereafter be estopped from denying the validity of such bonds so issued and the same shall be held to be valid and binding obligations.

Sec. 4. Bonds of the University Permanent Fund may, at the discretion of the Board of Regents, be sold and the proceeds reinvested for the Permanent Fund under the terms of this Act. If any bonds are sold at a premium the amount received in excess of par shall be credited to the Available University Fund to repay premium on bonds heretofore purchased. In the case of any bonds bought under this Act premium or discount shall be distributed over the life of the bonds."

Sec. 5. During the period from the taking effect of this Act to December 31, 1932, the Board of Regents of the University of Texas is authorized to borrow amounts aggregating a sum not exceeding four million dollars which, with such other sums as may be available therefor, shall be expended in improvements and extensions of the campuses at the Main University and at the Medical Branch, and the erection and equipment of buildings thereon, to include dormitories, a
library, a dining hall, and needed additional class rooms and laboratories. The Permanent University Fund may be invested in obligations in the form of bonds which the Board of Regents is hereby authorized to issue to secure the funds necessary to carry out the purposes named. The amount hereby authorized to be invested in bonds issued by the Board of Regents of the University of Texas may be taken from the Permanent University Fund as it may accrue from oil royalties or from the proceeds of sales of United States bonds made in accordance with Section 4 hereof. The bonds issued shall be in amounts of two hundred and fifty thousand dollars each, except the last, which may be in the amount, or in a lesser amount, they shall be executed by the Board of Regents, acting by its chairman, whenever during the period named funds to the amount of two hundred and fifty thousand dollars have accrued, as indicated, from said Permanent Fund; and said bonds shall be of the date of said investment; they shall likewise be signed by the President of the University of Texas, and shall be registered by the Comptroller. The bonds may be paid before their maturity and shall have maturities as follows: No. 1 shall be payable on January 1, 1937; Nos. 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 15, on January 1 of the years 1938 to 1944, respectively; No. 2 shall be payable on July 1 and 16 July of the years 1938 to 1944, respectively. The bonds shall bear interest at the rate of 4 per cent per annum; the first payment of interest to be on January 1 of the year next succeeding the issue of the bond, and semi-annually thereafter on the first of July and the first of January of each year until paid. The bonds shall be and are hereby secured by the pledge of two-thirds of the Available University Fund accruing as interest on bonds held by the Permanent Fund during the period of six months next preceding the date of the maturity of the bond and by two-thirds of all Available University Funds thereafter accruing, except as much thereof as may be apportioned to any particular bond of this series, and except that all bonds of this series shall equally be secured by such additional Available Fund.

The bonds may be in the following form:

The State of Texas
The University of Texas

No. .........

The Board of Regents of the University of Texas will pay to the Permanent University Fund of said University, ............................. from the Available University Fund thereof the sum of Two Hundred and Fifty Thousand ($250,000.00) Dollars.

Two-thirds of the University Available Fund accruing as interest on bonds belonging to the Permanent University Fund during the six months next preceding the maturity of this bond is hereby pledged to secure payment of this bond; there is also pledged to secure payment hereof and all the other bonds of this series two-thirds of all Available University Funds thereafter accruing as interest on bonds of the Permanent University Fund not specifically pledged to secure a bond of this series.

The principal and interest of this bond are payable at the Treasury of the State of Texas.

Executed at Austin, Texas, this ....... day of ....... , 1937.

By ...............................................................

Chairman

..........................................................

President of the University of Texas

Registered ....... day of ....... , 1937.

..........................................................

Comptroller of the University of Texas

Sec. 6. During the period from the taking effect of this Act to December 31, 1938, the Board of Directors of the Agricultural and Mechanical College of Texas is authorized to borrow amounts aggregating a sum not to exceed Two Million ($2,000,000.00) Dollars which (with such other sums as may be available therefor) shall be expended in improvements of the campus of the College and the creation and equipment of permanent buildings thereon for College uses and for extensions to the campus, of the Agricultural and Mechanical College of Texas until, 1937, used by not of the Legislature, which authority is hereby expressly given; said campus extensions to cost not exceeding One Hundred Thousand ($100,000.00) Dollars. The Permanent University Fund may (and shall, at the request of the Board of Directors
of the said Agricultural and Mechanical College) be invested in obligations in the form of bonds which the said Directors are hereby authorized to issue to secure the funds to carry out the purposes named. The amount hereby authorized to be invested in bonds issued by the Board of Directors of the Agricultural and Mechanical College may be taken from the Permanent University Fund as it may accrue from oil royalties or from the proceeds of sale of United States bonds made in accordance with Section 4 hereof. If, with reference to any amount of Permanent University Fund on hand at any time accruing from oil royalties or the proceeds of sales there should be insufficient to meet the requirements of the Board of Regents of the University of Texas, as indicated by Section 5 hereof, and the requirements of the Directors of the Agricultural and Mechanical College as here in this Section indicated, the available amount shall be apportioned two-thirds to the Board of Regents of the University of Texas and one-third to the Board of Directors of the Agricultural and Mechanical College. The bonds issued shall be in such amounts as shall be designated by the Board of Directors and shall be as of the date of the investment by the Board of Regents. They shall be executed by the said Board, acting by its Chairman. They shall likewise be signed by the President of the Agricultural and Mechanical College and shall be registered by the Accounting Officer of that Institution. The bonds may be paid before their maturity, and the maturities shall be fixed at the discretion of the Agricultural and Mechanical College not, however, later than July 1, 1944. No bonds shall be issued unless at the time of the issuance thereof the one-third apportioned to the Agricultural and Mechanical College of the Available University Fund arising from interest on said Permanent Fund from bonds purchased from royalties shall be sufficient to pay the interest and discharge the principal of the bonds at maturity. The bonds shall bear interest at the rate of four per cent per annum, the first payment of interest to be on January first of the year next succeeding the issue of the bond and semi-annually thereafter on the first of July and January of each year until paid. The bonds shall be and are hereby secured by the pledge of the one-third apportioned to the Agricultural and Mechanical College of the Available University Fund bearing as interest on bonds held by the Permanent Fund during the period from the issuance of said bonds until their maturity and payment. This provision, however, shall not prevent the use by the Directors of the said Agricultural and Mechanical College of any Available University Fund apportioned to said College in making the permanent improvements hereinbefore provided for which may not be needed to discharge the principal and interest on these bonds. The bonds may be in the following form:

The State of Texas
The Agricultural and Mechanical College of Texas

No.

The Board of Directors of the Agricultural and Mechanical College of Texas will pay to the Permanent University Fund of the University of Texas on .........., 19......, from the Available University Fund apportioned to said Agricultural and Mechanical College the sum of ................. Dollars;

The one-third of the Available University Fund bearing as interest on bonds belonging to the Permanent University Fund apportioned to the Agricultural and Mechanical College is hereby pledged to secure payment of this bond.

The principal and interest of this bond is payable at the Treasury of the State of Texas.

Executed at .......... Texas, this........... day of .........., 193........ Board of Directors of the Agricultural and Mechanical College of Texas

By........................................

Chairman

........................................

President, Agricultural and Mechanical College of Texas

Registered............. day of ..........193..........

(...........................................

........................................

of Agricultural and Mechanical College of Texas,
Revised Civil Statutes, 1925, Art. 260. See page 45.

Revised Civil Statutes, 1925, Art. 2606 (Obsolete):

"Art. 2606. Manuscript Bonds. The Governor is authorized and directed to have issued manuscript bonds of the State of Texas to be sold or exchanged at par for the permanent University fund at any time when there is on hand in cash any reasonable amount of such funds not less than five thousand dollars. Said bonds shall be of such denomination as the Governor may direct, shall be redeemable at the pleasure of the State, and shall bear five per cent interest payable annually at the State Treasury on the first day of March of each year. Said bonds shall receive the title and act of passage of the act of 1889, p. 52, Title 26, 2606, added by the Governor and Treasurer and countersigned by the Comptroller, and shall be registered in the office of the State Treasurer, after said bonds have been registered, the Governor shall offer said bonds to the State Board as an investment for the permanent University fund then on hand in cash which are by law authorized to be invested. If the State Board takes said bonds, the Treasurer and Comptroller shall make the proper entry, showing the facts of the transaction and the necessary transfer of such fund on their books. If said board shall not take said bonds thus offered, the same shall be destroyed and cancelled and of no effect whatever."

Campus

Acts, 1839, Third Congress, Regular Session, The Republic of Texas, Sec. 12:

"Sec. 12. Be it further enacted, That the said agent, before the sale of said lots, shall not accept a sufficient number of the most eligible for a Capitol, Arsenal, Magazine, Academy, University, Churches, Convict Schools, Hospitals, Penitentiary, and for all other necessary public buildings and purposes."

Acts, 1921, 37th Legislature, Regular Session, Chapter 127, pp. 266-269:

"Sec. 1. The Governor of the State of Texas shall appoint a commission of three citizens of this State to act as a Board to negotiate for, and purchase lands adjacent to the University campus, in the City of Austin herein described for the use of the University of Texas, the title of said land to be taken in the name of the Board of Regents of the University of Texas, until their successors, and when the same is acquired, shall be subject to the management and control of the Board of Regents in the same manner and to the extent that the lands now held by the University of Texas, in the City of Austin, are held and controlled. The official name of said Board shall be "The University Land Acquisition Board," and said Board, when appointed, shall appoint its own presiding officer.

"Sec. 2. The sum of One Million Three Hundred Fifty Thousand Dollars is hereby appropriated out of any funds in the State Treasury not otherwise appropriated, to be expended by the Commission designated in Section One hereof for the purpose of paying for the lands acquired by the Commission under the terms of this Act; it being hereby specifically provided that no part of the sum hereby appropriated shall be available until the bond provided for in Section Ten has been executed and approved by the Commission, and provided for as to solvency; but after said bond has been executed and approved lots, tracts and parcels of the land hereinafter described may be purchased and the purchase price paid to the several owners as the titles to same can be accepted.

"Sec. 3. The said Board shall purchase the following land: Beginning at the southwest corner, Lot 1, Block 3, Whitis Avenue, in the City of Austin, Travis County, Texas, said point being in Division D, and being the intersection of the north line of Twenty-fourth Street with the east line of Whitis Avenue; thence, northerly with the east line of Whitis Avenue to the northwest corner of Lot 6, Block 4, in Division D, which is the intersection of the said line of Whitis Avenue and the south line of Houston Street; thence, westerly with the south line of Houston Street to the intersection of said line with Speedway Street; thence, across Speedway Street to the northwest corner of Outlot 8, Division D; thence, with the north line of Outlot 8, Division D, to the center of Walker Creek, being the west line of Wesleyan College tract; thence, southerly with said creek and line to the south line of Twenty-fourth Street; thence, easterly with said south line of Twenty-fourth Street to the intersection of said line with the east line of Red River Street. Thence southerly with the said west line of Red River Street to the intersection of said line with the north line of Nineteenth Street to the intersection of same with the east line of Speedway Street. Thence, northerly with the east line of Speedway Street to the southeast corner of Outlot 8, Division D, thence, in a northeasterly direction to the southeast corner of the present University of Texas campus, being the corner of Twenty-first and Speedway; then northerly with the west line of said road to the intersection of said line with the north line of Twenty-fourth Street. Thence westerly with said south line of Twenty-

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fourth Street to a point directly south of the place of beginning; thence northerly

to the place of beginning.

"Sec. 4. There is excepted from the lands herein described all property
which now belongs to the University of Texas, and such as is now occupied by re-
ligious, charitable or eleemosynary institutions.

"Sec. 5. The Commission herein provided for shall require that each
deed that it takes to any property described in this Act shall contain a clause by
which the grantor or grantees in said deed consent that the Board of Regents of
the University of Texas may erect, alter, change, take or abandon any street or
alley or other public ground in any of the territory embraced in any of the tracts
herein described without payment of further consideration to such grantor or gru-
tee, than the consideration recited in said deed; and that such grantor or grantees
for said consideration waive and release all claims for damages, or claims of any
other character, that they might otherwise assert because of such erecting, altera-
tions, changing, taking or abandonment of such streets, alleys or other public
places. The Commission and the Board of Regents of the University of Texas are
hereby granted the right to erect, alter, change, take or abandon any street, al-
ley or other public dedication in any of the territory herein described; and the
right to acquire said privilege by condemnation proceedings, of the character, and
by the procedure, hereinafter mentioned, whenever the Commission fails to acquire
such rights by voluntary deeds of grantors as heretofore provided for. It shall
not be necessary for the Commission or said Board of Regents to obtain the consent
of the City of Austin or any other public authority, as a prerequisite for such
action.

"Sec. 6. The Commission herein provided for shall take deeds in fee to
each and every lot, block, place or parcel purchased by them, said deed to be in
the name of the Board of Regents of the University of Texas and their successors
in office, for the use and benefit of the University of Texas and the State of
Texas, and said deed shall convey the title to the land described and any assasment
or right that the grantor may have in any street or alley. The Commission
shall purchase such land upon agreement directly between them and the different
owners and at the lowest price possible to be agreed upon between the Commission
and the owners, and if the purchase price of any lot or parcel of land cannot be
agreed upon they are hereby authorized and empowered and it shall be their duty
to institute condemnation proceedings in the name of the State of Texas for the
use of the University of Texas for such land and shall proceed with said condemna-
tion in the manner provided by law in the exercise of the power of eminent domain
by railroad companies in acquiring right of ways and such power of eminent domain
is hereby given said Board of Regents. The Commission is hereby authorized and
empowered to contract for the property described in the tracts of land herein and
after the title of said property is acquired the disposition of the improvements
of said property shall vest in and be subject to the control of the Board of Re-
gents and their successors, and they shall hold said lands and improvements thereto
with the same authority and extent as the present lands in the City of Austin used
and occupied and controlled by the University of Texas are held. In the event
that any of the property with improvement cannot be purchased at a reasonable price
in the opinion of the Commission, the Commission is authorized to purchase said
property without the improvements. Upon the acquisition of the lands above
described by the Board of Commissioners herein created, and the delivery of the same
to the Board of Regents, the said Board of Regents and their successors shall have
the right to lease the buildings and improvements situated upon the land acquired
for such sum and for such period of time as in their judgment is best and the rev-
cue derived therefrom shall be deposited and become a building fund and shall be
expended for no purpose other than to construct permanent buildings to be used for
the purposes of the University. It is expressly provided, however, that no lease
of any of said property shall be for a longer term than five years. The Board of Regents is hereby expressly empowered to dismantle, tear down and dispose of, or
remove any and all improvements from such land as may be acquired under the pro-
visions of this Act.

"Sec. 7. The purchase price of any and all lands acquired under the
provisions of this Act shall be paid directly to the owners of said lands by
vouchers drawn by the Comptroller of the State against the fund herein provided,
upon the written order of at least two of the Commissioners appointed under the
terms of this Act, and no voucher shall be drawn for the purchase of any of the
land described in this Act unless the deed for the land from the owners approved
by the Attorney General, accompany the order of the Commissioners to the Comptroller
for the voucher.

"Sec. 8. The appropriation herein made shall be entered upon the books
of the Treasurer of the State of Texas to the credit of the University Land Acqui-
sition Board.
"Sec. 9. The Commissioners herein provided for shall receive the sum of Ten ($10.00) Dollars per day for such time as they may be actually engaged in the work incident to the acquisition of the property herein described not to exceed One Hundred and Fifty (150) days, and said Commissioners are hereby authorized to expend such sum as they may deem necessary for clerical assistance and the making or having made such surveys and scientific investigation of the different tracts of land herein described as they may deem necessary, not to exceed Five Thousand ($5,000.00) Dollars. All moneys expended or paid out as provided for in this Section shall be paid out of the fund herein provided for and not part.

"Sec. 10. It is hereby made the duty of the Commission provided for before purchasing the land herein described to acquire a guaranty bond from the Chamber of Commerce or citizens of Austin, guaranteeing to said Commission that the land herein described can be secured by said bond for the purpose herein specified at the sum by this bill appropriated; said bond to be drawn by the Attorney General of the State of Texas in such form, tenor and effect as in his opinion will be binding and to be approved by him, it being the intention of this Section to guarantee that the whole of said tract, together with the expense of securing same, can be secured at a sum not exceeding the sum herein appropriated, said sum to cover all condemnation proceedings and the cost incident thereto that may be necessary for the acquisition of the property, and the expenses above provided for, and the Attorney General of the State of Texas is hereby authorized and directed to bring and prosecute all condemnation proceedings that may be necessary under the terms of this act at the request of the Commission herein appointed, it being specifically provided that no part of the appropriation herein made shall become available until the bond herein provided for has been executed and approved, and said bond herein provided for must be executed and approved on or before June 16, 1921.

"Sec. 11. The Commission shall not purchase any tract of said land by conveyance except after approval of a designated representative of the signers of the bond herein provided for, or by condemnation after failure to secure such approval."}

Acts, 1925, 39th Legislature, Regular Session, Chapter 182, pp. 451-452;

"Sec. 1. That the title to the property near the intersection of Nineteenth Street and East Avenue in the city of Austin, Travis County, Texas, consisting of Lots Nos. Sixty-four (64) and Seventy-one (71) of Division "E" of said city of Austin, Travis County, Texas, and being the property formerly occupied by the State Blind Institute, including all improvements, excepting therefrom all furnishings, fixtures and equipment therein and thereon situated, is hereby vested in the University of Texas in fee simple, and the Board of Control is hereby authorized and empowered to transfer and use all of said furnishings, fixtures, and equipment situated on and in the buildings and improvements on the property herein described in any other State institution where needed. It is understood, however, and hereby provided, that the Board of Control of the State of Texas shall be entitled to possession of all of said property herein described for the sole purpose of using the same as a hospital for the aged orilem senile patients until the first day of August, 1926, it being understood and hereby provided that the Board of Control must remove all such patients from such property and surrender such property to the University of Texas, except as herein provided.

"Sec. 2. That all laws and parts of laws in conflict herewith are hereby repealed."

Acts, 1931, 42nd Legislature, Regular Session, Chapter 56, pp. 83-88; See page 49.

Acts, 1929, Twenty-ninth Legislature, Called Session, Chapter 20, p. 19;

An act making Additional Appropriations:

"As a loan to the available fund of the University of Texas, to be placed to the credit of said fund out of the tenantry fund now in the State treasury, and to be repaid to the State out of the revenues of the University on or before January 1, 1928, without interest.

"Of which the sum of $850,000 is hereby appropriated and not apart to be used in the construction of buildings for the Medical Branch of the University of Texas, at the City of Galveston. Provided, That the said City of Galveston shall donate to the University of Texas, Block No. 858 in said city, to be used for the Medical Branch of said institution; and provided, Further, That the executors of the estate of John Sealy, deceased, shall agree to consent on said block, at a cost of not less than $850,000, a medical hospital, which, when completed, is to be donated to the Medical Branch of the University of Texas, and to be under the control of the Board of Regents of said University; Provided, Further, that this loan
shall be in full payment and satisfaction of all claims of the University of Texas against the State of Texas for moneys drawn from the University fund by said State."  

Support

Constitution of Texas, III, 39; 44, 48 and 49:

"Sec. 39. No law passed by the legislature, except the general appropriation act, shall take effect or go into force until ninety days after the adjournment of the session at which it was enacted, unless in case of an emergency, which emergency must be expressed in a preamble or in the body of the act, the legislature shall, by a vote of two-thirds of all the members elected to each house otherwise direct; said vote to be taken by yea's and nay's, and entered upon the journals."

"Sec. 44. The legislature shall provide by law for the compensation of all officers, agents and public contractors, not provided for in this constitution, but shall not grant extra compensation to any officer, agent, servant or public contractors, after such public service shall have been performed or contract entered into for the performance of the same, nor grant by appropriation or otherwise, any amount of money out of the treasury of the state, to any individual, on a claim, real or pretended, when the same shall not have been provided for by pre-existing law, nor employ any one in the name of the state, unless authorized by pre-existing law."

"Sec. 48. The legislature shall not have the right to levy taxes or impose burdens upon the people, except to raise revenue sufficient for the economical administration of the government, in which may be included the following purposes:

"The payment of all interest upon the bonded debt of the state;

"The erection and repairs of public buildings;

"The benefit of the sinking fund, which shall not be more than two per centum of the public debt; and for the payment of the present floating debt of the state, including matured bonds for the payment of which the sinking fund is inadequate;

"The support of public schools, in which shall be included colleges and universities established by the state; and the maintenance and support of the Agricultural and Mechanical College of Texas;

"The payment of the cost of assessing and collecting the revenue; and the payment of all officers, agents and employees of the state government, and all incidental expenses connected therewith;

"The support of the blind asylum, the deaf and dumb asylum and the insane asylum, the state cemetery and the public grounds of the state;

"The enforcement of quarantine regulations on the coast of Texas;

"The protection of the frontier."

"Sec. 49. No debt shall be created by or on behalf of the state, except to supply annual deficiencies of revenue, repel invasion, suppress insurrection, defend the state in war, or pay existing debt; and the debt created to supply deficiencies in the revenue shall never exceed, in the aggregate at any one time, two hundred thousand dollars."

Constitution of Texas, VII, 10. See page 40.

Constitution of Texas, VIII, 6:

"Sec. 6. No money shall be drawn from the treasury but in pursuance of specific appropriations made by law; nor shall any appropriation of money be made for a longer term than two years, except by the first legislature to assemble under this constitution, which may make the necessary appropriations to carry on the government until the assembling of the sixteenth legislature."

Constitution of Texas, VIII, 7. See page 45.

Constitution of Texas, XVI, 5 and 45:

"Sec. 6. No appropriation for private or individual purposes shall be made. A regular statement, under oath, and an account of the receipts and expenditures of all public money, shall be published annually, in such manner as shall be prescribed by law."
"Sec. 45. It shall be the duty of the legislature to provide for collecting, arranging and safely keeping such records, rolls, correspondence, and other documents, civil and military, relating to the history of Texas, as may be now in the possession of parties willing to confide them to the care and preservation of the state."

Revised Civil Statutes, 1925, Art. 5547:

"Art. 5547. Distribution of funds. The proceeds arising from activities under this law, and chapter five hereof, which affect lands belonging to the public free school fund and the permanent fund of the several asylums, shall be credited to the permanent funds of said institution. All proceeds paid or collected from activities under this law affecting the lands belonging to the permanent fund of the University of Texas, except the royalties provided hereunder, shall be credited by the State Treasurer to the available fund of such institution, provided that all such funds shall be held by the Board of Regents of the University in a special building fund shall be expended only for the erection of buildings or for other permanent improvements. All royalties collected under the terms of this law from lands belonging to said University shall be credited to its permanent fund. All proceeds arising from the activities affecting lands other than those belonging to the public free school fund, the University and the several asylums, shall be credited to the same fund."

Acts, 1927, 40th Legislature, First Called Session, Chapter 43, pp. 136-138:

"Sec. 1. Article 5547 of the Revised Civil Statutes of 1925 is hereby amended so as to hereafter read as follows:

"Article 5547. The proceeds arising from activities under this law, and Chapter 5 thereof, which affect lands belonging to the public free school fund and the permanent fund of the several asylums, shall be credited to the permanent funds of said institutions. All proceeds paid or collected from activities under this law affecting the lands belonging to the Permanent Fund of the University of Texas (except such funds as are required by the Constitution to be credited to the Permanent University Fund) shall be credited by the State Treasurer to the available fund of such institution; provided that all such funds shall be held by the Board of Regents of the University in a special building fund and shall be expended only for the erection of buildings and equipping same, or for other permanent improvements. All proceeds, including those collected after this act takes effect and those collected prior to September 1, 1925, now being held in response fund, arising from the activities affecting lands other than those belonging in the public free school fund, the University and the several asylums, shall be credited to the General Revenue Fund. Provided that the funds herein appropriated shall not include proceeds and royalties derived from the Sand, Gravel, and Shell Fund, the disposition of which is now fixed by statute."

Revised Civil Statutes, 1925, Art. 2592:

"Art. 2592. The Board of Regents of the University of Texas shall expend the interest which has heretofore accrued and that which may hereafter accrue on the permanent University fund, and also all other income of said fund and all income resulting from the use of the University lands, including all proceeds from grazing and mineral leases which proceeds now in the State Treasury or may be hereafter received from such leases, for permanent improvements to be erected on the campus of the University of Texas or at any of the branches of the University, and the Board of Regents may pledge said interest and income for a term of not exceeding fifteen years to make said funds immediately available. Any contract for the expenditure of said interest and income for any other purpose shall be void. No lease of said land shall be made for a period of more than ten years during the fifteen year period."

Acts, 1931, 42nd Legislature, Regular Session, Chapter 42, pp. 63-64:

"Sec. 1. Article 2592 of the Revised Civil Statutes of Texas of 1925 shall be so amended as to read hereafter as follows:

"Article 2592. The Board of Regents of the University of Texas and the Board of Directors of the Agricultural and Mechanical College of Texas shall, with the approval of the Legislature, expend the available University Fund for the construction of buildings on the campuses of their respective institutions and for the extension and improvement of their campuses and for the equipment of buildings thereon in the proportions and amounts hereinafter indicated; and to pay interest and principal sufficient to retire any obligations which may be incurred by virtue of any pledges made by the respective institutions as herein provided; and the Board of Regents of the University of Texas shall expend of such available University Fund so much thereof as may be appropriated by the Legislature for the administration of the University Lands and of the University Permanent Fund, such expenses to be oppor-
tioned between the two institutions in proportion to their receipts of Available University Funds under the terms of this Act. For the years beginning September 1, 1931, September 1, 1932, September 1, 1933, the sum of Two Hundred Thousand ($200,000.00) Dollars not shall accrue for each of said years of said Available University Fund to the Agricultural and Mechanical College of Texas and shall be expended by the Board of Directors of that institution for said Agricultural and Mechanical College purposes, and the Board of Regents of the University of Texas shall expend the balance of said Available Fund for said University of Texas purposes.

"Beginning September 1, 1934, the Board of Directors of the Agricultural and Mechanical College of Texas shall be expound one-third of all the Available University Fund received from the Permanent University Fund arising from the 1,000,000 acres of land appropriated by the Constitution of 1876 and the land appropriated by the Act of 1883, except income from grazing leases on University lands (less its proportion of expenses of administration and excluding any expenses of administration from grazing leases), and the Board of Regents of the University of Texas shall so expend the balance of said Available Fund, including all the income from grazing leases on University lands (less its proportion of expenses of administration).

"The Board of Directors of the Agricultural and Mechanical College of Texas have the right to pledge that part of the Available University Fund hereby placed at its command, and the Board of Regents of the University of Texas shall have the right to pledge that part of the Available University Fund placed at its command for not exceeding fifteen years to make the said funds immediately available. Any contract for expenditures of said interests and income for any purpose other than those named shall be void. No surface lease of said lands shall be made for a period of more than ten years."

Revised Civil Statutes, 1925, Art. 2587: and Art. 2654a:

"Art. 2639. Admission fee. The fee of admission to the University shall never exceed thirty dollars. It shall be open to all persons of both sexes in this State on equal terms, without charge for tuition, under the regulations prescribed by the regents, and to all others under such regulations as the board of regents may prescribe."

"Art. 2654a. Tuition in state educational institutions."

"Sec. 1. No State educational institution shall collect from the students thereof any tuition, fee or charge of any kind whatever except as permitted by this Act, and no student shall be refused admission to or discharged from any such institution for the non-payment of any tuition, fee or charge except as permitted in this Act.

"Sec. 2. Any such educational institution may collect from each student a matriculation fee of not to exceed thirty ($30.00) dollars for any term of nine months, and laboratory charges to cover actual laboratory materials and supplies used by such student not to exceed in any event four ($4.00) dollars for any one year from any one student in any one laboratory course. Matriculation fees for any six weeks may not exceed five dollars, or for any ten weeks term, not to exceed ten dollars. Provided, however, said educational institutions may collect reasonable deposits from students each year to insure said institutions against losses, breakage, etc., in libraries and laboratories, said deposits to be returned at the end of each school year minus such damage, loss or breakage as may have been done by each individual student who has put up a deposit.

"Sec. 3. The words "State educational institutions" as used in this Act shall include the following and any branch thereof: The University of Texas; the Agricultural and Mechanical College of Texas; the various State teachers' colleges of Texas; the College of Industrial Arts of Texas; the John Tarleton Agricultural College of Texas; the North Texas Agricultural College; the Prairie View State Normal and Industrial College; the Texas Technological College; and any other State educational institutions either heretofore provided for or hereafter to be provided for under the laws of this State.

"Sec. 4. Nothing in this Act shall prevent the collection of fees or charges voluntarily paid by the students to cover the expense of student activities; provided, however, that the same shall never be made compulsory or required by the educational institution as a condition precedent to a student entering or continuing at said institution."
Legislature, said normal many require. of of the ensuing biennium, the vote of the Governor-elect shall be registered, and the Governor shall appoint the State Board for the support of the public educational institutions of this State, who are vested with the authority to fix or collect fees and other charges in such institutions are hereby authorized and directed to except from the payment of all fees, except fees for correspondence courses, the cost of board and clothing; provided, however, that the benefit of the foregoing exception shall not apply to deposits, such as library and laboratory deposits, which may be required in the nature of a security for the return or proper care of property loaned for use; and provided, further, that every applicant for the benefit of the said exemption shall submit evidence satisfactory to said regents, trustees, or other officers or authorities that the applicant is a citizen of Texas, served the United States as aforesaid and was honorably discharged from said service.

"Sec. 2. In determining who shall be admitted to said institutions or to any courses given therein as pupils or students, preference shall be given by said institutions to applicants who are citizens of Texas, and who served as nurses, or in the armed forces of the United States during the late war and were honorably discharged therefrom, provided that said applicants shall submit evidence satisfactory to the administrative or governing authorities of said institutions of said citizenship, service and discharge and of their fitness to enter said institutions or any courses given therein."

Revised Civil Statutes, 1925, Art. 2643 (Obsoleted), Prairie View State Normal

"Art. 2643. Appropriations. The Comptroller shall annually set apart out of the interest accruing from the University fund, appropriated for the support of public free schools, the sum of six thousand dollars for the support of said normal school and the same may be drawn by the board of directors on vouchers signed by the Governor and attested by the Secretary; and, on filing such vouchers, the Comptroller shall draw his warrant on the State Treasury for the same from time to time as the same may be needed."

Acts, 1923, 38th Legislature, Regular Session, Chapter 147, pp. 310-317:

"Sec. 1. The regents, trustees or other administrative officers or authorities of the public educational institutions of this State, who are vested with the authority to fix or collect fees and other charges in such institutions are hereby authorized and directed to except from the payment of all fees, except fees for correspondence courses, the cost of board and clothing; provided, however, that the benefit of the foregoing exception shall not apply to deposits, such as library and laboratory deposits, which may be required in the nature of a security for the return or proper care of property loaned for use; and provided, further, that every applicant for the benefit of the said exemption shall submit evidence satisfactory to said regents, trustees, or other officers or authorities that the applicant is a citizen of Texas, served the United States as aforesaid and was honorably discharged from said service.

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on any and all of its budget hearings, and all hearings held by the Board of Control while considering budget for the various departments, institutions and agencies of the State Government shall be open to the public.

"Sec. 2. The Governor is hereby made the chief budget officer of the State.

"Sec. 3. The State Board of Control is hereby authorized and directed to prepare all forms and blanks upon which requests for appropriations from the Legislature shall be prepared; provided that before such forms and blanks are put into use they must be approved by the Governor, and provided further that when so approved, the State Board of Control shall furnish the proper forms to all those divisions, departments, officers, boards, commissions and agencies of every character of the State Government which are seeking appropriations from the Legislature; and the State Board of Control shall require that all requests for appropriations be submitted on the approved forms.

"Sec. 4. On or before the first day of October of the year immediately preceding the regular biennial session of the Legislature, the State Auditor shall secure, compile and submit to the Governor a report containing the following information:

"(1) an itemized, complete, financial balance sheet for the State at the close of the preceding fiscal year.

"(2) An estimate of the maximum amount of revenue which may become available for appropriation by the Legislature during the ensuing biennium for which appropriations are to be made, the purpose of said statement from the State Auditor being to place in the hands of the Governor the maximum amount of revenue which the State could collect during each of the ensuing appropriation years, from all sources, under existing tax laws.

"(3) The State Auditor and the heads of any other agencies of government shall also furnish to the Governor such other information as the Governor may request.

"(4) All agencies of the government, for which appropriations are made, shall keep their records in such a manner that immediately upon the close of the fiscal year, they can list the amounts of all the contracts for purchases which they have made, but which remain unpaid at the close of the fiscal year; and such agencies shall accurately list in the expenditure columns of the budget sheets supplied by the State Board of Control to cover the purposes for which the unexpended funds are to be used.

"Sec. 5. Upon the receipt of the preliminary budget prepared by the State Board of Control to cover various State departments and institutions, the Governor shall proceed to give personal consideration to such budget, and the Governor may, if he so desires, hold additional public hearings on any and all estimates to be included in the budget. At all such hearings, heads of departments, institutions or other agencies of the government seeking appropriations may appear, and if so desired, the Governor shall have the right to require them to appear to give further information concerning requested appropriations; and any taxpayer shall have the right to be present at any and all such public hearings and to participate in the discussion concerning any item proposed to be included in the budget under consideration. The Governor shall provide and conduct all such hearings, or if unable for any reason to conduct such hearings, the Governor may authorize the Chairman of the State Board of Control to preside at such hearing and represent him.

"Sec. 6. Based on information submitted to the Governor in the preliminary budget prepared by the Board of Control and on such other information as the Governor may have received through public hearings and reports from the State Auditor, and from other sources, the Governor shall proceed to enter in the columns reserved for that purpose on said preliminary budget his own recommendations on each proposed item of said budget. The Governor's recommendations on each item in said budget shall represent his own conclusion and judgment as to the amount which should be appropriated for each of said items, and if the Governor believes that an item should be entirely eliminated, he will so indicate by leaving the column blank opposite the recommendation of the Board of Control. When the Governor has completed his examination of said recommendations concerning the budget as he shall return it to the Board of Control, and the Board of Control shall, on or before December 15th of the year immediately preceding the regular biennial session of the Legislature, call to each person who will be a member of the next Legislature, to the heads of each department, institution, or other agency included in such budget, a copy of the budget as prepared, including the amounts recommended for each item contained in said budget by the Board of Control and also the amounts recommended by the Governor. The Board of Control shall also cause to be printed such other copies of the budget as in their judgment are necessary for public distribution.
"Sec. 7. Within five (5) days after the beginning of each regular ses-
sion of the Texas Legislature, the Board of Control shall transmit to all members
of the Legislature printed copies of the budget and the Appropriations Committee
in the House and the Finance Committee in the Senate, may, if they so desire, begin
preliminary committee hearings on the budget without waiting for the submission of
the budget bills.

"Sec. 8. Within thirty(30) days after the beginning of each regular ses-
sion of the Texas Legislature the Governor shall prepare and submit printed copies
of budget bills of appropriation to the Speaker of the House of Representatives, to
the Lieutenant Governor and to each member of the House and Senate, provided that
in years when a newly elected Governor other than the then Governor is to be inau-
gerated that the budget bill of appropriations shall be prepared by the incoming
Governor and shall be transmitted to the Legislature within twenty (20) days from
the date he takes the oath of office. In carrying out the provisions of this sec-
tion the Governor shall submit to all members of the Legislature five (5) separate
budget bills as follows:

(a) Eleemosynary appropriation bill which shall include all appropriations
which the Governor desires to recommend for the eleemosynary institutions of the
State for the ensuing biennium;

(b) Departmental appropriation bill, which shall include all appropria-
tions which the Governor desires to recommend for all departments of the State gov-
ernment for the ensuing biennium;

(c) Educational appropriation bill which shall include all appropriations
for all educational institutions of the State which the Governor desires to recom-
mend for the ensuing biennium;

(d) Judiciary appropriation bill which shall include all appropriations
which the Governor desires to recommend for the judiciary for the ensuing biennium;

(e) Deficiency and emergency appropriation bill which shall include
all appropriations which the Governor desires to recommend that the Legislature make
as emergency and deficiency appropriations.

"In preparing the above referred to appropriation bills the Governor shall
itemize all appropriations included in said bills in the same manner as
provided for
in the budget.

"All of said budget bills referred to above shall be transmitted to the
Legislature at the same time, and when so transmitted the Governor shall accompany
these bills with a special budget message, which message shall show the current
assets, liabilities, surplus or deficit of the State at the close of the last pre-
ceding fiscal year, as well as the total amount of money which may reasonably be
expected to be available from all sources under existing tax laws to meet legisla-
tive appropriations during the current year and the ensuing biennium. The above re-
ferred to message from the Governor shall be submitted in printed form and a copy
of said message furnished to each member of the Legislature.

"Upon receipt of the budget bills from the Governor, the Lieutenant-Gov-
ernor in the Senate and the Speaker in the House may, if they so desire, cause such
bill to be introduced in the Senate and in the House of Representatives; or the Bud-
get Bill may be introduced by any member of the House or the Senate, and hearing on
the budget bill shall be conducted before the Appropriation Committee of the House
and the Finance Committee of the Senate. All heads of departments, commissions,
institutions or other agencies of the government requesting appropriations, shall
have a right to appear before either of these committees in behalf of the appropri-
ation requested. Likewise, any taxpayer in the State shall have the right to be
present and to be heard at the hearing on any proposed appropriation."
"Art. 4351. All heads of departments, managers of State institutions or other persons intrusted with the power or duty of contracting for supplies, or in any manner pledging the credit of the State for any deficiency that may arise under their management or control, shall, at least thirty days before such deficiency shall occur, make out a sworn estimate of the amount necessary to cover such deficiency until the meeting of the next Legislature. Such estimate shall be immediately filed with the Governor, who shall thereupon carefully examine the same and approve or disapprove the same in whole or in part. When such deficiency claim, or any part thereof, has been so approved by the Governor he shall inform his approval thereon, designating the amount and items thereof approved and the items disapproved, and file same with the Comptroller; and the same shall constitute authority for the Comptroller to draw his deficiency warrant for so much thereof as may be approved; but no claim, or any part thereof, shall be allowed or warrants drawn therefor by the Comptroller, or paid by the Treasurer, unless such estimate has been so approved and filed. If there is a deficiency appropriation sufficient to meet such claims, then a warrant shall be drawn therefor and the same shall be paid; but, if there is no such appropriation, or if such appropriation so exhausted that it is not sufficient to pay such deficiency claim, then a deficiency warrant shall issue thereon; and such claim shall remain unpaid until provision be made therefor at some session of the Legislature thereafter. The provisions of this article shall not apply to fees and dues for which the State may be liable under the general laws. When any injury or damage shall occur to any public property from flood, storm or any unavoidable cause, the estimate may be filed at once but must be approved by the Governor as provided in this article."

"Art. 4351a. It shall be lawful for the Governor to approve deficiency warrants as provided for in Article 4351, Revised Civil Statutes, 1925, to any amount, the aggregate of which does not exceed Two Hundred Thousand ($200,000.00) Dollars, for all purposes for which he is permitted to approve deficiency warrants. If any deficiency warrants are approved above this amount, such warrants are invalid and uncollectable by the State Treasurer."

Acts, 1929, 41st Legislature, 2d Called Session, Chapter 52, p. 90:

"Sec. 1. Every veteran soldier or other person who served in the Spanish-Ameriacn War is hereby exempted from the payment of any fees or charges in State Institutions, Schools or Colleges of this State to the same extent as veterans or persons serving the World War are exempt from such fees or charges under State laws, and the provisions of this State laws exempting the latter shall apply to such veterans and other persons who served in said Spanish-American War."

Revised Civil Statutes, 1925, Art. 859 and Art. 860:

"Art. 859. Repayment of loan. Any borrowing shareholder desiring to repay his loan shall have the privilege of doing so at any time, by giving the necessary thirty days written notice of such intention. The borrower shall be charged with the amount of the original loan, together with all the accrued interest, premium and fines and other legal charges, and shall be given credit for the withdrawal value of his shares pledged as security; and the balance shall be received by the association in full satisfaction of said loan. In case where the premium is deducted from the loan in a gross sum, and the borrower repays the loan before the expiration of the tenth year from the date upon which said loan was made, such borrower shall be given credit for one-twelfth of the premium paid for every year of the said ten years then unexpired. Any borrower desiring to retain his or her shares and membership may repay his loan without claiming credit for the withdrawal value of said shares whereupon said shares shall be retransferred to him or her, and shall be free from any claim by reason of said loan.

"Art. 860. Withdrawal value. By the term "withdrawal value" as used herein is meant: The then value of the stock at the time included in the connection in which the words are used, less the lawful charges against such shares in favor of the corporation."

Direction and Government

Liberty

Constitution of the United States, Amendment 1:

"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech or of the press; or the right of the people peaceably to assemble and to petition the government for a redress of grievances."
"Sec. 4. No religious test shall ever be required as a qualification to any office, or public trust, in this State; nor shall any one be excluded from holding office on account of his religious sentiments, provided he acknowledge the existence of a Supreme Being."

"Sec. 6. All men have a natural and indefeasible right to worship Almighty God according to the dictates of their own conscience. No man shall be compelled to attend, erect or support any place of worship, or to maintain any ministry against his consent. No human authority ought, in any case whatever, to control or interfere with the rights of conscience in matters of religion, and no preference shall ever be given by law to any religious society or mode of worship. But it shall be the duty of the Legislature to pass such laws as may be necessary to protect equally every religious denomination in the possession and enjoyment of its own mode of public worship." 

"Sec. 7. No money shall be appropriated, or drawn from the Treasury for the benefit of any sect, or religious society, theological or religious seminary; nor shall property belonging to the State be appropriated for any such purposes."

Revised Civil Statutes, 1925, Art. 2604:

"Art. 2604. Non-sectarian. No religious qualification shall be required for admission to any office or privilege in the University. No course of instruction of a sectarian character shall be taught therein."

Legislature

Constitution of Texas, Art. III, Sec. 35:

"Sec. 53. All bills for raising revenue shall originate in the house of representatives, but the senate may amend or reject them as other bills."

Constitution of Texas, Art. III, Sec. 44. See page 55.

Constitution of Texas, Art. III, Sec. 48. See page 55.

Constitution of Texas, Art. VII, Sec. 10. See page 40.

Constitution of Texas, Art. VIII, Sec. 7. See page 45.

Revised Civil Statutes, 1925, Art. 2607:

"Art. 2607. Governing boards: appointment. Each member of the governing board of the University of Texas, the Agricultural and Mechanical College, the normal colleges, and of the College of Industrial Arts, shall be a qualified voter, and shall be selected from different portions of the State. One-third of the membership of each such board shall be biennially nominated by the Governor and appointed by and with the advice and consent of the Senate, and shall hold their offices for six years, respectively."

Governor

Constitution of Texas, Art. III, Sec. 49. See page 56.

Constitution of Texas, Art. IV, Sec. 14:

"Sec. 14. Every bill which shall have passed both houses of the Legislature shall be presented to the Governor for his approval. If he approves he shall sign it; but if he disapproves it, he shall return it, with his objections, to the House in which it originated, which House shall enter the objections at large upon its journal, and proceed to reconsider it. If after such reconsideration, two-thirds of the members present agree to pass the bill, it shall be sent, with the objections, to the other House, by which likewise it shall be reconsidered; and, if approved by two-thirds of the members of that House, it shall become a law; but in such cases the votes of both Houses shall be determined by yeas and nays, and the names of the members voting for and against the bill shall be entered on the journal of each House respectively. If any bill shall not be returned by the Governor with his objections within ten days (Sundays excepted) after it shall have been presented to him, the same shall be a law, in like manner as if he had signed it, unless the Legislature, by its adjournment, prevent its return, in which case it shall be a law, unless he shall file the same, with his objections, in the office of the Secretary of State and give notice thereof by public proclamation within twenty days after such adjournment. If any bill presented to the Governor contains several items of appropriation he may object to one or more of such items, and approve the other portion of the bill. In such case he shall append to the bill at the time of signing it, a statement of the items to which he objects, and no item so objected to shall take effect. If the Legislature be in session, he shall transmit to the House in which the bill originated a copy of such statement and the items objected to be separately considered. If, on reconsideration, one or more of such items to ap-
proved by two-thirds of the members present of each House, the same shall be part of the law, notwithstanding the objections of the Governor. If any such bill, containing several items of appropriation, not having been presented to the Governor ten days (Sundays excepted) prior to adjournment, be in the hands of the Governor at the time of adjournment, he shall have twenty days from such adjournment within which to file objections to any items thereof and make proclamation of the same, and such item or items shall not take effect."

Revised Civil Statutes, 1925, Art. 2907. See page 62.

Revised Civil Statutes, 1925, Art. 4351 and 4351a. See page 61.

Revised Civil Statutes, 1925, Art. 5240:

"Art. 5240. Mode of acquisition. When any land shall be required by the State for any character of public use, the Governor is authorized to purchase said land, or the right to the use thereof, for such purpose; or, failing to agree with the owner on the price thereof, such land may be condemned for such public use in the name of this State. Upon the direction of the Governor, proceedings shall be instituted against the owner of the land by the Attorney General or under his direction by the district or county attorney. Should the award of damages in the opinion of the Governor be excessive, such award shall not be paid but the State shall pay the costs of the proceedings and no further action shall be taken."

Acts, 1931, 42nd Legislature, Regular Session, Chapter 206, pp. 339-349. See page 68 , Secs. 1, 2, 5, 6, and 6.

Acts, 1931, 42nd Legislature, Regular Session, General Laws, Chapter 69, p. 104:

"Sec. 1. That hereafter any report or reports required by law to be made by any State Officer, Board or Department of this State shall be made as directed by law except the same shall not be printed unless with the advice and consent of the Governor or Board of Control. A typewritten or similar copy of said report shall be given to the Governor and Board of Control and State Auditor and State Library."

"Sec. 2. All laws or parts of laws in conflict herewith are hereby repealed."

Revised Civil Statutes, 1925, Art. 2608. See page 62.

Revised Civil Statutes, 1925, Art. 4351 and Art. 4351a. See page 61.

Board of Regents of the University of Texas and the Board of Directors of the Agricultural and Mechanical College

Revised Civil Statutes, 1925, Arts. 2608 and 2610:

"Art. 2608. Leading object. The leading object of this College shall be, without excluding other scientific and classical studies, and including military tactics, to teach such branches of learning as are related to agriculture and the mechanical arts, in such manner as the legislature may prescribe, in order to promote the liberal and practical education of the industrial classes in the several pursuits and professions in life."

"Art. 2610. The Board of Directors. The government of the Agricultural and Mechanical College shall be vested in a Board of Directors composed of nine persons. Said board shall elect from their number a president of the board, who shall call said board together for the transaction of business whenever he deems it expedient. The board shall have the right to make and use a common seal."

Revised Civil Statutes, 1925, Art. 2907. See page 62.

Constitution of Texas, XV, 7:

"Sec. 7. The legislature shall provide by law for the trial and removal from office of all officers of this state, the modes for which have not been provided in this constitution."

Revised Civil Statutes, 1925, Arts. 5961 and 6263:

"Art. 5961. By Impeachment. The Governor, Lieutenant Governor, Secretary of State, Attorney General, State Treasurer, Commissioner of the General Land Office, Comptroller, Commissioner of Insurance, Banking Commissioner, Judges of the Supreme Court, of the Court of Criminal Appeals, of the Courts of Civil Appeals, of the district courts, of the criminal district courts, and all other State officers and
heads of State departments or institutions of any kind, and all members, regents, trustees, commissioners having control or management of any State institution or enterprise, shall be removed from office or position by impeachment in the manner provided in the Constitution and in this title, the remedy by impeachment as herein provided for being cumulative of all other remedies with respect to the impeachment or removal of public officers."

"art. 6283. Quo warranto, whom. If any person shall usurp, intrude into or unlawfully hold or execute, or is now intruded into, or now unlawfully holds or executes, any office or franchise, or any office in any corporation created by the authority of this State, or any public officer shall have done or suffered any act which by law works a forfeiture of his office, or any association of persons shall act within this State as a corporation without being legally incorporated, or any corporation does or omits any act which amounts to a surrender or a forfeiture of its rights and privileges as such, or exercises power not conferred by law; or if any railroad company doing business in this State shall charge an extortiionate rate for the transportation of any freight or passengers, or refuse to draw or carry the cars of any other railroad company over its lines as required by the laws of this State, the Attorney General, or district or county attorney of the proper county or district, either of his own record or at the instance of any individual citizen, may present a petition to the district court of the proper county, or any judge thereof in vacation, for leave to file an information in the nature of a quo warranto in the name of the State of Texas. If such court or judge is satisfied that there is probable ground for the proceeding, he shall grant such leave and order the information to be filed and process to issue.

Opinion of Attorney General B. F. Looney to Governor W. P. Hobby, Vol. 50, pp. 109-116:

"Dear Sir: I have your favor of the 18th instatnt, transmitting copy of Senate Simple Resolution No. 6, which states, in effect that Honorable Wilbur Allen practised deception on the members of the Senate in regard to his attitude towards the then pending issues with reference to the University and by those means secured his confirmation, as a member of the Board of University Regents.

"The resolution of the Senate concludes as follows:

"'Now therefore, the Senate of Texas, on the resolution of the Senate to remove a member of the Board of Regents of the University of Texas for cause as provided in the Statutes,'".

"Your communication is as follows:

"'I enclose herewith copy of Senate Simple Resolution No. 6. I will be pleased to have you advise me your opinion as to the power of the Governor of Texas to remove a member of the Board of Regents of the University of Texas for cause as provided in the Statutes.'"

"Replying, I beg to call your attention to Section 7 of Article 15 of the Constitution, which reads as follows:

"'The Legislature shall provide by law for the trial and removal from office of all officers of this State, the modes for which have not been provided in this Constitution,'"

"The Constitution and statutes provide for the removal of certain officers by impeachment, but regents are not included. (Section 8, Article 15, Constitution; Article 6017, Vernon's Statutes). Also provision is made for the removal of district judges by the Supreme Court, (Section 6, Article 15, the Constitution; Article 6022, Vernon's Statutes). Provision is also made for the removal of certain officers by the Governor on the address of two-thirds of each house of the Legislature, but regents are not included. (Section 8, Article 15, Constitution; Section 6018, Vernon's Statutes)."

"The above are the only modes prescribed in the Constitution for the removal of officers."

"The Legislature, however, in obedience to the provision of Section 7, Article 15, first quoted, has provided for the removal of certain district, county and city officials. (See Chapters 8 and 4, Title 96, Vernon's Statutes)."

"In each instance above mentioned, both in the Constitution and in the statute, the modes provided for the removal of officers, contemplate a trial. The procedure provides that a charge or petition is to be made setting up the grounds
for removal; notice is required to be given the defendant of the complaint and of the time and place for the hearing, and full opportunity is afforded for a fair and impartial hearing; in other words, due process of law is provided.

"Regents of the University are not mentioned by name in any of the provisions above referred to.

"As the Legislature has been so particular to safeguard the property rights of the petty officers of the counties and towns of the State, to protect them from an arbitrary or summary dismissal from office, it is not to be conceived that it intended to leave the most dignified and important offices of the State unprotected, against the possible exercise of an arbitrary power of removal.

"Such is not the case. The Legislature has, in obedience to the Constitution, made provision also for the trial and removal of regents when cause for such removal, as provided by the Legislature, exists.

"Articles 6364-6404, Vernon's Style's, provide for the trial and removal of any public officer by quo warranto proceedings in the following instances:

"In case any person shall usurp, intrude into, or unlawfully hold or execute, or is now intruded into, or now unlawfully holds or executes any office, or franchise, or any public officer shall have done or suffered any act which by the provisions of law works a forfeiture of his office, etc.

"It is apparent, therefore, that if any person should intrude into, or unlawfully hold or execute an office; that is, without a legal election or appointment thereto, he could be tried and ousted by quo warranto proceedings. For instance, if an ineligible person should be appointed or elected to an office, or if a person should by any fraudulent or illegal means get into possession of an office, this statute would be applicable.

"Also where any public officer does or suffers any act, which, by the provision of law, works a forfeiture of his office, he can be tried and ousted under the provisions of this statute. For instance, when an officer forfeits his office by removal from the State, or by acceptance and qualification to another office, or should in any way abandon the office.

"Section 5 of Article 16 of the Constitution reads:

"'Every person shall be disqualified from holding office of profit or trust in this State, she shall have been convicted of having given or offered a bribe to procure his election or appointment.'

"It is perfectly apparent that if a regent of the University should be convicted of bribery, as contemplated by this provision of the Constitution, he could be removed by quo warranto proceedings.

"Another instance: Article 200 of the Penal Code reads as follows:

"'Any State or district officer in this State, who shall be guilty of drunkenness, shall be subject to removal from office in the manner provided by law; and, upon conviction thereof in any court of competent jurisdiction, shall be fined in any sum not less than ten dollars nor more than two hundred dollars.'

"Regents of the University are included within the term 'State and district officers,' hence on conviction for drunkenness a regent could be tried and removed from his office under the terms of the quo warranto statute, for an act done which by the provisions of law works a forfeiture of his office.'

"Article 119-4, of the Penal Code, prohibits regents from making contracts for the erection or repair of any building or other improvements, or for the purchase of equipment, or supplies of any kind for the institution under their charge, where such contract or purchase is not authorized by a specific legislative enactment, or on written direction of the Governor acting under and consistent with the authority of existing laws, and they are prohibited from contracting or creating any deficiency in the name of the State not specifically authorized.

"Section 119-5, reads:

"'That any regent...of any educational...institution, who shall violate this act shall be at once thereafter removed from his position with such institution, and shall not thereafter be eligible to hold said position...'

"This statute affords another instance where a regent could be ousted from office by the quo warranto statute for an act done which, by the provisions of law, works a forfeiture of his office.

"The violation of the nepotism law is also a ground for the removal of a..."
regent from office.

"Article 6074 of Vernon's Sylages' reads as follows:

"In addition to any other penalty imposed by law, any person who shall violate any of the provisions of the law contained in the Penal Code relating to the offense known as nepotism and the inhibited acts connected therewith, shall be removed from his office, clerkship, employment or duty as therein mentioned.'

"With reference to this offense, quo warranto is specifically provided for in Article 6076, Vernon's Sylages,' as follows:

'All quo warranto proceedings mentioned shall be instituted by the attorney general in one of the district courts of Travis County or in the district court of the county in which the defendant may reside; and concurrent jurisdiction in such suits is hereby conferred upon such courts.'

"Other instances could probably be found where regents may be subjected to trial and removal from office because of acts done or suffered, which, by the provisions of law, works a forfeiture of the office, but it is believed that these instances are sufficient to show that the Legislature has, in compliance with the Constitution, made provision for the trial and removal from office of regents of the university in all instances where, in the judgment of the Legislature, removal should take place.

"I beg, therefore, to answer your question in the negative. In my opinion, the Governor has no power to remove a regent from this office, but such removal, if it takes place at all, must come as the result of a trial provided for in our quo warranto statutes.

"The only pretense of authority in the Governor to remove a regent is found in Article 6077, Vernon Sylages,' and is as follows:

"'All State officers, appointed by the Governor or elected by the Legislature, where the mode of their removal is not otherwise provided by law, may be removed by him for good and sufficient cause to be spread on the records of his office and to be reported to him by the next session of the Legislature thereafter.'

"This statute, even if a valid law, has no application whatever to officers where the mode of removal is otherwise provided by law, and, as I have just shown that the trial and removal of regents is provided for in the quo warranto proceedings, the statute in question gives no authority to the Governor to exercise the power of removal.

"The validity of this statute, however, is exceedingly doubtful. The Constitution, Section 7, Article 15, requires the Legislature to provide by law 'for the trial and removal from office of all officers of this State, the modes for which have not been provided in this Constitution.' Assume, therefore, that the Legislature has made no provision for the removal of regents other than is found in the statute just quoted, does that comply with the Constitution? Is provision made therein for a trial before removal?

"What does the term 'trial' mean? 'A trial is the judicial examination of the issues between the parties, whether they be issues of law or fact.' 36 Cye. 1287; Words & Phrases, 2nd Series, Vol. 4, p. 1003; Bouvier's Law Dictionary, Vol. 3, p. 3520.

"In order to constitute a trial, charges must be made, notice thereof given, time and place for hearing named, and an opportunity for the person charged to be fairly and impartially heard on the issues made; otherwise, there is no trial and due process of law is not administered.

"I beg to call your attention to the case of Honey v. Graham, decided by our Supreme Court, reported in 39 Texas, page 1.

"This case arose out of the fact that Governor Davis removed George W. Honey from the office of Treasurer of the State. It seems that Mr. Honey, with his family, left the State, saying to several persons that he would be gone six weeks. His chief clerk was left in possession of the office. Soon after Honey's departure, the Governor notified the chief clerk that he must execute a bond for the faithful administration of office. The bond was not executed to the satisfaction of the Governor, and thereafter the office was seized by military force; the Governor issued a proclamation declaring the office vacant and appointed B. Graham to fill the vacancy. The suit of Honey vs. Graham resulted, and the case turned upon the power of the Governor to create a vacancy by removing the State Treasurer from office.

"In the course of the decision, the court said:
"The governor declares in his proclamation, that George W. Honey, late Treasurer of State, had absented himself (il) from the limits of the State—not on public business, and without leave of absence—leaving no bonded or responsible clerk, but leaving a man acting as such who, when called on to give the bond required by law, was unable to do so. These are the facts stated in the proclamation, from which a vacancy was inferred, and the appellee appointed to fill the vacancy.

.......

"The 16th section of the last article of the Constitution read thus:

'No citizen of this State shall be deprived of life, liberty, property, or privileges, outlawed, exiled, or in any manner disfranchised, except by due course of the law of the land.'

"The right to hold and exercise the functions of an office to which the individual may have been duly elected, may be regarded both as property and privilege, and therefore the incumbent can only be deprived of his office in the manner pointed out in the above quoted section of the Constitution. It may be safely admitted that more than one case might occur where the governor would be authorized in assuming that an office was vacant; but no case can occur under our constitution wherein the governor would be authorized to judge an office forfeited.

"Judgment belongs to the judiciary. A charge of forfeiture can only be made out on proof—proof sufficient to satisfy twelve unprejudiced minds.

"To forfeit his right to an office, the incumbent must have done something sufficient in law to deprive him of the office; and the constitution and laws secure to the person so accused the right of a trial—and if no power on earth can lawfully deprive him of these rights...

"The power of the governor to fill a vacancy, when one exists, is not disputed. The power to create a vacancy is denied by every authority, except where the office is filled by the governor's choice of an incumbent without concurrence of the Senate or election by the people, and the term of office is undefined by law. In such case the incumbent holds at the pleasure of the executive, and may be at any time removed from the office. Keenan vs. Perry, 24 Tex., 253; Hill vs. State, 1 Ala., 599; Bowman vs. Slifer, 26 Penn. St., 29; 125 Pet., 259; Ivan vs. Commonwealth, 3 Pat., 213; Page vs. Hardin, 8 La. Mon., 466; Brown vs. Grover, 6 Bush. 1; Cunningham vs. Clark, (13) 15 Vt., 653; Johnson vs. Wilson, 2 N. H., 202; People vs. Fields, 2 So. 2d., 79.

"This case announces the generally accepted doctrine that an office is both property and privileges, of which a person cannot be deprived, 'except by the due course of the law of the land.' (See Section 19, Bill of Rights), which means a trial—an opportunity to be heard.

"The statute in question makes no provision for a trial, is arbitrary and despotic in its possibilities and, in our opinion, furnishes no authority to the Governor to remove a University regent from office.

Constitution of Texas, XVI, 30c:

"See, 30c. The Legislature may provide by law that the members of the Board of Regents of the State University and the Boards of Trustees or Managers of the educational, alomosnary, and penal institutions of the State, and such boards as have been, or may hereafter be established by law, may hold their respective offices for the term of six (6) years, one-third of the members of such boards to be elected or appointed every two (2) years, in such manner as the Legislature may determine; vacancies in such offices to be filled as may be provided by law, and the Legislature shall enact suitable laws to give effect to this section."


Revised Civil Statutes, 1925, Arts. 2584, 2585, 2586, 2589, 2592, 2596 and 2597:

"Art. 2584. The government of the University of Texas shall be vested in a Board of Regents composed of nine persons. They shall elect a chairman from their number who shall serve at the pleasure of the board. The State Treasurer shall be the treasurer of the University. The board shall have the right to make and use a common seal and may alter the same at pleasure."

"Art. 2585. They shall establish the departments of a first-class university, determine the offices and professorships, appoint a president, who shall, if they think it advisable, also discharge the duties of a professor, appoint the professors and other officers, fix their respective salaries; and they shall enact such by-laws, rules and regulations as may be necessary for the successful management
and government of the University; they shall have power to regulate the course of instruction and prescribe, by and with the advice of the professors, the books and authorities used in the several departments, and to confer such degrees as are usually conferred and granted by universities.

"Art. 2596. The regents shall have power to remove any professor, tutor or other officer connected with the institution, when, in their judgment, the interests of the University shall require it."

"Art. 2598. The reasonable expenses incurred by the boards of regents and visitation in the discharge of their duties shall be paid from the available University fund."

"Art. 2599. All expenditures may be made by the order of the board of regents, and the same shall be paid on warrants from the Comptroller based on vouchers approved by the chairman of the board or by some officer of the University designated by him in writing to the Comptroller, and countersigned by the secretary of the board, or by some other officer of the University designated by said secretary in writing to the Comptroller."

"Art. 2596. The Board of Regents are invested with the sole and exclusive management and control of the lands set aside and appropriated to, or acquired by, the University of Texas, with the right to sell, lease and otherwise manage, control and use the same in any manner, and at such prices and under such terms and conditions as they deem best for the interests of the University, not in conflict with the State Constitution; provided such land shall not be sold at a less price per acre than that at which the same class of other public lands may be sold under the statutes.

"Art. 2597. Control of mineral lands. The Board of Regents are invested with the sole and exclusive management and control of all mineral lands within the domain appropriated, set aside or acquired by the University of Texas; and said board of Regents is hereby empowered and authorized to sell, lease, manage and control said mineral lands belonging to said University, or may such best for the interest of the University; and they may further cooperate with authority to explore and have explored and develop said mineral lands and to make any contract with any persons whereby for the exploration and development of said mineral lands, and pay the expenses for such exploration or development out of proceeds of the lease or sale of said land."

Constitution of Texas, XVI, Secs. 6 and 16:

"Sec. 6. No appropriation for private or individual purposes shall be made. A regular statement, under oath, and an account of the receipts and expenditures of all public money, shall be published annually, in such manner as shall be prescribed by law."

"Sec. 16. The legislature, by general laws, authorize the incorporation of corporate bodies with banking and discounting privileges, and shall provide for a system of state supervision, regulation and control of such bodies which will adequately protect and secure the depositors and creditors thereof. Each shareholder of such corporate body incorporated in this state, as long as he owns shares therein, and for twelve months after the date of any bona fide transfer thereof, shall be personally liable for all debts of such corporate body existing at the date of such transfer, to an amount additional to the par value of such shares so owned or transferred, equal to the per value of such shares so owned or transferred. No such corporate body shall be chartered until all of the authorized capital stock has been subscribed and paid for in full in cash. Such body corporate shall enter into the business of discounting and banking. The governor may also inspect their books, accounts, vouchers and public funds; and any officer or manager, who, at any time, shall wilfully make a false report or give false information, shall be guilty of perjury, and an adjudge, and punished accordingly; and removed from office."

Constitution of Texas, IV, 24:
Revised Civil Statute, 1925, Art. 2586:

"Art. 2586. The Board of Regents shall report to the State Board annually, and to each regular session of the Legislature, the condition of the University, setting forth the receipts and disbursements, the number and salary of the faculty, the number of students, classified in grades and departments, the expenses of each year, itemized and the proceedings of the board and faculty fully stated."

Revised Civil Statute, 1925, Art. 5996:

"Art. 5996. Nepotism. Whoever violates any provision of the Penal Code relating to nepotism and the inhibited acts connected therewith shall be removed from his office, clerkship, employment or duty, as herein mentioned. Such removal from office shall be made in conformity to the provisions of the Constitution of this State concerning removal from office in all cases to which they may be applicable. All other removals from office under the provisions of this law shall be by quo warranto proceedings. All removals from any such position, clerkship, employment or duty aforesaid shall be summarily made, forthwith, by the appointing power in the particular instance, whenever the judgment of conviction in a criminal proceeding in the particular case shall become final; provided, that, if such removal be not so made within thirty days after such judgment of conviction shall become final, the person holding such position, clerkship or employment, or performing such duty, may be removed therefrom as herein provided with reference to removal from office."

Penal Code, 1925, Arts. 432, 433, 434, 436, and 437:

"Art. 432. No officer of this State or any officer of any district, county, city, precinct, school district, or other municipal subdivision of this State, or any officer or member of any State, district, county, city, school district or other municipal board, or judge of any court, created by or under authority of any general or special law of this State, or any member of the Legislature, shall appoint, or vote for, or confirm the appointment to any office, position, clerkship, employment or duty of any person related within the second degree by affinity or within the third degree by consanguinity to the person so appointing or so voting, or to any other member of any such board, the Legislature, or court of which such person so appointing or voting may be a member, than the salary, fees, or compensation of such appointee is to be paid for, directly or indirectly, out of or from public funds or fees of office of any king or character whatsoever."

"Art. 433. The inhibitions set forth in this law shall apply to and include...members of any and all boards and courts established by or under the authority of any general or special law of this State,...public school trustees, officers, and members of boards of managers of the State University and of its several branches, and of the various State educational institutions and of the various State charitable institutions, and of the penitentiaries. This enumeration shall not be held to exclude from the operation and effect of this law any person included within its general provisions."

"Art. 434. No officer or other person included within any provision of this law shall appoint or vote for appointment or for confirmation of appointment to any such office, position, clerkship, employment or duty of any person whose services are to be rendered under his direction or control and to be paid for, directly or indirectly out of any such public funds or fees of office, and who is related by affinity within the second degree or by consanguinity within the third degree to any such officer or person included within any provision of this law, in consideration, in whole or in part, that such officer or person has therefor appointed, or voted for the appointment or for the confirmation of the appointment, or will thereafter appoint or vote for the appointment, or for the confirmation of the appointment to any such office, position, or clerkship, employment or duty of any person whatsoever related within the third degree by consanguinity to such officer or other person making such appointment."

"Art. 435. No officer or other person included within the third preceding article shall approve any contract or draw or authorize the drawing of any warrant or order to pay any salary, fee or compensation of such ineligible officer or person, knowing him to be so ineligible."

"Art. 436. Whoever violates any provision of the five preceding articles shall be guilty of a misdemeanor involving official misconduct, and shall be fined not less than one hundred nor more than one thousand dollars."

Constitution of Texas, XVI, 14:

"Sec. 14. All civil officers shall reside within the state, and all district or county officers within their districts or counties, and shall keep their offices at such places as may be required by law; and failure to comply with this condition shall vacate the office so held."
Acts, 1929, 41st Legislature, Regular Session, Chapter 113, pp. 289-293:

"Sec. 1. That the Board of Regents of the University of Texas, are hereby authorized and empowered to acquire, without cost to the State of Texas, and accept title, subject to such conditions and limitations as may be prescribed and provided, seven boys dormitories, and a kitchen and dining hall building and grounds in connection therewith, within a radius of not more than one quarter of a mile from the present campus of said University, when the total cost, type of construction, and the capacity of said buildings, as well as the other plans and specifications, have been approved by them; that said Board of Regents are further authorized to make any contracts with reference to the collection and disposition of the revenues derived therefrom in the acquisition, management, and maintenance of said buildings, and upon acquisition thereof absolute control and management shall vest in said Board, subject to any conditions that may be provided in the grant; provided that the said seven dormitories and kitchen and dining hall shall be built of steel, concrete, brick, and/or rock, and fireproof, except the doors and windows, the buildings and land to cost not less than One Million Three Hundred Thousand ($1,300,000.00) Dollars. And the buildings are to accommodate not less than One Thousand (1000) students.

"Sec. 2. The Board of Control of the State of Texas is hereby authorized to purchase and pay for the furnishings and equipment authorized to be purchased in Section 2 only after the buildings are accepted and acquired by the Board of Regents.

"Sec. 3. The Board of Regents of the University of Texas is hereby authorized and empowered to adopt such rules and regulations as they may deem advisable, requiring any class or classes of students to reside in such dormitories, or other buildings as they may deem advisable.

"Sec. 4. The invalidity of any part of this act shall not in any way affect the validity of the remainder of the act."

Revised Civil Statutes, 1925, Art. 2868a:

"Sec. 1. That the Board of Regents of the University of Texas, are hereby authorized and empowered to acquire, without cost to the State of Texas, and accept title, subject to such conditions and limitation as may be prescribed and provided, seven boys dormitories, and a kitchen and dining hall building and grounds in connection therewith, within a radius of not more than one quarter of a mile from the present campus of said University, when the total cost, type of construction, and the capacity of said buildings, as well as the other plans and specifications, have been approved by them; that said Board of Regents are further authorized to make any contracts with reference to the collection and disposition of the revenues derived therefrom in the acquisition, management, and maintenance of said buildings, and upon acquisition thereof absolute control and management shall vest in said Board, subject to any conditions that may be provided in the grant; provided that the said seven dormitories and kitchen and dining hall shall be built of steel, concrete, brick, and/or rock, and fireproof, except the doors and windows, the buildings and land to cost not less than One Million Three Hundred Thousand ($1,300,000.00) Dollars. And the buildings are to accommodate not less than One Thousand (1000) students.

"Sec. 2. On the acquisition of said buildings by the University of Texas the Board of Regents are hereby expressly authorized and empowered to make requisition for all furniture, furnishings, equipment, and appointments that may be necessary for the proper use and enjoyment of said buildings, which in no event, however, shall become permanent fixtures.

"Sec. 3. The Board of Control of the State of Texas is hereby authorized to purchase and pay for the furnishings and equipment authorized to be purchased in Section 2 only after the buildings are accepted and acquired by the Board of Regents.

"Sec. 4. The Board of Regents of the University of Texas is hereby authorized and empowered to adopt such rules and regulations as they may deem advisable, requiring any class or classes of students to reside in such dormitories, or other buildings as they may deem advisable.

"Sec. 5. The invalidity of any part of this act shall not in any way affect the validity of the remainder of the act."

Acts, 1929, 41st Legislature, Regular Session, Chapter 282, pp. 618-621:

"Sec. 1. A Board is hereby created to consist of the Commissioner of the
General Land Office and two members of the Board of Regents of the University of Texas, neither of whom is employed either directly or indirectly by any oil or gas company, nor is an officer or attorney thereof, to be selected by said Board of Regents, who shall perform the duties hereinafter indicated; the Board shall be known as "Board of Lease of University Lands." The term "Board wherever it appears hereafter in this Act shall mean "Board for Lease of University Lands." The Board shall keep a complete public record of all its proceedings.

"Sec. 2. It is hereby made the duty of the Board to cause to be done such surveying or re-surveying of the blocks and subdivisions thereof of the University lands as may be necessary to establish the lines of the blocks and sections and fractional sections to be determined and identified and have such corners as may be necessary to that end permanently marked. When it is impracticable to establish such lines and corners as originally surveyed, or when such sections have not been actually surveyed on the ground, the blocks shall be surveyed or re-surveyed and divided into surveys of sections and fractional sections and as many corners thereof as may be necessary for the identification shall be permanently marked. The surveyors employed to do such surveying shall be approved by said Board. The field notes of such surveys shall be returned to the General Land Office, and when correct and in accordance with law, shall be approved by the Commissioner, filed in the General Land Office and become archives therein. (See amending Secs. 1-4, Chap. 87, (42nd Legislature)

"Sec. 3. The oil and gas in the University lands shall be subject to sale on and after June 1, 1929, under the regulations, at the times and on the terms provided herein, together with such rules and regulations as may be authorized herein to be adopted by the Board, but not inconsistent with the provisions of this Act.

"Sec. 4. Whenever there shall be such demand for the purchase of the oil and gas in any one or more separate whole surveys of sections or fractional sections of University land as will reasonably assure that said oil and gas may be sold advantageously, the Board shall place said oil and gas in said lands on the market in separate whole surveys only or in subdivisions of said surveys. It shall cause to be advertised a brief description of the lands from which the oil and gas is proposed to be sold and that sealed bids for the purchase of said oil and gas by lease will be opened at a designated day, at ten o'clock A.M. on that day, and that sealed bids received up to that time will be considered. Said advertisement shall be made:

(a) By insertion in two or more papers of general circulation in this State.

(b) By mailing a copy thereof to the County Clerk and County Judge of every County in this State.

(c) In addition to the two foregoing mandatory provisions, the Board may in its discretion, cause said advertisement to be placed in oil and gas journals, in and out of the State, and by mailed generally to such persons as they think might be interested. (See page 94 , Chapter 194, 42nd Legislature, Regular Session).

"Sec. 5. All bids shall be directed to the said Board in care of the General Land Office of the State of Texas, and shall be retained by the Commissioner of the General Land Office until the day designated for the opening of bids and upon that day the said Board, or a majority of its members shall open said bids and shall list and file and register all bids and money received. A separate bid shall be made for each whole survey or subdivision thereof. No bid shall be accepted which offers royalty of less than one-eighth of the gross production of oil and gas in the land bid upon, and this minimum royalty may be increased at the discretion of the Board, all members concurring, before the promulgation of the advertisement of the land. Every bid shall carry the obligation to pay an amount not less than ten dollars per acre for delay in drilling, such amount to be fixed by the Board in advance of the advertisement, and which shall be paid every year for five years, unless in the meantime production in paying quantities is had upon the land. (See pg.

"Sec. 6. Every bid shall be accompanied by a payment equal to the minimum price fixed on the land per acre for delay in drilling of the land bid for, which amount will constitute the first year rental payment for delay in drilling if the bid is accepted. The bid shall further indicate the royalty the bidder is willing to pay, which royalty shall not be less than one-eighth of the gross production. The bid shall further name such amount as the bidder may be willing to pay in addition to the royalty and the annual payment herein provided for, and shall be accompanied by cash or checks collectible in Austin to cover said amounts. (See page

"Sec. 7. If any one of the bidders shall have offered a reasonable and proportionate price thereof, not less than the price fixed by the Board, the lands advertised, or any whole survey or subdivision thereof, may be leased for oil and gas purposes under the terms of this Act and such regulations as the Board may prescribe,
not inconsistent with the provisions of this Act. If after any bidding by sealed bids the Board should reject all bids, as it is hereby authorized to do, it may thereafter offer for sale and sell the oil and gas in said lands, in separate whole surveys only or subdivisions thereof, by open public auction to be held at a time and place designated by the Board and after adequate and proper notice, but no disposition shall be made of said oil and gas in said lands at such public auction at a price less than the price offered by the sealed bids. All bids may be rejected. In the event of no sale at public auction, any subsequent procedure for the sale of said oil and gas leases shall be in the manner above provided. (See page

"Sec. 8. If the Board shall determine that a satisfactory bid has been received for said oil and gas, it shall make an award to the applicant, offering the highest price therefore, and a lease shall be executed by the Commissioner of the General Land Office, a duplicate copy of each lease shall be filed in the General Land Office. Whenever the royalties shall amount to as much as the yearly payment as fixed by the Board, the yearly payment may be discontinued. If before the expiration of three years oil and gas in paying quantities shall not have been produced, the lease shall terminate. The lease shall include such additional provisions and regulations as the Board may prescribe to preserve the interest of the State and safeguard the interests of the University funds, but not inconsistent with the provisions of this Act. (See page

"Sec. 9. If during the term of any lease issued under the provisions of this Act the lessee shall be engaged in actual drilling operations for the discovery of oil and gas on land covered by any such lease, no rentals shall be payable as to the tract on which such operations are being conducted so long as such operations are proceeding in good faith; and in the event oil or gas is discovered in paying quantities on any tract covered by any such lease, then the lease as to such tract shall remain in force so long as oil or gas is produced in paying quantities from such tract. In the event of the discovery of oil or gas on any tract covered by a lease issued thereunder or on any land adjoining same, the lessor shall conduct such operations as may be necessary to prevent drainage from the tract covered by such lease and to properly develop the same. Failure to comply with the obligations provided by this section shall subject the holder of the lease to the penalties provided in Section 12 and 13 of this Act. (See page

"Sec. 10. Title to all rights purchased may be held by the owners as long as the area produces oil and gas in paying quantities. All rights purchased may be assigned in quantities of not less than forty acres, unless there be less than forty acres, in which case such lesser amount may be so assigned. All assignments shall be filed in the General Land Office within one hundred days after the date of the first acknowledgment thereof, accompanied by ten cents per acre for each acre assigned, and if not so filed and payment made, the assignment shall be ineffective. All rights to any whole survey and to any assigned portion thereof may be relinquished to the State at any time by having an instrument of relinquishment recorded in the county or counties, in which the area may be situated and filed in the Land Office accompanied with one dollar for each area assigned, but such assignment shall not relieve the owner of any past due rentals and obligations theretofore accruing. The Board shall also authorize the laying of pipe lines, telephone lines and the opening of such roads over the University lands as may be deemed reasonably necessary for and incident to the purposes of this Act. (See

"Sec. 11. Royalty as stipulated in the sale shall be paid to the General Land Office at Austin, Texas, for the benefit of the University Permanent Fund on or before the 20th day of each succeeding month for the preceding month during the life of the rights purchased and it shall be accompanied by the sworn statement of the owner, manager or other authorized agent showing the gross amount of oil produced and sold off the premises and the market value of the oil and gas, together with a copy of all daily gauges of tanks, gas meter readings, pipe line receipts, gas line receipts and other checks and memoranda of the amounts produced and put into pipe lines, tanks, or pools and gas lines or gas storage. The books and accounts, receipt and discharges of all wells, tanks, pools, meters, pipe lines and all contracts and other records pertaining to the production, transportation, sale and marketing of the oil and gas shall at all times be subject to inspection and examination by the Commissioner of the General Land Office, the Attorney General, the Governor, or any member of the Board of Regents of the University of Texas, or the representative of either.

"Sec. 12. In every case where the area in which the oil and gas sold shall be contiguous or adjacent to land not University land, the acceptance of the bid and the sale made thereby shall constitute an obligation on the owner thereof to adequately protect the land leased from drainage from adjacent lands. In cases where the area in which the oil and gas is sold is contiguous to other University lands leased or sold, at a lesser royalty, the owner shall likewise protect the State from drainage from the land so leased or sold for a lesser royalty. Upon failure to protect the land from drainage as herein provided the sale and all rights thereunder may be forfeited by the Board in the manner elsewhere provided herein for forfeitures.

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"Sec. 13. If the owner of the rights acquired under this Act shall fail or refuse to make the payment of any sum due thereon, either as rental or royalty on the production within thirty days after same shall become due, or if such owner or his authorized agent should make any false return or false report concerning production, royalty or drilling, or if such owner shall fail or refuse to drill any offset well or wells in good faith, as required by his lease, or if such owner or his agent should refuse the proper authority to access to the records and other data pertaining to the operations under this Act, or if such owner, or his authorized agent, should fail or refuse to give correct information to the proper authorities, or fail or refuse to furnish the log of any well within thirty days after production is found in paying quantities, or if any of the material terms of the lease should be violated, such lease shall be subject to forfeiture by the Board by an order authorizing the members of the Board rotocling the facts constituting the default, and declaring the forfeiture. The Board may, if it so determines, have suit instituted for forfeiture through the Attorney General of the State. Upon proper showing by the forfeiting owner, within thirty days after the declaration of forfeiture, the lease may, at the discretion of the Board and upon such terms as it may prescribe, be reinstated. In case of violation by the owner of the lease contract, the remedy of the State by forfeiture shall not be the exclusive remedy, but suit for damages or specific performance, or both, may be instituted. The State shall have a first lien upon all oil and gas produced upon the leased area and upon all rigs, tanks, pipe line, telephone lines, machinery and appliances used in the production and handling of oil and gas produced thereon, to secure any amount due from the owner of said lease.

"Sec. 14. All surveys, files, records, copies of sale and lease contracts, and all other records pertaining to the sales and leases hereby authorized shall be filed in the General Land Office and constitute archives thereof. Payment hereunder shall be made to the Commissioner of the General Land Office at Austin, Texas, who shall transmit to the State Treasurer all royalty for deposit to the credit of the Permanent University Fund and all rentals for delay in drilling and all other payments, including all filing assignments and relinquishment fees hereunder to the credit of the Available University Fund.

"Sec. 15. The Board is authorized to employ a geologist and a mining engineer who shall keep informed with reference to the minerals in University lands and all activities under this and previous leases and sales and shall report to the Board all information gained with reference thereto. The Board is also authorized to employ other necessary employees. The salaries of such employees shall be paid monthly, and no salary shall be paid in excess of Six Thousand ($6,000.00) Dollars per annum. (See amending Sections 1 - 4, Chapter 87, p. 130, 42nd Legislature, Regular Session).

"Sec. 16. The expenses of executing the provisions of this Act shall be paid monthly by warrants drawn by the Comptroller on the State Treasurer, and for that purpose the sum of Twenty Thousand ($20,000.00) Dollars or as much thereof as may be necessary is hereby appropriated out of any money in the Treasury not otherwise appropriated until September 1, 1929.

"Sec. 17. If any provision hereof should be held unconstitutional, the balance of the Act shall not be affected thereby.

"Sec. 18. The Board shall adopt proper forms and regulations rules and contract as will in its best judgment protect the income from lands leased hereunder. A majority of the Board shall have power to act in all cases, except where otherwise herein provided. The Board may reject any and all bids, and shall have the further right to withdraw any lands advertised for lease prior to receiving and opening bids. Any and all or parts of lease in conflict with this Act are hereby repudiated." (See pp. 130-131, Acts, 1931, 42nd Legislature, Regular Session, Chapter 87, pp. 130-131.

"Sec. 1. It is hereby made the duty of the Board of Regents of the University of Texas to cause to be done such surveying or resurveying of the blocks and subdivisions thereof of the University lands as may be necessary to enable the lines of the blocks and sections and fractional sections to be determined and identified and have such corners as may be necessary to that and permanently marked. When it is impracticable to establish such lines and corners as originally surveyed, or when such sections have not been actually surveyed on the ground, the blocks shall be surveyed or resurveyed and divided into surveys of sections and fractional sections and as many corners thereof as may be necessary for the identification shall be permanently marked. Such surveys shall be done by a trained and experienced field surveyor. All field notes of such surveys shall be submitted to the General Land Office and a surveying agent or a member of the Board. The field notes of such surveys shall be returned to the General Land Office, and when correct and in accordance with law, shall be approved by the Commissioner of the General Land Office filed in the General Land Office and become archives therein.
"Sec. 2. The Board of Regents is hereby authorized to employ a geologist and minerologist, who shall keep informed with reference to the minerals in the University lands and all activities under leases and sales of the minerals therein, and shall report to the Board of Regents and to the Board for Lease of University Lands all information gained with reference thereto.

"Sec. 3. The Board of Regents of the University of Texas shall have authority to employ and compensate such help as said Board may deem necessary in connection with performance of any duties under Chapter 282 of the General and Special Laws of the Regular Session of the 41st Legislature or under this Act. The Board of Regents shall have all the powers and perform all the duties provided by Sections 2 and 15 of said Chapter, but the Board for Lease of University Lands as created by said chapter shall perform all the other duties provided therein.

"Sec. 4. Any appropriation herefore made or any unexpended portion thereof to be expended out of the available University funds in connection with the matters covered by said Chapter 282, shall be also available in connection with the performance of any duty or functions under this Act and the same is hereby appropriated for such purpose."

Acts, 1921, 42nd Legislature, Regular Session, Chapter 174, pp. 293-297:

"Sec. 1. That Section 4 of Chapter 282, S. B. 82, Acts of the Regular Session, 41st Legislature, be amended so as to hereafter read as follows:

"Sec. 4. Whichever there shall be such demand for the purchase of oil and gas in any University land as will reasonably insure that said oil and gas may be sold advantageously, the Board shall place said oil and gas in said lands on the market in separate tracts of such area and extent as the Board may determine most suitable for the profitable marketing thereof, but in no event shall any tract in which oil and gas is offered for sale be a unit exceed an area of six thousand acres. The sale of said oil and gas, within the discretion of the Board, may be made either at public auction or by the receipt of sealed bids. The Board shall cause to be advertised a brief description of the lands upon which the oil and gas is proposed to be sold, such description to contain the block and survey numbers, or parts of surveys to be combined in one tract or unit; the exploratory term of the lease proposed to be executed thereon and the method of the proposed sale, whether at public auction or by the receipt of sealed bids. If the sale is to be made at public auction, the sale shall be held at the General Land Offices in Austin, Texas, on the day and time of the proposed sale. If the sale is to be made by the receipt of sealed bids, the advertisement shall state that said sealed bids for the purchase of oil and gas by lease will be opened at a designated day, at ten of clock A. M. on that day, and that sealed bids received up to that time will be considered. Under either method of sale said advertisement shall be made:

"(a) By insertion in two or more papers of general circulation in this State.

"(b) By mailing a copy thereof to the county clerk and county judge of every county in this State in which an advertised area may be situated.

"(c) In addition to the two foregoing mandatory provisions, the Board may in its discretion cause said advertisement to be placed in oil and gas journals in and out of the State and to be mailed generally to such persons as the Board may think might be interested.

"Sec. 2. That Section 5 of Chapter 282, S. B. No. 82, Acts of the Regular Session, 41st Legislature, be amended so as to hereafter read as follows:

"Sec. 5. If the proposed sale is to be made by the receipt of sealed bids, such bids shall be directed to the said Board in care of the General Land Office of the State of Texas, and shall be retained by the Commissioner of the General Land Office until the day designated for the opening of bids and upon that day the said Board, or a majority of its members, shall open said bids and shall list and file and register all bids and money received. Under other method of sale a separate bid shall be made for each separate tract offered for sale. No bid, either at a sale by public auction or by the receipt of sealed bids, shall be accepted which offers a royalty of less than one-eighth of the gross production of oil and gas in the land bid upon, and which minimum royalty may be increased at the discretion of the Board, before the promulgation of the advertisement. Every bid, regardless of the method of sale, shall carry the obligation to pay an annual rental of not less than ten cents per acre, such amount to be fixed by the Board in advance of the advertisement, and which shall be paid every year in advance during the exploratory term of the lease except during such years as the royalties received from such land during the preceding year shall equal or exceed the amount of the annual rental payment."
"Sec. 3. That Section 6 of Chapter 282, S. B. No. 82, Acts of the Regular Session, 41st Legislature, be amended so as to hereafter read as follows:

"Section 6. Every bid, whether made in pursuance to a sale at public auction or by the receipt of sealed bids, shall be accompanied by a payment equal to the minimum price fixed on the land per acre as an annual rental which amount will constitute the first year rental payment if the bid is accepted. The bid shall further indicate the royalty the bidder is willing to pay which royalty shall not be less than one-eighth of the gross production. The bid shall further name such amount as the bidder may be willing to pay in addition to the royalty and the annual payment herein provided for and shall be accompanied by cash or checks collectible in Justin to cover said amount."

"Sec. 4. That Section 7 of Chapter 282, S. B. No. 82, Acts of the Regular Session, 41st Legislature, be amended so as to hereafter read as follows:

"Section 7. If any one of the bidders at the sale at public auction or by the receipt of sealed bids shall offer a reasonable and proper price for any tract offered, not less than the price fixed by the Board, the land advertised may be leased for oil and gas purposes under the terms of this Act and such regulations as the Board may prescribe, not inconsistent with the provisions of this Act. All bids may be rejected by the Board."

"Sec. 5. That Section 8 of Chapter 282, S. B. No. 82, Acts of the Regular Session, 41st Legislature, be amended so as to hereafter read as follows:

"Section 8. (a) If the Board shall determine that a satisfactory bid has been received for said oil and gas, it will make an award to the applicant offering the highest price therefor, and a lease shall be executed by the Commissioner of the General Land Office, a duplicate copy of such lease shall be filed in the General Land Office.

"The exploratory term of the lease as determined by the Board prior to the proclamation of the advertisement shall in no case exceed five (5) years, and each lease shall provide that the lease will terminate at the expiration of its exploratory term, unless by unanimous vote of members of the Board such lease may be extended for a period of five (5) years, which lease may be extended where the Board finds that there is likelihood of oil being discovered thereon by lessees, and that such leases have proceeded with diligence to protect the interest of the State; provided, however, that if oil and/or gas is being produced in paying quantities from the premises, said lease shall continue in force and effect as long as such oil and/or gas is being so produced. Provided, that no extension hereunder may be made by the Board until the last ten days of the original term of the lease. The lease shall include such additional provisions and regulations as the Board may prescribe to preserve the interests of the State and safeguard the interest of the University funds, but not inconsistent with the provisions of this Act.

""(d) Whenever in the discretion of said Board it is for the best interest of the University and its permanent fund to prorate, reduce or discontinue production on any of the University oil and gas leases by agreement with lessees for a limited period, said Board shall have end is hereby given authority to execute the necessary contract to carry out the intention of this section.""

"Sec. 6. That Section 9 of Chapter 282, S. B. No. 82, Acts of the Regular Session, 41st Legislature, be amended so as to hereafter read as follows:

"Section 9. And in the event oil or gas is discovered in paying quantities on any tract covered by any such lease, then the lease as to such tract shall remain in force so long as oil and/or gas is being produced in paying quantities from such tract, provided that the other provisions of this Act are complied with by the lessee."

"Sec. 7. That Section 10 of Chapter 282, S. B. No. 82, Acts of the Regular Session, 41st Legislature, be amended so as to hereafter read as follows:

"Section 10. All rights purchased may be assigned in quantities of not less than forty acres, unless there be less than forty acres remaining out
of the tract originally leased hereunder, in which case such lessee area may be assigned. All assignments shall be filed in the general Land Office within one hundred days after the date of the first acknowledgement thereof, accompanied by ten cents per acre for each acre assigned, and if not so filed and payment made the assignment shall be ineffective. All rights to any entire lease and to any assigned portion thereof may be relinquished to the State at any time by having an instrument of relinquishment recorded in the county or counties in which the area may be situated and filed in the Land Office accompanied by $1.00 for each acre assigned, but such assignment shall not release the owners of any past due obligations theretofore accrued thereon.'

"Sec. 8. That Section 18 of Chapter 282, S. B. No. 22, Acts of the Regular Session, 41st Legislature, be amended so as to hereafter read as follows:

' Section 18. The Board shall adopt proper forms, regulations, rules, and contracts such as will in its best judgment protect the income from lands leased hereunder. All lots of the Board shall be by unanimous vote of the entire Board. The Board shall have the right to withdraw any lands advertised for lease prior to the hour fixed for receiving bids in the case of sales at public auction or prior to the opening of sealed bids where the sale is conducted by the receipt of sealed bids. Any and all, or parts of, laws in conflict with this Act are hereby repealed.'

"Sec. 9. If any provision hereof should be held unconstitutional, the balance of the Act shall not be affected thereby."

**Land Commissioner**

Constitution of Texas, IV, 22:

"Sec. 22. The comptroller of public accounts, the treasurer, and the commissioner of the general land office, shall each hold office for the term of two years, and until his successor is qualified; receive an annual salary of two thousand five hundred dollars, and no more; reside at the capital of the state during his continuance in office; and perform such duties as are or may be required of him by law. They and the secretary of state shall not receive to their own use any fees, costs or perquisites of office. All fees that may be payable by law for any service performed by any officer specified in this section, or in his office, shall be paid, when received, into the state treasury."

Revised Civil Statutes, 1925, Art. 2598:

"The Land Commissioner shall furnish to the Board of Regents complete and accurate maps and all other data necessary to show the location and condition of every tract of the University lands, and shall at all times furnish to said Board such additional information as they may require, and render to said Board such possible assistance as they shall request in the discharge of their duties."

**Attorney General**

Constitution of Texas, IV, 22:

"Section 22. The attorney general shall hold his office for two years and until his successor is duly qualified. He shall represent the state in all suits and pleas in the supreme court of the state in which the state may be a party, and shall especially inquire into the charter rights of all private corporations, and, from time to time, in the name of the state, take such action in the courts as may be proper and necessary to prevent any private corporation from exercising any power or doing or collecting any species of taxes, toll, freight or wanderage, not authorized by law. He shall, whenever sufficient cause exists, seek a judicial forfeiture of such charters, unless otherwise expressly directed by law, and give legal advice in writing to the governor and other executive officers, when requested by them, and perform such other duties as may be required by law. He shall reside at the seat of government during his continuance in office. He shall receive for his services an annual salary of two thousand dollars, and no more, besides such fees as may be prescribed by law; provided, that the fees which he may receive shall not amount to more than two thousand dollars annually."

Revised Civil Statutes, 1925, Arts. 4396 and 4399:

"Art. 4396. The Attorney General shall prosecute and defend all actions in the Supreme Court or the Courts of Civil Appeals in which the State may be interested."

"Art. 4359. The Attorney General at the request of the Governor, or the head of any department of the State government, including the boards and boards of penal and alomosynary institutions, and all other State boards, regents, trustees
of the State educational institutions, committees of either branch of the Legislature, and county auditors authorized by law, shall give them written advice upon any question touching the public interest, or concerning their official duties. He shall advise the several districts and county attorneys of the State, in the prosecution and defense of all actions in the district or inferior courts, wherein the State is interested, whenever requested by them, after said attorney shall have investigated the question, and shall with such question, also submit his brief. He shall advise the proper legal authorities in regard to the issuance of all bonds that the law requires shall be approved by him. He is hereby prohibited from giving legal advice or written opinions to any other than the officers or persons named herein."

Treasurer

Revised Civil Statutes, 1925, Arts. 2584 and 4384:

"Art. 2584. The government of the University. The government of the University of Texas shall be vested in a Board of Regents composed of nine persons. They shall elect a chairman from their number who shall serve at the pleasure of the board. The State Treasurer shall be the Treasurer of the University. The board shall have the right to make and use a common seal and alter the same at pleasure."

"Art. 2584. Expenditures. All expenditures may be made by the order of the board of regents, and the same shall be paid on warrants from the Comptroller based on vouchers approved by the chairman of the board or by some officer of the University designated by him in writing to the Comptroller, and countersigned by the secretary of the board, or by some other officer of the University designated by said secretary in writing to the Comptroller."

Revised Civil Statutes, 1925, Art. 4344, 3, 4:

"Among other duties the Comptroller shall:

3. Superintend the fiscal concerns of the State, as the sole accounting officer thereof, and arrange the same in the manner required by law.

4. Require all accounts presented to him for settlement not otherwise provided for by law to be made on forms prescribed by him, all such accounts to be verified by affidavit as to their correctness, and he may administer the oath himself in any case in which he may deem it necessary."

Revised Civil Statutes, 1925, Art. 4386:

"Art. 4386. Certain special funds established. All warrants on the State Treasury shall be general warrants, and shall be on an equal basis with such other except that in the event of a question and necessity arising as to the priority of payment of any such warrants, they shall be paid in order of their serial number, such warrants to be numbered at all times in the order of receiving the accounts in the Comptroller's office. This article shall not apply to warrants drawn on the Special Gano Fund nor on funds collected for and appropriated to the State Highway Department nor to any special fund created or provided in the State Constitution, nor shall it apply to any special fund consisting of taxes set aside and remitted or donated by the Legislature to any county, city or locality. Such constitutional funds and special tax remitting funds and the warrants against the same shall be handled under present laws."

Acts, 1925, 41st Legislature, Fifth Called Session, Chapter 73, Section 3, amending Revised Civil Statutes, 1925, Art. 4386:

"Sec. 3. Article 4386 of the Revised Civil Statutes of Texas of 1925 is hereby amended so that the same shall hereafter read as follows:

"Daily Statements from Departments. The State Treasurer shall receive daily from the head of each department, each of whom is specifically charged with the duty of making same daily, a detailed list of all persons remitting money the status of which is undetermined or which is awaiting the time when it can finally be taken into the Treasury together with the actual remittances which the Treasurer shall have and place in his vaults or in legally authorized depository banks, if the necessity arises. The report from the General Land Office shall include all money for interest, principal and leases of school, university, asylum, and other lands.

"A deposit receipt shall be issued by the Comptroller for the daily total of such remittances from each department; and the cashier of the Treasurers' department shall keep a cash book, to be called "suspense cash book," in which to enter those deposit receipts, and any others issued for cash received for which no deposit warrants can be issued, or when their issuance is delayed. As soon as the status
of money so placed with the Treasurer on a deposit receipt is determined it shall be transferred from the suspense account by placing the portion of it belonging to the State in the Treasury by the issuance of a deposit warrant, and the part found not to belong to the State shall be refunded. When deposit warrants are issued, they shall be credited in this cash book, as well as any refunds, and the balance shall represent the aggregate of the items still in suspense. Refunds shall be made in a manner similar to that in present use in the case of the General Land Office, and they shall be made on the Comptrollers' authority.

"The head of each department shall immediately place all money that is now held by him in a suspense or undetermined status with the State Treasurer on a deposit receipt as above shown.

"It shall be unlawful for the head of any department to keep on deposit except with the State Treasurer any such funds as are of undetermined status, and all laws not in conformity with this are hereby repealed.

"All moneys received by the heads of departments, including fees of office, that are of determined status shall be deposited daily in the State Treasury on a deposit warrant within five days after the receipt of such moneys.

"The head of any department who shall withhold from deposit any money that is of a determined status and should be deposited in the State Treasury on a deposit warrant, or is of an undetermined status and should be deposited with the State Treasurer on a deposit receipt shall become personally liable for three per cent interest per annum on the same for the time the deposit is so withheld, and this penalty shall be cumulative of all other penalties provided or to be provided by law."

 Penal Code, 1925, Arts. 98 and 99:

"Art. 98. Officer failing to pay over public money. Any officer or appointee authorized to receive public moneys, other than a collector of taxes, who shall willfully or negligently fail to account for all moneys in his hands belonging to the State, and pay the same over to the State Treasurer within ten days after the same came into his possession, shall be fined not less than three hundred nor more than one thousand dollars.

"Art. 99. Venue. All prosecutions for failing or refusing to pay over money belonging to the State under this chapter shall be conducted in Travis County.

Comptroller

Constitution of Tex., IV, 23, see page 76.

Revised Civil Statutes, 1925, Art. 6594, see page 68.

Revised Civil Statutes, 1925, Art. 4344, 2, 3, 8, 9, 10:

"Art. 4344. Certain duties. Among other duties the Comptroller shall:

"2. Adopt such regulations not inconsistent with the constitution and laws as he may deem essential to the speedy and proper assessment and collection of the revenues of the State."

"3. Superintend the fiscal concerns of the State, as the sole accounting officer thereof, and manage the same in the manner required by law."

"8. Require all persons who have received and not accounted for any money belonging to the State to settle their accounts."

"9. Keep and settle all accounts in which the State is interested, including all moneys received by the State as interest and other payments on land and office fees of his and other departments of the State government, and all other moneys received by the State from whatever source and for whatever purpose."

"10. Examine and settle the accounts of all persons indebted to the State and certify the amount or balance to the Treasurer, and direct and superintend the collection of all moneys due the State."

Revised Civil Statutes, 1925, Art. 4346:

"Art. 4346. Custodian of obligations. Except as otherwise specially provided, all deeds to the State, all liens, mortgages, bonds, notes and other securities for money given to the State or any officer for the use of the State, contracts involving pecuniary obligations to the State, and all other documents or instruments creating a pecuniary obligation in favor of the State, shall be deposited in the office of the Comptroller."
"Art. 4355. Claims and accounts. All claims and accounts against the State shall be submitted on forms prescribed by the Comptroller and in duplicate, when required by him, except claims for pensions, and shall be so prepared as to provide for the entering thereon, for the use of the Comptroller's Department, as well as other appropriate matters, the following:

1. Signature of the head of the department or other person responsible for incurring the expenditure, or of the person on whose account the expenditure was incurred.

2. Appropriation number.

3. Initials of the person ascertaining if there are funds available.

4. Initials of the person auditing the claim.

5. Number and date of warrant issued with the initials of the person preparing the warrant.

6. Initials of the person posting to ledger.

7. Initials of the person comparing the claim and warrant."

"Art. 4356. Claims classified. There shall be three classes of claim forms as follows:

1. 'General' which shall consist of: (a) payrolls, covering departmental and institutional services; (b) traveling expense vouchers; (c) purchases and services other than personal; and (d) sheriff and court claims; and under the head of sheriff and such as those for sheriffs, county attorneys, district attorneys, district clerks, district judges, witnesses and all other like claims relating to the judiciary.

2. 'Special,' covering all claims for which special warrants are issued.

3. 'Pensions,' the form for which shall be prescribed by the Comptroller."

"Art. 4357. Appropriation ledger. The State Treasurer shall charge all pay warrants issued under the authority of appropriations in detail to the 'appropriation ledger,' an account being kept for each appropriation, which shall be credited with the amount of the appropriation. The total of the appropriation so credited shall be charged to an account called 'appropriation voted.' The daily totals of the general warrants issued shall be credited to this account, so that the balance shall represent the aggregate amount of unused appropriation."

"Art. 4358. Daily statement from Land Office. He shall receive daily from the General Land Office a detailed list of remittances of money for interest, principal and leases of school, university and asylum lands together with the actual remittances, which he shall cash and deposit in his vault, if the necessity arises. A deposit receipt shall be issued by the Comptroller for the daily total of such remittances and the cashier of the Comptroller's department shall keep a cash book, to be called 'suspense cash book,' in which to enter these deposit receipts, and any others issued for cash received for which no deposit warrants can be issued, or when their issuance is delayed. When deposit warrants are issued, they shall be credited in this cash book, as well as any refunds, and the balance shall represent the aggregate of the items still in suspense. Refunds shall be made in a manner similar to that in present use, except that they shall be made on the Comptroller's authority."

Acts, 1931, 42nd Legislature, Regular Session, Chapter 243, Section 1, amending Revised Civil Statutes, 1925, Art. 4350:

"Sec. 1. That Article 4350...Chapter 2, of Title 70, Revised Civil Statutes of 1925, be amended so as to hereafter read as follows:

'Article 4350. Warrant on Treasurer. No warrant shall be issued to any person indebted to the State, or to his agent or assignee, until such debt is paid.' "
"Art. 4356. Pay warrants. The Comptroller shall have printed uniform pay warrants, which shall be of three classes, 'general,' 'special,' and 'pension.' Such warrants shall be prepared in duplicate, and shall be marked 'original' and 'duplicate,' respectively; and each class shall be serially numbered and shall be of a color of paper different from the other class. Such warrants shall be prepared so as to provide for entering thereon, in addition to other appropriate matter, the following:

1. Initials of the person in the Comptroller's department preparing the warrant with the claim.
2. Initials of the person in the Comptroller's department registering the warrant.
3. Designation of the fund against which the warrant is drawn."

Revised Civil Statutes, 1925, Art. 4359:

"Art. 4359. Pay warrant register. The Comptroller shall provide a pay warrant register for each class of pay warrants, each volume of which shall be appropriately designated by number or otherwise, and the pages of which shall be ruled, and the lines numbered consecutively. When a pay warrant is prepared, it shall be registered in the pay warrant register for the class to which it belongs; and each entry in these registers shall be on the line corresponding in number with the number on the pay warrant register; and such registry shall consist only of an entry of the amount and name of the payee of each warrant. If a warrant is erroneously prepared and not issued, or is cancelled, or is properly shown to be lost or destroyed, such fact shall be noted in the register opposite the number of such warrant in the register. One person shall be designated by the Comptroller as warrant clerk and such person shall prepare or be responsible for the preparation of all pay warrants, and shall be accountable to the Comptroller for warrants coming into his possession. No warrant shall be prepared except on presentation to the warrant clerk of a properly verified and audited claim, the proper auditing of which claim shall be evidenced by the initials written thereon by the person auditing the same; and such claim so verified and audited shall be sufficient and the only authority for the preparation of a warrant or warrants. When a warrant has been properly prepared, the claim upon which it was prepared shall be initialed with initials of the warrant clerk, and such warrant shall be registered as herein provided; and the fact of the registration thereof shall be shown by writing thereon the initials of the person registering the same. When a warrant is properly prepared, it shall be, with the claim upon which it is based, passed to the Comptroller for his signature or the signature of such person as may be authorized by law to sign the same in his stead. Such warrant shall then be passed to, and registered in, the Treasurer's department and signed by the State Treasurer, or some person authorized by law to sign for him, and returned to the Comptroller. Such warrant shall then be delivered by the Comptroller to the person entitled to receive it; and he shall at his option take a receipt from such person thereof and file it in his office. The printed forms for these warrants shall be so prepared and arranged that the original and duplicate shall by the use of carbon sheets be prepared at one writing."

Revised Civil Statutes, 1925, Art. 7057. Revenue duties. The Governor may, whenever in his judgment the public service demands it, direct the Comptroller to investigate books and accounts of the assessing and collecting officers of this State, and all officers and persons disbursing, receiving or having in their possession public funds, and to make such other investigations and perform such other duties in the interest of the public revenues as the Governor may direct. Whenever any such investigation is ordered by the Governor, the Comptroller shall report to him in writing the results thereof, and point out the particulars, if any, wherein the revenue laws have been violated or their enforcement neglected, together with the names of those delinquent therein. Whereas the Governor shall institute civil and criminal proceedings through the Attorney General in the name of the State against such delinquent parties who are reported by the Comptroller to be delinquent. The Comptroller shall have power at any time to examine and check up all and any expenditures of money appropriated for any of the State institutions or for any other purpose or for improvements made by the State on State property or money received by any board authorized by law to receive and disburse any State money. The Comptroller shall also have power and authority, and it is hereby made his duty, to fully investigate any State institution when so directed by the Governor or required by information coming to his own knowledge. He shall investigate the manner of conducting the same and the policy pursued by those in charge thereof, and the conduct or efficiency of any person employed therein by the State. He shall examine into and report upon the character and manner as well as the amount of expenditures thereof, and investigate and ascertain all sums of money due the State from any source whatever, the ascertainment and collection of which does
not devolve upon other officers of this State under existing law; and he shall report all such facts to the Governor. When the Comptroller, acting under the direction of the Governor, calls on any person connected with the public service to inspect his accounts, records or books, said person so called upon shall submit to said agent all books, records and accounts so called for without delay.

"The Comptroller shall receive his actual traveling expenses, which shall be paid on the approval of the same by the Governor; provided he shall not be allowed traveling expenses for any service connected with the examination and investigation of the accounts of any institution in Travis County."

Board of Control

Revised Civil Statutes, 1925, Art. 608:

"Art. 608. Contracts. The Board shall contract for a term of not exceeding two years with responsible persons, firms, corporations or associations of persons, who shall be residents of Texas, for supplying to the State all printing, binding, stationery and supplies of like character for all departments, institutions and boards, save and except such work as may be done at the various educational and eleemosynary institutions. Said contract shall be let to the lowest and best responsible bidder after public advertising of such proposed letting for once a week for four consecutive weeks in at least six newspapers of general circulation in this State. No two of such papers shall be published in the same county. The Board may reject any and all bids; the reason therefor shall be entered in full in the minutes of the Board and shall be open to the inspection of the public at all times. New contracts shall be made in the same manner as hereinafore provided."

Revised Civil Statutes, 1925, Art. 5442:

"Art. 5442. Distribution of publications. On the requisition of the State Librarian therefor, the Board of Control shall cause to be printed and furnished to the State Library for distribution and exchange the following publications, or such additional number as said Librarian shall request: 150 copies of allmanuals, biennial and special reports of State departments, boards and institutions, findings of all investigations, bulletins, circulars, laws issued as statutes, and legislative manuals; 75 copies of all daily legislative journals, bound journals, bills, resolutions, session laws and compiled statutes, and 150 copies of all other publications, except routine business forms and court reports. All such printed daily legislative journals, bills, resolutions and other legislative documents shall be delivered daily to the State Library, and at the close of each legislative session all daily journals, bills and resolutions in the hands of the sergeant-at-arms of the House and Senate shall be delivered to the State Library to be disposed of at the discretion of the Librarian. No accounts for such printing shall be approved and no warrants shall be issued therefor, until the Board of Control is furnished by the contract printer with the receipt of the Librarian for such publications."

Constitution of Texas, XVI, 21:

"Sec. 21. All stationery and printing, except proclamations and such printing as may be done at the deaf and dumb asylum, papor and fuel used in the legislative and other departments of the government, except the judicial department, shall be furnished, and the printing and binding of the laws, journals and department reports, and all other printing and binding, and the repairing and furnishing the halls and rooms for the meetings of the legislature and its committees, shall be performed under contract, to be given to the lowest responsible bidder, below such maximum price, and under such regulations, as shall be prescribed by law. No member or officer of any department of the government shall be in any way interested in such contracts; and all such contracts shall be subject to the approval of the governor, secretary of state and comptroller."

Acts, 1929, 41st Legislature, Second Called Session, Chapter 17, pg. 30, amending Revised Civil Statutes, 1925, Art. 634:

"Sec. 1. That Article 634 of the Revised Civil Statutes of Texas of 1925 be, and the same is hereby amended to read as follows:

'Article 634. The Board of Control shall purchase all the supplies used by each Department of the State Government, including the State Prison System, and each eleemosynary institution, Normal school, Agricultural and Mechanical College, University of Texas, and each and all other State Schools or Departments of the State Government heretofore or hereafter created. Such supplies to include furniture and fixtures, technical instruments and books, and all other things required by the different departments or institutions, except strictly perishable goods.'"
Sec. la. The Board of Control is hereby authorized to make contracts with the State Prison Board for the purchase of supplies, equipment and materials for use by other State institutions, including food, supplies, clothing, shoes, metal utensils and appliances, furniture and fixtures, and any and all other supplies or agricultural or manufactured products, binding, other labor for use of the State in any of its Departments, Commissions, Boards, Offices, or eleemosynary or educational institutions, including any and all supplies, equipment, material or labor purchased or used by, or for the State, under the direction of the Board of Control.

Revised Civil Statutes, 1925, Art. 642:

"Art. 642. Supply contracts. The Board shall contract for all supplies, merchandise and articles of every description needed for the maintenance and operation of such institutions, except those supplies designated as perishable, and supplies of a special character, as books for libraries and supplies for the laboratories and laboratory work and instruction, and any special supplies for instruction, demonstration and research for educational institutions, to be designated as 'Special Supplies for Educational Institutions.' The Board shall base its contracts upon estimates to be furnished to the Board by the superintendents, by the first day of April of each year, for the entire year."

Revised Civil Statutes, 1925, Art. 646:

"Art. 646. May reject bids. The Board shall in all cases reserve the right to reject or accept any or all bids, or reject in part if it prefers, and in such case they may buy in the open market until a satisfactory bid is offered."

Revised Civil Statutes, 1925, Art. 648:

"Art. 648. Equipment. Furniture or equipment for educational institutions shall be such as is especially adapted or designed for such institutions."

Revised Civil Statutes, 1925, Art. 661:

"Art. 661. Equipment; specifications. Furniture or equipment for educational institutions shall be of the particular kind and make as requisitioned by such institution and approved by the Board."

Revised Civil Statutes, 1925, Art. 669:

"Art. 669. Shall inspect Public Buildings, etc. The Board shall frequently inspect all the public buildings and property of the State at the Capitol, and all other buildings and property of the State at such regular intervals as may be necessary for the Board to keep constantly informed of the condition of the same."

Revised Civil Statutes, 1925, Art. 681:

"Art. 681. Shall design Public Buildings. The Board, through the chief of such division, shall design all public buildings erected at the expense of the State where designing is not otherwise provided for by law or by the appropriation bill, but in no instance shall plans or designs be adopted by the head of any department, board, institution, school or prison system of the State unless such design and plans have been approved by the Board."

Revised Civil Statutes, 1925, Arts. 688 and 689, see page 58.

Acts, 1931, 42nd Legislature, Regular Session, Chapter 206, see page 58.

State Board of Education

Constitution of Texas, VII, 8 (as amended, adopted by vote of the people, November 6, 1928, page 8, General and Special Laws, 41st Legislature, Regular Session:

"Section 8. The Legislature shall provide by law for a State Board of Education, whose members shall be appointed or elected in such manner and by such authority and shall serve for such terms as the Legislature shall prescribe not to exceed six years. The said board shall perform such duties as may be prescribed by law."

Acts, 1929, 41st Legislature, Second Called Session, Chapter 10, pp. 12-15:

"Sec. 1. There is hereby created the State Board of Education. Said Board shall consist of nine members to be appointed by the Governor, with the advice and consent of the Senate. Of the first Board to be appointed the terms of three members shall expire on January 1, 1931; the term of the next three members shall
expire on January 1, 1933; and, the terms of the remaining three members shall expire on January 1, 1935. After the first Board, the term of each member shall be for six years from the date of the respective appointments, and the appointments shall be made and the terms arranged in such manner that three of said members shall retire on the first day of January biennially, and the Governor shall biennially, on the first of January, fill such vacancies by the appointment of three members. Each member of said Board shall be a citizen at least thirty years of age and otherwise qualified to vote and no member shall at the time of his appointment, or during the term of his service, be engaged as a professional educator.

"Sec. 8. No person who has acted as an agent for any author or textbook publishing house or as the attorney of any author or textbook publishing house, or who has been author or associate author of any textbook published by any publishing house, or who owns stock in any textbook depository or any publishing house, or who has been directly or indirectly concerned in the authorship of any textbook or connected with any textbook publishing house, shall be eligible to appointment on the State Board of Education; and each member of the said State Board of Education shall, in addition to taking the official oath prescribed herein, file with the secretary of the said Board an affidavit that he has not been so connected directly or indirectly with the authorship of any textbook or with any textbook publishing company as prescribed above, and that he will not become so connected or interested while he is a member of the said Board.

"Sec. 3. The State Board of Education shall organize by the election of one of its members as president, and the State Superintendent of Public Instruction shall be ex-officio secretary of the Board.

"Sec. 4. The State Board of Education shall meet once in every three months at the Capitol in Austin, and at such other times as may be designated by the Governor and the Legislature, prepare a report and present the same to the Governor to be transmitted to the Legislature upon convening.

"Sec. 5. It is made the duty of the State Board of Education, created by this Act, to immediately take over and discharge all duties imposed by present laws upon the Board of Education in existence at the time this Act takes effect. In addition thereto, it shall perform such other duties as may from time to time be prescribed by the Legislature. In addition to the duties now required by law of the Board of Education, existing prior to the taking effect of this Act, the State Board of Education hereby created shall perform the following duties:

"(a) It shall fairly consider the financial needs of the public free school system of this State and biennially, in advance of each Session of the Legislature, prepare a report and present the same to the Governor to be transmitted to the Legislature upon convening.

"(b) It shall fairly consider the financial needs of the State institutions of higher learning and make recommendations concerning same biennially. It shall submit these recommendations to the State Board of Control, which shall embody them in its budget, together with the original requests of the several institutions of higher learning, and its own recommendations, and transmit the same to the Governor and the Legislature.

"(c) It shall make formal recommendations to the Governor, and through the Governor to the Legislature, concerning all proposals for the establishment of new Educational Institutions.

"(d) It shall be the duty of the State Board of Education to make a careful study of the scope and purpose of the work of the State institutions of higher learning and to make such written and statistical reports as the Board of Education may desire. It shall be the further duty of the Board of Education to recommend such changes in the courses of study of the State institutions of higher learning as the needs of the State may warrant with especial reference to elimination of any needless waste or duplication of work; provided that, before such changes in the scope of the courses offered by any State supported institution of higher learning shall be recommended, the administrative officers of the institution involved shall have an opportunity to appear before the State Board of Education to defend or oppose such changes; provided that, if the recommendations of the State Board of Education shall not be adopted by the institution concerned, said Board shall report this fact together with these recommendations to the Governor of the State and to the Legislature; provided further that it shall be the duty of the executive authorities of the State institutions of higher learning to furnish or cause to be furnished, any and all information desired by the State Board of Education or by the State superintendent of Public Instruction.
"(c) The State Textbook Commission shall no longer meet or function after the taking effect of this Act, and the duties heretofore devolving by law upon the State Textbook Commission shall be performed by the State Board of Education, created in this Act, and the State Board of Education, hereby erected shall for the purpose of disposing of textbook matters meet at times and places that the State Textbook Commission is required to meet and act under existing law.

"(f) Said Board of Education shall appoint a Textbook Committee to be composed of five members, each of whom shall be an experienced and active educator, engaged in teaching, in the public schools in Texas, and it shall be the duty of said Textbook Committee, to examine the books submitted for adoption and make their recommendations in writing to said State Board of Education relative to the teachability of the value of the books submitted respectively. The Textbook Committee, provided for herein, shall hold their meetings when and where the said State Board of Education shall determine and shall receive the same compensation as the members of the State Board of Education as provided for in Section 10 of this Act. The qualifications as prescribed for members of State Board of Education in Section 8 of this Act shall apply to the Textbook Committee provided for herein.

"(g) It shall fairly consider the athletic necessities and activities of the public schools of Texas, and biennially, in advance of each Session of the Legislature, specifically report to the Governor of Texas, the proper and legal division of the time and money to be devoted to athletics, the proper and legal division of the time and money to be devoted to holidays, legal and otherwise; and a proper division of the time and money to be devoted to Educational purposes, and said report shall be transmitted to the Legislature next thereafter convening.

"Sec. 6. No person shall be eligible to have his name placed either on the official primary ballot or official ballot at the general election as a candidate for Superintendent of Public Instruction or to hold the office of Superintendent of Public Instruction, who shall accept or receive contributions to his campaign expenses from any textbook publishing house or from any agent or representative of any publishing house, who at the time of such contributions was known to such candidate to be such agent or representative of any publishing house.

"Sec. 7. Nothing in this Act shall be construed to lessen the powers now held by the existing governing bodies of our State Teachers Colleges, the College of Industrial Arts, the University of Texas, the Technological College, and other State institutions of higher learning.

"Sec. 8. The State Board of Education created by this Act shall prescribe rules and regulations for the certification of teachers and for the system of examining applicants for teachers' certificates and otherwise granting certificates for teaching in the public schools of this State, in accordance with the Laws of this State.

"Sec. 9. The State Superintendent of Public Instruction shall, subject to the approval of the Board of Education hereby created, invest the permanent school fund in the class of bonds which may be bought with said funds under existing law. And, when the State Superintendent of Public Instruction exercises the option given by law for the purchase of bonds, the same shall prevent the sale of said bonds to any other party until said Board of Education, at its next meeting, has had opportunity to either approve or disapprove such purchase. If the purchase is approved, said bonds shall be paid for out of the permanent school fund, as is now provided by law; and if disapproved, then said bonds shall be released as though the option given the permanent school fund to purchase said bonds had not been exercised.

"Sec. 10. To members of the State Board of Education, created by this Act, shall be paid Ten Dollars per day when in actual attendance upon Board Meetings, and shall be entitled to actual traveling and other necessary expenses incurred in the discharge of their duties. Each member shall take the Constitutional oath of office.

"Sec. 11. All laws and parts of laws in conflict with any provision of this Act are hereby repealed. If any provision or Section of this Act is held unconstitutional the same shall not operate to defeat the whole Act, but all other parts shall stand and remain in full force and effect."

State Auditor
Acts, 1929, 41st Legislature, First Called Session, Chapter 91, pp. 222-225:

"Sec. 1. Appointment: The Governor shall, immediately on the taking effect of this Act, appoint an investigator of all custodians of public funds and disbursing officers of this State and personnel of departments, the title of said officer to be State Auditor and Efficiency Expert, who shall be a certified public
accountant and such appointment shall be for a term of two years or until his successor is appointed and qualified, and shall be subject to confirmation by the Senate. Said Auditor to have at least five years experience as a certified public accountant immediately preceding his appointment.

"Sec. 2. Qualifications: Said Auditor shall be a man of unquestioned intelligence and moral character, who is experienced in auditing and efficiency details of Governmental departments and business. He shall qualify by taking the oath required of other State officials and shall execute a bond to be approved by the appointing power, payable to the Governor of the State of Texas and his successors in office in the sum of Twenty Five Thousand ($25,000.00) Dollars, conditioned upon the faithful performance of the duties of his office, with a solvent surety company as surety, and the premium due the surety company for such execution shall be paid by the State.

"Sec. 3. Duties: Said Auditor is hereby granted the authority to inspect all the books and records of all the officers, departments and institutions of the State Government and shall make a complete and thorough investigation of all custodians of public funds and disbursing officers of this State and shall have continual access to and shall examine all the books, accounts, reports, vouchers and other records of any office, department, Institution, Board or Bureau of the State, and shall investigate the efficiency of the personnel and clerical forces thereof, and shall keep a proper record of his investigations. All present auditors of each and every department and institution are hereby required to furnish assistance to said Auditor and to permit an inspection of their several reports, at all times;

"Sec. 4. In addition to the other duties provided for said Auditor, he shall thoroughly examine all departments of the State Government with special regard to their activities and to duplication of efforts between departments, and the efficiency of the subordinate employees in each of such several departments. He shall examine into the work done by the subordinate employees in the several departments of the State Government.

"Upon completing the examination of any department he shall furnish the head of said department with a report on (a) the efficiency of the subordinate employees; (b) the status and condition of all public funds in charge of said department; (c) the amount of duplication between work done by the department so examined and other departments of the State Government; (d) such a system of auditing, bookkeeping, and system of accounts as will provide for a uniform system of auditing, bookkeeping and system of accounts for every department of State. He shall also make recommendations to the said head of the departments for the elimination of duplication and inefficiency. A copy of each such report submitted by said officer to the head of the department shall be forthwith furnished to the Governor, the Speaker of the House, and the President of the Senate. Nothing contained herein shall be construed as authorizing the State Auditor to employ or discharge any state employee other than those herein authorized to be appointed by him for his department.

"Sec. 5. Reports: The auditings heretofore provided for shall be made and concluded as directed by the Governor, however, same in any event shall be concluded and reports thereof made not later than thirty days before the convening of each regular session of the Legislature, and reports thereof furnished, one to the Governor, and one to the Senate and one to the House of Representatives, of his audits and investigations and said report shall show the status of the public funds of this state, the expense of operation of all departments, Institutions, Boards and Bureaus, separately of this State, all branches of trust and duty, if any, by any officer, department, Institution, Board, Bureau or other custodian of public funds and disbursing officers and shall recommend to the Legislature such changes as he deems necessary to provide uniform, adequate and efficient systems of accounting and accounting in each department, Institution, Board and Bureau, and in making such recommendation shall take into consideration the present system of keeping books, records, accounts and reports in order that the transition may be gradual in any changes suggested and in order that past and present records will dovetail into the new system. Said reports shall also show all salaries fixed by Constitution, by law and by other authority and show all special funds and other funds and the law authorizing the same and shall recommend to the Legislature such changes as he deems necessary of reducing clerical forces. Said Auditor and efficiency expert shall file an annual report with the Governor, and he shall also furnish the Governor with a copy of the biennial report prepared for the Legislature. In all reports furnished to the Legislature said Auditor and Efficiency Expert shall embrace copies of any reports or recommendations furnished to the head of any department since the last preceding report made to the Legislature.

"Sec. 6. Assistants: In the event said Auditor shall find it necessary to have assistance in the discharge of the duties herein imposed upon him, he may apply to the Governor for such assistance and the Governor is hereby authorized, in
his discretion, to appoint such assistant or assistants, including stenographic and clerical assistance, as he may consider necessary, in order to accomplish the purposes of this Act.

"Sec. 7. Compensation and Removal: The said Auditor shall devote his entire time to the discharge of the duties herein imposed upon him, shall maintain his office in the Capitol and the Board of Control is directed to furnish suitable
mack and stationery for said Auditor and said Auditor shall receive for his services not to exceed the sum of Seven Thousand Five Hundred ($7,500.00) Dollars per annum, and necessary traveling expenses payable monthly in the same manner as other State officials are paid; and in the event of the appointment of an assistant or assistants, he, or they, shall each be paid not to exceed the sum of Four Thousand Two Hundred ($4,200.00) Dollars per annum, payable monthly in the same manner as other State officials are paid, all salaries to be in the discretion of the appointing power, including compensation of stenographic and clerical assistance, subject only to the limitations herein imposed. Said Auditor or any assistant or employee under this Act may be removed or discharged at any time by the appointing power and their respective positions filled by other appointments.

"Sec. 8. Penalty: Any officer or person who shall refuse to permit the examination or access to the books, accounts, reports, vouchers, papers, documents or cash drawer or cash of his office, department, institution, Board or Parcels of the State to the State Auditor and Efficiency Expert, or who shall in any way interfere with such examination, shall be guilty of a misdemeanor and upon conviction shall be fined not less than One Hundred ($100.00) Dollars nor more than One Thousand ($1,000.00) Dollars, or by imprisonment in the county jail for not less than one (1) month nor more than twelve (12) months, or by both such fine and imprison-

Buildings

Revised Civil Statutes, 1925, Art. 659, see page 82.

Revised Civil Statutes, 1925, Art. 661, see page 88.

Revised Civil Statutes, 1925, Art. 3998:

"Art. 3998. State, county and city buildings. Each building which is or may be constructed within this State three or more stories in height, which is owned by this State, or by any city, county or school district, and in which building public assemblies are permitted or intended to be permitted, or in which schools of any kind are conducted, or in which sleeping apartments are permitted or intended to be permitted on any floor above the first, shall be provided and equipped with at least one adequate fire escape if the lot area of such building shall not exceed five thousand square feet, and one additional adequate fire escape for each five thousand square feet, or fraction thereof if such fraction exceeds two thousand square feet in excess of the first five thousand square feet of lot area."

Revised Civil Statutes, 1925, Art. 2593:

"Art. 2593. All contracts, with architects, plan makers, landscape or draftsmen, or with any other person, firm or corporation of whatever name or design-
ation shall be absolutely void unless same be approved by the signed written vote of a majority of said Board of Regents in regular or called meeting assembled, and provided further that all contracts for the construction or erection of such permanent improvements shall be absolutely void unless same are made after receiving sealed competitive bids after advertisement therefor by the president of the Board of Regents, for four consecutive weeks in one or more newspapers of general circulation in the State of Texas, and said bids considered and awards made to the lowest responsible bidder by the signed written vote of a majority of said Board of Regents in a regular or called meeting assembled. Said bids and awards shall be made only after such publication."

Purchasing

Revised Civil Statutes, 1925, Art. 654, see page 81, Acts 1925, 41st Legisla-
ture, and Called Session, Chapter 17, pg. 30, amending R. C. S., Art. 684.

Revised Civil Statutes, 1925, Art. 642, see page 82.

Revised Civil Statutes, 1925, Art. 646, see page 82.

Revised Civil Statutes, 1925, Art. 648, see page 82.

Revised Civil Statutes, 1925, Art. 661, see page 82.
Banking

Penal Code, Art. 86:

"Art. 86. Protection of public money. If any officer of the government who is by law a receiver or depositary of public money, or any clerk or other person employed about the office of such officer, shall fraudulently take, misapply or convert to his own use, any part of such public money, or secreto the same with intent to take, misapply or convert it to his own use, or shall pay or deliver the same to any person knowing that he is not entitled to receive it, he shall be confined in the penitentiary not less than two nor more than ten years."

Penal Code, Art. 87:

"Art. 87. Misapplication of public money. Within the term 'misapplication of public money' are included the following acts:

1. The use of any public money in the hands of any officer of the government for any purpose whatsoever, save that of transmitting or transporting the same to the seat of government and its payment into the treasury;

2. The exchange of one character of public funds for those of another. The purchase of bank checks or post-office orders for transmission to the treasury is not included in this class;

3. The deposit by an officer of the Government of public money at any other place than the treasury of the State when the treasury is accessible and open for business, or permitting the same to remain on deposit at such forbidden place after the treasury is so open;

4. The purchase of State warrants or other evidence of State indebtedness by any officer of the government with public money in his hands;

5. The special enumeration above set forth shall not be understood to exclude any case which, by fair construction, comes within the meaning of the preceding language. This article shall not be construed to prevent collectors of taxes from paying warrants drawn by the Comptroller in favor of officers living in their district or county as may be provided by law."

Penal Code, Art. 88:

"Art. 88. Exceptions. Nothing in the two preceding articles shall apply to the sale or exchange of one kind of money for another by the financial officers of this State, when done in accordance with law."

Revised Civil Statutes, 1925, Art. 2500, see page 45.

Revised Civil Statutes, 1925, Art. 2504, see page 66.

Acts, 1929, 41st Legislature, First Called Session, Chapter 61, pp. 160-161, amending Revised Civil Statutes, 1925, Art. 5170:

"Sec. 1. Article 517a of Chapter 8, Title 16, is hereby enacted, said Article to become a part of said Chapter and Title and shall read as follows:

' Article 517a. No bank or bank and trust company, except where specially authorized by Statute or except in case of a deposit of public funds, shall give preference to any depositor by pledging the assets of the corporation as collateral security, and any pledge of such assets contrary to this Article shall be void. '

Business Routine

Constitution of Texas, XVI, 6, see page 55.

Constitution of Texas, XVI, 12:

"Sec. 12. No member of congress, nor person holding or exercising any office of profit or trust, under the United States, or either of them, or under any foreign power, shall be eligible as a member of the legislature, or hold or exercise any office of profit or trust under this state."

Constitution of Texas, XVI, 13:

"Sec. 13. It shall be the duty of the legislature to pass such laws as may be necessary and proper to decide differences by arbitration, when the parties shall elect that method of trial."
Acts, 1931, 42nd Legislature, Regular Session, Chapter 218, p. 372:

"Section 1. Article 6823 of the Revised Civil Statutes of Texas of 1925, is hereby amended so that the same shall hereafter read as follows:

'Article 6823. Traveling Expenses. The traveling and other necessary expenses incurred by the various officers, assistants, deputies, clerks and other employees in the various departments, institutions, boards, commissions or other subdivisions of the State government, in the active discharge of their duties shall be such as are specifically fixed and appropriated by the Legislature in the general appropriation bills providing for the expenses of the State government from year to year. When appropriations for traveling expenses are made any allowances or payments to officials or employees for the use of privately owned automobiles shall be on a basis of actual mileage traveled for each trip or all trips covered by the expense accounts submitted for payment or allowance from such appropriations, and such payment or allowance shall be made at a rate not to exceed five (5¢) cents for each mile actually traveled, and no additional expense incident to the operation of such automobile shall be allowed.'"

Acts, 1931, 42nd Legislature, Regular Session, Chapter 219, p. 373:

"Section 1. That Article 821 of the Penal Code of Texas, 1925, be, and the same is hereby, amended so that the same shall hereafter read as follows:

'Article 821. Inscription on State Vehicles. There shall be printed upon each side of every automobile, truck or other motor vehicle owned by the State of Texas the word 'Texas', followed in letters of not less than two (2) inches high by the title of the department, bureau, board, commission or official having the custody of such car, and such inscription shall be in a color sufficiently different from the body of the car so that the lettering shall be plainly legible at a distance of not less than one hundred (100) feet and the official having control thereof shall have such wording placed thereon as prescribed herein, and whoever drives any automobile, truck or other motor vehicle belonging to the State upon the streets of any town or city or upon a public highway without such inscription printed thereon shall be fined not less than twenty-five dollars ($25) nor more than one hundred dollars ($100)."

Acts, 1931, 42nd Legislature, Regular Session, Chapter 220, p. 374:

"Section 1. Whoever uses an automobile or truck owned by this State for any purpose shall make a written report of such use to the head of the department, institution, board, commission or other agency of this State having charge of such automobile or truck, such reports to be made daily when such vehicles are in use, a separate report being made for each day, and such reports shall be made on forms prescribed by the State Auditor. Such reports shall show the purpose for which such vehicle was used, the mileage traveled, the amounts of gasoline and oil consumed, the passengers carried, and such other information as may be necessary to provide a proper record of the use of such vehicle. Said reports shall be official records of any State department, institution, board, commission or agency of the State and shall be subject to inspection by any official of this State who shall be authorized to audit or inspect claims, accounts or records of the State department, institution, board, commission or agency of the State.

"Sec. 2. Penalty for Failure to Make Reports. Whoever uses any automobile or truck owned by this State for any purpose and fails to make and file a report of such use as required by this act within ten (10) days after the use of said automobile or truck shall be fined not less than five dollars ($5) nor more than one hundred dollars ($100).

"Sec. 3. Penalty for Making False Report. Whoever uses any automobile or truck owned by this State for any purpose and makes a false or fraudulent report of such use shall be fined not less than five dollars ($5) nor more than one hundred dollars ($100).

Penal Code, 1925, Art. 86, see page 87,
Penal Code, 1925, Art. 87, see page 87,
Penal Code, 1925, Art. 88, see page 87.

County and City (Police, Sanitation, Traffic Ordinances, etc.) omitted.

Educational Details

Revised Civil Statutes, 1925, Art. 2585, see page 67.
Revised Civil Statutes, 1925, Art. 2586, see page 68.
Revised Civil Statutes, 1925, Art. 2587, see page 69.
Rev. Civil Stat., 1925, Art. 2605, see page 57.

Acts, 1929, 41st Legislature, Second Called Session, Chapter 82, p. 90, see page 61.

Rev. Civil Stat., 1925, Art. 2587, see page 68.

Rev. Civil Stat., 1925, Art. 2605: (Obsolete)

"Art. 2605. Board of visitors. The legislature at each regular session shall appoint a board of visitors who shall attend the annual examinations of the University and its branches and report to the Legislature thereon."

Rev. Civil Stat., 1925, Art. 2914:

"Art. 2914. Elementary agriculture. The State Normal School Board of Regents, the boards of directors of the Agricultural and Mechanical College, of the College of Industrial Arts, and of the State University shall require that teaching of elementary agriculture for teachers in the summer sessions of said institutions and the State normal schools."

Acts, 1929, 41st Legislature, Regular Session, Chapter 234, pp. 494-495:

"Sec. 1. In all schools, public and private, there shall be given a course of instruction in the sixth and seventh grades to all pupils, in United States History, Civil Government. In addition thereto in all high schools, normal schools, colleges, universities, and other educational institutions in any manner supported by public funds or supervised by the State, there shall be given a separate course of instruction on the Constitution of Texas and of the United States; and no student shall be graduated who has not passed a satisfactory examination in such course.

"Sec. 2. In all grade schools as above provided, elementary instruction in the Constitution shall be given for at least one-half hour in each week of the year; in all high schools, normal schools, colleges, universities and other educational institutions advanced instruction during one term of the year.

"Sec. 3. No person shall be granted a certificate to teach in the schools of this State unless he or she shall have passed a satisfactory examination in the subjects referred to in section 1 of this Act.

"Sec. 4. No student shall be enrolled in the high schools of this State or in any normal school, college, university or other educational institutions as above described without previously passing a satisfactory examination on the subjects defined except on condition.

"Sec. 5. The State Text Book Commission or body charged with the duty shall select and prescribe the proper textbooks for each course of study, books, and books for supplementary reading which books shall be used in schools of this State for the purpose of this Act.

"Sec. 6. It shall be the duty of each one having charge of the educational institutions above described to make the proper arrangements and orders so that the provisions of this Act shall be carried out in the spirit thereof."

Acts, 1929, 41st Legislature, First Called Session, Chapter 36, p. 85:

"Sec. 1. Section 6 of Chapter 234 of the General and Special Laws of the Regular Session of the 41st Legislature is hereby remanded so as to read as follows:

"Sec. 6. It shall be the duty of each one having charge of the educational institutions above described to make the proper arrangements and orders so that the provisions of this Act shall be carried out in the spirit thereof. Provided that this Act shall not be operative or effective until on and after September 1, 1929."

Acts, 1929, 41st Legislature, Second Called Session, Chapter 85, pp. 164-165:

"Sec. 1. In all high schools within this State supported by public funds there shall be given a course of instruction in the Constitutions of the United States and of Texas, which shall be a combined course in both Constitutions, and which shall be given for at least one-half hour each week of the school year or at least one hour each week for one-half of the school year, or the equivalent thereof. No student shall be graduated from any high school mentioned herein who has not passed a satisfactory examination in such high school course of instruction.

"Sec. 2. There shall be given in all colleges and universities supported by the public funds a course of instruction in the Constitutions of the United States;
and of Texas, which course shall be a combined course in both constitutions, and
which shall occupy not less than eighteen recitations of fifty minutes or more. No
student shall be graduated from any college of university who has not passed a sat-is-
factory examination in such college or university course given in the college or
university from which he is graduating or in some other college or university which
he may have attended previously.

"Sec. 3. The State Superintendent of Instruction shall prescribe the
standard of the course to be taught in high schools, and if the Superintendent of
Public Instruction shall have prescribed a standard of instruction that requires a
textbook, then the Board or body that selects textbooks for high schools shall se-
lect and prescribe the proper textbooks for the course of instruction.

"Sec. 4. No person hereafter shall be certified to teach in the public
schools of the State of Texas until he has secured credit for the course in both
Federal and State Constitutions of the grade of instruction upon which he is apply-
ing for the certificate, that is either of the subcollege or of the college work;
or in lieu thereof shall have passed an examination set by the State Superintendent
of Public Instruction on the Constitution of the United States and of Texas.

"Sec. 5. The teaching of courses of instruction in the Constitutions
provided for in this act shall begin with the terms of school beginning on or after
September 1, 1929, and the provisions of this act with reference to graduation from
any school, college, or university, or with reference to certification to teach
school, shall not apply to any student graduated before September 1, 1930, or re-
ceiving a certificate to teach school before that date.

"Sec. 6. Chapter 234, Acts of the Regular Session of the 41st Legislature
is hereby repealed."

Acts, 1930, 41st Legislature, Fourth Called Session, Chapter 5, pp. 5-6:

"Sec. 1. That Section 2 of Chapter 83 of Senate Bill 179 of the General
Laws passed by the 41st Legislature of Texas at its second called session, by
amending so as to read hereafter as follows:

"'Sec. 2. There shall be given in all colleges and universities
supported by public funds a course in American Government with special empha-
sis upon the Constitutions of the United States and of Texas, which course
shall be given for at least three fifty-minute periods per week for not less
than twelve consecutive weeks, or its equivalent if given in summer sessions.
No student shall be graduated from any such college or university who has not
passed a satisfactory examination in such college or university course in the
college or university from which he is graduating or in some other college
or university which he may have attended previously.'

"Sec. 2. That Section 5 of Chapter 83 of Senate Bill No. 179 of the
General Laws passed by the 41st Legislature of Texas as its second called session
be amended so as to hereafter read as follows:

"'Sec. 5. The teaching courses of instruction in the Constitutions
provided for in this act shall begin with the terms of school beginning on
or after September 1, 1929, and the provisions of this Act with reference to
graduation from any school, college, or university, or with reference to cer-
tification to teach school, shall not apply to any student graduated before
September 1, 1930, or receiving a certificate to teach school before that
date. Provided, however, that the terms of this bill shall not be applied to,
or affect, any student who commenced his studies leading to a degree, in any
of the State Institutions with the required credits prior to the time this
bill was enacted into a law, to any student, who on or before September 1st,
1929, had credits for at least half the work required for a bachelor's degree."

Staff

Constitution of Texas, XVI, 33:

"Sec. 33. The accounting officers of this state shall author draw nor
pay a warrant upon the the treasury in favor of any person, for salary or compen-
sation as agent, officer or employee, who holds at the same time any other office
position of honor, trust or profit, under this state or the United States, ex-
cept as prescribed in this constitution."

Penal Code, 1925, Art. 108:

"Art. 108. Contracting without authority. Whoever shall contract with
any other person for his services or labor or for any property of any kind, with
intent to charge the State of Texas with the same and without authority of law,
shall be fined not less than one hundred nor more than two thousand dollars."
"Art. 111 Institutions included. The institutions contemplated in this chapter are those for the care of the insane, deaf and dumb, the blind, the orphans, the Confederate Home, and all other State institutions, educational or eleemosynary, now or hereafter established anywhere in Texas, excepting the penitentiary system and its management, and also excepting the Senate and House of Representatives and all departments in the State Capitol, including General Land Office."

"Art. 112. Unlawfully creating deficiency. Any regent, director, officer or member of any governing board of any educational or eleemosynary institution who shall contract or provide for the erection or repair of any building or other improvements or the purchase of equipment or supplies of any kind for any such institution, not authorized by specific legislative enactment, or by written direction of the Governor acting under and consistent with the authority of existing laws, or who shall contract or create any indebtedness or deficiency in the name of or against this State, not specifically authorized by legislative enactment, or who shall divert any part of any fund provided by law to any other fund or purpose than that specifically named and designated in the legislative enactment creating such fund, or provided for in any appropriation bill, shall be imprisoned in jail not less than ten days nor more than six months; the venue to be in the county in which may be located the institution affected by such acts of such offender."

"Art. 661. Inscription on State vehicle. There shall be printed upon each side of every automobile, truck or other motor vehicle owned by the State of Texas, the word 'Texas' followed in letters of not less than two inches high by the title of the department, bureau, board, commission or official having the custody of such car, and the official having control thereof shall have such wording placed thereon as prescribed herein, and whoever drives any automobile, truck or other motor vehicle belonging to the State upon the streets of any town or city or upon a public highway without such inscription printed thereon shall be fined not less than twenty-five nor more than one hundred dollars."

"Art. 646. Betting at baseball or football. No person in this State shall enter into an agreement with another, either orally, written or implied, whereby either one or both shall bet or wager money or anything of value, or otherwise become a party to any gambling scheme based upon the final result or outcome of any play or portion thereof of a game of baseball or football. Nothing herein shall prohibit contesting baseball or football teams, or their duly authorized agents or managers from entering into an agreement as to the manner of disposition of gate receipts derived from such games. Any person violating this law shall be fined not less than five nor more than one hundred dollars."

"Art. 1366. Injuring or defacing library property. Whoever wilfully injures or defaces any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public library, reading room, museum, or other educational institution, by writing, marking, tearing, breaking, or otherwise mutilating, shall be fined not exceeding twenty-five dollars."

"Art. 1367. Detaining book, etc. Whoever wilfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public..."
or incorporated library, reading room, museum, or other education institution for thirty days after notice in writing to return the same, given after the expiration of the time within which the rules of such institution such property may be kept, shall be fined not less than one nor more than twenty-five dollars."

Revised Civil Statutes, 1925, Art. 2567, see page 66.

Revised Civil Statutes, 1925, Art. 2548, see page 57.

Acts, 1929, 41st Legislature, Second Called Session, Chapter 52, see page 61.

Penal Code, 1925, Art. 1153:

"Art. 1153. 'Hazing' defined. No student of the University of Texas, of the A. & M. College of Texas, of any normal school of Texas, or of any other State educational institution of this State, shall engage in what is commonly known and recognized as hazing, or encourage, aid or assist any other person thus offending.

'Hazing' is defined as follows:

1. Any wilful act by any one student alone or acting with others, directed against any other student of such educational institution, done for the purpose of submitting such student made the subject of the attack committed, to indignity or humiliation, without his consent.

2. Any wilful act of any one student alone, or acting with others, directed against any other student of such educational institution, done for the purpose of intimidating such student attacked by threatening such student with social or other ostracism, or of submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results.

3. Any wilful act of any one student alone, or acting with others, directed against any other student of such educational institution, done for the purpose of humbling, or that is reasonably calculated to humble the pride, stifle the ambition, or slight the courage of such student attacked, or to discourage any such student from longer remaining in such educational institution or to reasonably cause him to leave such institution rather than submit to such acts.

4. Any wilful act by any one student alone, or acting with others, in striking, beating, bruising or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results to such student as defined in the preceding subdivisions of this article."

Penal Code, 1925, Art. 1154:

"Art. 1154. Student punished. Any student of any of the said State educational institutions of this State who shall commit the offense of hazing shall be fined not less than twenty-five nor more than two hundred and fifty dollars or shall be confined in jail not less than ten days nor more than three months, or both."

Penal Code, 1925, Art. 1155:

"Art. 1155. Teacher, etc., punished. Any teacher, instructor, or member of any faculty, or any officer or director, or a member of any governing board of any of such educational institutions shall knowingly permit, encourage, aid or assist any student in committing the offense of hazing, or wilfully sequestrate in the commission of such offense, or fail to promptly report his knowledge of any reasonable information within his knowledge of the presence and practice of hazing in the institution in which he may be serving to the executive head or governing board of such institution. Any act of omission or commission shall be deemed 'hazing' under the provisions of this chapter."

Penal Code, 1925, Art. 1156:

"Art. 1156. Student punished. Any student of any of the said State educational institutions of this State who shall commit the offense of hazing shall be fined not less than twenty-five nor more than two hundred and fifty dollars or shall be confined in jail not less than ten days nor more than three months, or both."

Penal Code, 1925, Art. 1157:

"Art. 1157. Teacher, etc., punished. Any teacher, instructor, or member of any faculty, or any officer or director of any such educational institution who shall commit the offense of hazing shall be fined not less than fifty or not more than five hundred dollars, or shall be imprisoned in jail not less than thirty days or not more than six months, or both, and in addition thereto shall be immediately discharged and removed from his then position or office in such institution, and shall thereafter be ineligible to reinstatement or re-employment as teacher, instructor, member of faculty, officer, or director in any such State educational institution for a period of three years."
Panel Code, 1925, Art. 1156:

"Art. 1156. Construction of Statute. Nothing herein shall be construed as in any manner affecting or repugnant to any law of this State respecting homicide, or murder, manslaughter, assault with intent to murder, or aggravated assault."

Panel Code, 1925, Art. 530:

"Art. 530. Traffic in dead bodies. No school, college, physician or surgeon shall be allowed or permitted to receive any dead human body until bond shall have been given as provided by law, and whosoever shall sell or buy any such body or in any way traffic in the same, or shall transmit or convey, or procure to be transmitted or conveyed, any said body to any place outside the State shall be fined not exceeding two hundred dollars or be imprisoned not exceeding two years in jail."

Revised Civil Statutes, 1925, Art. 4587:

"Art. 4587. May dissect bodies. Any and all schools, colleges, and persons who may be designated by said Anatomical Board shall be authorized to dissect, operate upon, examine, and experiment upon such bodies heretofore described and distributed for the furtherance of medical science; and such dissections, operations, examinations, and experiments shall not be considered as amenable under any existing laws for the prevention of mutilation of dead human bodies. Such persons, schools, or colleges shall keep a permanent record, sufficient for identification of each body received from such anatomical board or agent, which record shall be subject to inspection by the board, or its authorized officer or agent. The board shall also have power to authorize incorporated schools or colleges and individual physicians and surgeons to experiment on the lower animals under bond as hereinbefore designated."

Acts, 1929, 41st Legislature, Regular Session, Chapter 152, pp. 328-329:

"Section 1. Article 4584 of the Revised Civil Statutes of 1925 is hereby amended so as to read as follows:

"Article 4584. All public officers, agents, and servants, and all officers, agents and servants of any county, city, town, district or other municipality, and of any and every almshouse, prison, morgue, hospital, or any other public institution, having charge or control of dead human bodies required to be buried at public expense are hereby required, after notification in writing by said board or its duly authorized officers, or persons designated by the authorities of said board, than and thereafter to announce to said board, its authorized officer or agent, whenever such body or bodies come into his or their possession, charge or control, and shall without fee or reward greater than the value of such fees as was paid in any county, city, town, or municipality on the third day of April 1907, for the burial of proper bodies, deliver such body or bodies, and permit the said board and its agents and the physicians and surgeons, from time to time designated by them, who may comply with the provisions of this law, to take and remove all such bodies as are not desired for post mortem examination by the medical staff of public hospitals or institutions for the insane, to be used within this State for the advancement of medical science, but no such notice need be given, nor any such body be delivered, if any person need be given, nor any such body be delivered, if any person claiming to be and satisfying the authorities in charge of such body that he or she is of a kindred or is related by marriage to the deceased, or is a bona fide friend or representative of an organization of which the deceased was a member, shall claim the said body for burial, but it shall be summoned without such summoned, to such claimant for interment, or shall upon such claimant's request, be interred in the manner provided for the interment of bodies not coming within the operation of this law. No notice shall be given for the body to be delivered, if the deceased died of contagious disease, save tuberculosis, or syphilis, nor shall notice be given if such deceased person were a traveler who died suddenly, in which cases the body shall be buried. It is further required that due effort be made by those in charge of such almshouse, prison, morgue, hospital or other public institution having charge or control of such bodies to find kindred or relatives of such deceased and notify him or her of the death; and failure to claim such body by kindred or relation within twenty-four hours after receipt of such notification shall be recognized as bringing such body under the provisions of this law, and delivery shall be made as soon thereafter to said board, its officers, or agents as may be possible. Such person in charge of such public institution shall file with the county judge an affidavit that he has made diligent inquiry to find the kindred or relatives of the deceased stating such inquiry as he has made. In case a body is claimed by relatives within ten days after it has been delivered to an institution or persons entitled to receive the same under the provisions of this law, it shall be delivered to them for burial and without cost."
"Art. 2958. 'Residence'. The 'residence' of a single man is where he usually sleeps at night; that of a married man is where his wife resides, or if he be permanently separated from his wife, his residence is where he sleeps at night; provided that the residence of one who is an inmate or officer of a public asylum or eleemosynary institute, or who is employed as a clerk in one of the departments of the government at the capitol of this State, or who is a student of a college or university, unless such officer, clerk, inmate or student has become a bona fide resident citizen in the county where he is employed, or is such student, shall be construed to be where his home was before he became such inmate or officer in such eleemosynary institution or asylum or was employed as such clerk or became such student; and if on payment of his poll tax he would be a qualified voter, he shall be permitted to return during the month of January in each year to his home to pay his poll tax or obtain his certificate of exemption, and shall be permitted to return again to his home to vote at any general or primary election. The inmates of the Confederate Home situated within the limits of the city of Austin shall, after obtaining their certificates of exemption, be entitled to vote for State, district, municipal and county officers."

Revised Civil Statutes, 1925, Art. 2958:
Classification of high schools.

Revised Civil Statutes, 1925, Art. 2679. Subjects in high schools.

Revised Civil Statutes, 1925, Art. 2680. State Board of Examiners.

Revised Civil Statutes, 1925, Art. 2681. County Board of Examiners.

Revised Civil Statutes, 1925, Art. 2682. Application.

Revised Civil Statutes, 1925, Art. 2683. Applicant's requisites.

Revised Civil Statutes, 1925, Art. 2684. Examination of papers.

Revised Civil Statutes, 1925, Art. 2685. Record of certificates.

Revised Civil Statutes, 1925, Art. 2686. Salaries.

Revised Civil Statutes, 1925, Art. 2687. Cancellation of certificates.


Revised Civil Statutes, 1925, Art. 2690. Building to higher certificate.

Revised Civil Statutes, 1925, Art. 2691. College certificates.

Revised Civil Statutes, 1925, Art. 2692. Special certificates.

Revised Civil Statutes, 1925, Art. 2693. Special certificate.

Revised Civil Statutes, 1925, Art. 2694. Certificate from other States.

Revised Civil Statutes, 1925, Art. 2695. City certificates.


Revised Civil Statutes, 1925, Art. 4501. Examination.

Revised Civil Statutes, 1925, Art. 4510. Examination and fee.

Revised Civil Statutes, 1925, Art. 4544. Duty of Board.

Revised Civil Statutes, 1925, Art. 4545. Qualifications of applicants.

Revised Civil Statutes, 1925, Art. 4553. Application for license.

Miscellaneous

Revised Civil Statutes, 1925, Art. 259:
"Art. 259. University archives. The librarian of the University of Texas and the archivist of the Department of History of said University are hereby authorized to make certified copies of all public records in the custody of the University of Texas, and said certified copies shall be valid in law and shall have the same force and effect for all purposes as if certified to by the county
clerk or other custodian as now provided for by law. In making the certificate to the said certified copies, either by the librarian or by the archivist of the Department of History, the said officer shall certify that the foregoing is a true and correct copy of said document, and after signing the said certificate shall swear to the same before any officer authorized to take oaths under the laws of this State."

Revised Civil Statutes, 1925, Art. 260, see page 45.

Revised Civil Statutes, 1925, Art. 1682:

"Art. 1682. Board of examiners. A commission is hereby created to be known as the State Board of Library Examiners, consisting of the State Librarian, who shall be ex-officio chairman of the Board; the Librarian of the State University, who shall be an ex-officio member; and three other well trained librarians of the State who shall at first be selected by the State Librarian and the Librarian of the State University. The term of each shall be for six years, one of the appointive members retiring every two years. His successor shall be chosen by the remaining members of the Board in executive session. The members of said board shall receive no compensation for their services except actual and necessary traveling expenses paid out of the State library fund. Said board shall arrange for an annual meeting and for such other meetings as may be necessary in the pursuance of its duties. Said board shall pass upon the qualifications of all persons desiring to become county librarians in the State of Texas, and may in writing adopt rules and regulations not inconsistent with the law for its government and for carrying out the purposes of this title."

Revised Civil Statutes, 1925, Art. 2589a, see page 70.

Revised Civil Statutes, 1925, Art. 5442, see page 81.

Revised Civil Statutes, 1925, Art. 4331. General Duties of Secretary of State.


Penal Code, 1925, Art. 144:

"Art. 144. Furnishing advance information of survey. The information obtained by any survey of the public school, university, asylum or state land made by the board of regents of the University of Texas shall not be communicated by said board or by the person making such survey to any person except the Commissioner of the General Land Office until said information is published for the benefit of the general public. Anyone violating this article shall be fined not exceeding one thousand dollars, or imprisoned not to exceed two years in jail."

Revised Civil Statutes, 1925, Art. 6671:

"Art. 6671. Laboratories. The laboratories maintained at the Agricultural and Mechanical College of Texas and at the University of Texas shall be at the disposal and direction of the Highway Engineer for the purpose of testing and analyzing road and bridge material, and those in charge of said laboratories shall co-operate with and assist said Engineer to that end."
March 5, 1936

To the Honorable Members of the Board
or Regents of The University of Texas

Dear,

Enclosed you will find the second corrected galley proof of the forthcoming Handbook. If compared with the first proof, long ago sent you, a great many changes in punctuation and wording will be found, but I think that the only changes worthy of your notice are the following:

PART II

Chapter I.

Section 2. Appointment of Relatives.-Restricted somewhat more. Galley pages Nos. 5 and 5-A.

Section 10. paragraph a. Vacations.-Changed to include Easter Holidays and to meet Appropriation Bill limitation. Galley pages Nos. 7-A and 8.

Section 15. paragraph k. Power to Accept Gifts.-New. Galley pages Nos. 9 and 9-A.

Chapter II.


Chapter VI.


It is the hope of the undersigned that, after your revisions at the next meeting of the Board, the Handbook may be sent finally to the Press for issue.

Respectfully submitted,

H. T. Benedict, President

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THE UNIVERSITY OF TEXAS BULLETIN
No. 3547: December 15, 1935

RULES AND REGULATIONS OF THE BOARD OF REGENTS FOR THE GOVERNMENT OF THE UNIVERSITY OF TEXAS

Sixth Edition

Adopted by the Board of Regents March 14, 1936

PUBLISHED BY
THE UNIVERSITY OF TEXAS
AUSTIN
Publications of The University of Texas

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The University publishes bulletins four times a month, so numbered that the first two digits of the number show the year of issue and the last two the position in the yearly series. (For example, No. 3401 is the first bulletin of the year 1934.) These bulletins comprise the official publications of the University, publications on humanistic and scientific subjects, and bulletins issued from time to time by various divisions of the University. The following bureaus and divisions distribute bulletins issued by them; communications concerning bulletins in these fields should be addressed to The University of Texas, Austin, Texas, care of the bureau or division issuing the bulletin: Bureau of Business Research, Bureau of Economic Geology, Bureau of Engineering Research, Bureau of Public School Interests, and Division of Extension. Communications concerning all other publications of the University should be addressed to University Publications, The University of Texas, Austin.

Additional copies of this publication may be procured from the University Publications, The University of Texas, Austin, Texas
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PUBLISHED BY THE UNIVERSITY FOUR TIMES A MONTH AND ENTERED AS
SECOND-CLASS MATTER AT THE POSTOFFICE AT AUSTIN, TEXAS,
UNDER THE ACT OF AUGUST 24, 1912
The benefits of education and of useful knowledge, generally diffused through a community, are essential to the preservation of a free government.

Sam Houston

Cultivated mind is the guardian genius of Democracy, and while guided and controlled by virtue, the noblest attribute of man. It is the only dictator that freemen acknowledge and the only security which freemen desire.

Mirabeau B. Lamar
PREAMBLE

The Constitution of Texas, Article VII, Section 10, makes it the duty of the Legislature to "provide for the maintenance, support, and direction of a university of the first class, to be ... styled 'The University of Texas.'" The Legislature has vested the "government" of the University in the Board of Regents of The University of Texas (Revised Civil Statutes, 1925, Article 2584) with broad powers of "direction" (Revised Civil Statutes, 1925, Articles 2585 and 2586).

In exercising the powers of government and direction vested in the Board of Regents by statute, the Board has deemed it wise, SUBJECT TO THE CONSTITUTION AND STATUTES, to adopt the following Sixth Edition of its Rules and Regulations for the Government of The University of Texas, repealing all the rules and regulations of earlier editions not found herein.

Third Edition adopted November 11, 1912.
Fifth Edition adopted December 8, 1925.
Sixth Edition adopted March 14, 1936.
PART 1

BY-LAWS OF THE BOARD OF REGENTS FOR THE BOARD OF REGENTS

CHAPTER I

MEETINGS

Section 1. Regular meetings.—The regular meetings of the Board of Regents shall be held at 9:00 A.M. on the fourth Saturday in each month except when otherwise determined in advance by the Board in session or except when the Chairman, by action of the Board, is authorized to select a date for a subsequent meeting. All meetings shall be held in Austin except when otherwise determined in advance by the Board.

Sec. 2. Special meetings.—If the Chairman of the Board shall receive a request, signed by five members, that he call a special meeting for purposes specified in the request, or if he shall receive a request from the President, in which the Chairman concurs, the Chairman shall call a special meeting by causing written notification of the time, purposes, and place thereof to be mailed to each member of the Board by the Secretary of the Board at least five days before the time of the meeting. No business other than that embraced in the call for the special meeting shall be transacted thereat except by consent of a majority of the whole Board.

CHAPTER II

OFFICERS

Section 1. Election of officers.—In each odd-numbered year, at the first regular meeting following the appointment by the Governor and the confirmation by the Senate of the three members regularly to be appointed that year, the Board shall elect a Chairman and a Vice-Chairman. Each of these officers shall hold office for two years and until his successor is duly elected. In case of the death, resignation, or disqualification of an officer, the Board shall, as soon as practicable thereafter, elect a successor for the unexpired term.

Sec. 2. Duties of officers.—It shall be the duty of the Chairman to preside over the meetings of the Board, to call special meetings as herein provided, and to perform such other special duties as shall be committed to him by the Board. Under the direction of the Board he shall prepare the regular biennial report of the Board of Regents and such other reports as may be required by law, and shall have power to require the advice and assistance of the President and other
officers of the University in compiling these reports. The Regents shall provide for the publication and preservation of these reports.

The Vice-chairman shall, upon the death, absence, resignation, disability, or disqualification of the Chairman, perform the duties of the Chairman until the Chairman shall resume his office or his successor shall have been elected, as herein provided.

Sec. 2. Secretary of the Board.—At the regular meeting which follows the election of the Chairman and Vice-chairman of the Board, the Board shall elect a Secretary who is not a member of the Board and who shall receive such compensation as may be fixed by the Board.

The Secretary of the Board shall keep minutes of the meetings of the Board, properly indexed. He shall file, index, and preserve carefully all papers and documents pertaining to the business and proceedings of the Board, and he shall be the responsible custodian of those archives of the University itself that are not specifically placed in the custody of some other University officer.

CHAPTER III

COMMITTEES

Section 1. List of standing committees.—There shall be appointed the following standing committees: (a) Executive Committee; (b) Investment and Finance Committee; (c) Accounting and Auditing Committee; (d) Campus and Buildings Committee; (e) Legislative Committee; (f) Land Committee; (g) Complaint and Grievance Committee; (h) Public Relations Committee; (i) Medical Branch Committee; (j) College of Mines and Metallurgy Committee; (k) Board for Lease of University Lands Committee; (l) Main University Library Committee; (m) Intercollegiate Athletics Committee.

Sec. 2. Appointment and term of standing committees.—The standing committees shall be appointed by the Chairman shortly after his election, by and with the consent of the Board, and shall remain as constituted (unless a vacancy shall be caused by death, resignation, or refusal of some member of a committee to act) until the succeeding Chairman shall have reconstituted the committees.

Sec. 3. Method of filling vacancies in standing committees.—In case a vacancy shall occur on any of the standing committees, the Chairman of the Board shall appoint another member or members of the Board to serve thereon until the next regular meeting, at which time the sense of the Board shall be taken on such appointment, and, if confirmed, the appointment shall stand until the time for reconstituting the standing committees as herein provided.

Sec. 4. Authority of standing committees.—The authority of standing committees of the Board shall be subject to the policies of
the Board and, except in cases where it is necessary to act for the Board, their acts shall be referred to the Board for approval.

Sec. 5. Duties of the Executive Committee.—The Executive Committee shall consist of the Chairman of the Board, who shall serve as ex officio chairman of the Committee, and two other members. It shall be the duty of this Committee to execute such orders and resolutions of the Board as shall be assigned to it at any meeting of the Board and, in the event any emergency requiring immediate action arises during the time intervening between the meetings of the Board, immediately to take such provisional action as the emergency shall, in the judgment of the Committee, require. At each meeting of the Board the Committee shall report, in writing, for approval, all actions taken by it. The President, in making recommendations for the approval of the Executive Committee between meetings, shall forward a copy of his recommendations to each of the other members of the Board except in the case of transfer items amounting to five hundred dollars ($500) or less.

Sec. 6. Duties of the Investment and Finance Committee.—The Investment and Finance Committee shall consist of three members. To this Committee shall be referred all questions involving the revenues and disbursements of the University, including the investment of endowment and trust funds, but excluding the appropriation bills, which appertain to the Legislative Committee.

Sec. 7. Duties of the Accounting and Auditing Committee.—The Accounting and Auditing Committee shall consist of three members. This Committee shall have power to select a certified public accountant, or accountants, who shall audit all accounts of receipts and expenditures on behalf of the University and such other matters as the Board may desire to have audited. This Committee shall also have power to examine into the methods of accounting and the tabulation of statistics and make recommendations regarding desirable changes in the methods.

Sec. 8. Duties of the Campus and Buildings Committee.—The Campus and Buildings Committee shall consist of three members. To this Committee shall be referred questions relating to the campus and buildings of the Main University at Austin, the Medical Branch at Galveston, the McDonald Observatory at Mount Locke, and other related matters. It shall be the duty of this Committee, upon authorization of the Board, and subject to law, to make and let all contracts for the erection of new buildings, for extensive improvements and repairs to old buildings, and for extensive improvements in the grounds of the University; to prepare and file written contracts therefor; and to report its action, in writing, at the next regularly called meeting of the Board for approval.

Sec. 9. Duties of the Legislative Committee.—The Legislative Committee shall be composed of three members. To this Committee
shall be referred all matters relating to the Constitution and laws of the State affecting the interests of the University. It shall be the duty of the members of this Committee to familiarize themselves with the history of all legislation pertaining to the University and, with the advice and consent of the Board, to prepare and present to the Legislature for passage such new laws and amendments to existing laws as will promote the interests of the University and increase its efficiency, and to report to the Board all action taken by it, with such suggestions and recommendations as it may deem best. In particular, it shall be the duty of the Legislative Committee to present to the Legislature the requests of the Board for appropriations.

Sec. 10. Duties of the Land Committee.—The Land Committee shall consist of three members. To this Committee shall be referred all matters relating to the lands of the University so far as the control of these lands is vested by law in the Board. It shall make such recommendations to the Board for improving the management of the lands as it shall see fit, including needed legislation for reference to the Legislative Committee.

Sec. 11. Duties of the Complaint and Grievance Committee.—The Complaint and Grievance Committee shall consist of three members. To this Committee shall be referred all matters relating to any complaints against University regulations or any complaints or charges concerning the official or personal conduct of any member of the faculty or of any employee of the University, with power to examine into all complaints and charges and make report thereon; and it shall have like power to hear and examine into all such complaints, charges, and grievances during the time the Board is not in session; and, in the event of an emergency requiring prompt action, the Committee shall have power to take such provisional action as it may deem necessary until the sense of the Board shall have been obtained at a regular or special meeting. The Committee shall report, in writing, at each regular meeting of the Board and at such other times as may be directed, concerning all matters referred to or acted upon by it and shall make such recommendations as it may deem proper. The President, since he is charged with responsibility for the conduct of the staff, shall, at the request of the Committee, assist the Committee in making its investigations in such ways as the Committee may desire.

Sec. 12. Duties of the Public Relations Committee.—The Public Relations Committee shall consist of three members. To this Committee shall be referred all matters affecting the public relations of the University, including especially relations with the public and private schools of Texas. This Committee shall also concern itself with the printed material relating to the University which appears in newspapers and other publications, shall supervise the publication of
the official reports of the Board, shall authorize for publication after each meeting matters of public interest in the minutes, and shall authorize, under appropriate conditions, the examination of the official records of the University by citizens.

Sec. 12. Duties of the Medical Branch Committee.—The Medical Branch Committee shall consist of three members. To this Committee shall be referred all matters connected with the Medical Branch, such as relations with the City of Galveston and the Scally and Smith Foundation, that do not fall within the jurisdiction of the other standing committees of the Board.

Sec. 13. Duties of the Medical Branch Committee.—The Medical Branch Committee shall consist of three members. To this Committee shall be referred all matters connected with the Medical Branch, including needed legislation for reference to the Legislative Committee.

Sec. 14. Board for Lease of University Lands Committee.—The Board for Lease of University Lands Committee shall consist of two members of the Board of Regents, selected by the Board in conformity with the Act creating the Board for Lease of University Lands. To this Committee is assigned by the statutes the duty of acting, with the Commissioner of the General Land Office, as the Board for Lease of University Lands.

Sec. 15. Duties of the Main University Library Committee.—The Main University Library Committee shall consist of three members. To this Committee shall be referred all matters affecting the growth and usefulness of the Main University Library. It shall be the duty of this Committee to concern itself with the operations of the Main University Library and to meet, at the call of its chairman, with the President, the Librarian, and the chairman and the vice-chairman of the General Faculty Library Committee of the Main University to consider Main University Library matters.

Sec. 16. Duties of the Intercollegiate Athletics Committee.—The Intercollegiate Athletics Committee shall consist of three members. To this Committee shall be referred all matters affecting the conduct and management of Intercollegiate Athletics. The Chairman of this Committee shall be a member of the Intercollegiate Athletic Council.

(See Part II, Chapter VI, Section 45.)

CHAPTER IV
ORDER OF BUSINESS

Section 1. Rules of order.—Roberts' Rules of Order, when not in conflict with any of the provisions of this chapter, shall be the rules of parliamentary procedure when the Board is in session.

Sec. 2. Order of business.—The order of business when the Board shall meet in regular session shall be as follows:
a. Correction and approval of minutes of preceding meeting.
b. Report and recommendations of the President.
c. Reports of standing committees.
d. Reports of special committees.
e. Unfinished business.
f. New business.

Sec. 3. Meetings to be executive.—Meetings of the Board shall be regarded as executive unless exceptions are made by the Board or announced by the Chairman. The minutes of the Board constitute a public record and are open to the examination of State officers upon written request to the Secretary and to the examination of citizens upon authorization of the Chairman of the Public Relations Committee of the Board.

Matters of public interest will be given to the Press by the Secretary, under the direction of the Public Relations Committee, as promptly as possible after each meeting.

Sec. 4. Matters to be referred to committees.—The Board, in all cases where practicable and desirable, before taking action on any subject or measure coming clearly within the sphere of the duties of any standing committee, shall refer the same to the proper committee, which shall report its recommendations in writing.

Sec. 5. Communications to the Board.—Communications to the Board from persons not members thereof, except in the case of the President and the Secretary, shall be in writing. No person other than the President and the Secretary shall be allowed to attend the sessions of the Board unless by consent of the Board. Notice of a desire to appear before the Board should be filed with the Chairman of the Board, the Secretary, or the President as far in advance of the meeting of the Board as possible.

In order to keep the President informed and to enable him to list as completely as possible the business to be attended to by the Board, communications to committees or to members of the Board shall be sent through the President or his office unless of such nature as to render desirable a different procedure.

The Board ordinarily will not consider matters placed in the hands of the President by others than members of the Board fewer than ten days in advance of the meeting of the Board at which action is desired.

CHAPTER V

REPEAL AND AMENDMENT

Section 1. Repeal of conflicting rules.—All rules, orders, and regulations heretofore enacted by the Board which are in conflict with these by-laws or with the rules and regulations preceding them are hereby repealed.
Sec. 2. Manner of making amendments.—Neither these by-laws nor the rules and regulations following them shall be added to or amended except by a vote of a majority of all of the Regents at a regular meeting. Any proposed addition or amendment shall be filed with the Secretary, in writing, thirty days before such meeting, and it shall be the duty of the Secretary forthwith to mail a copy thereof to every member of the Board.
PART II
RULES AND REGULATIONS OF THE BOARD OF REGENTS FOR THE GOVERNMENT OF THE UNIVERSITY OF TEXAS

CHAPTER I
STAFF: APPOINTMENT, DUTIES, RIGHTS, AND PRIVILEGES

Section 1. Mode of appointment.—The Board of Regents, after due deliberation and consultation with specially competent persons in the General Faculty and elsewhere, shall elect a President, who shall hold office during the pleasure of the Board, who shall be the expert advisor and responsible agent of the Board, and who shall be the chief executive of the University.

The Board, upon the recommendation of the President, shall elect all the other officers and employees (Revised Civil Statutes, 1925, Article 2583), fixing, subject to State and Federal laws, their duties, rights, and privileges. All appointments shall be made upon the merit basis, and a certificate of reasonably good health during the five years previous to the appointment shall be required. By authority of the Board, minor and temporary appointments may be left for final decision with the President.

The Board will not appoint anyone whose conduct or views are not exemplary and may inquire into family history and health, personal reputation, and moral character. As provided in the Constitution (Article I, Section 4) and the Revised Civil Statutes, 1925 (Article 2604), no religious qualifications shall be required for appointment to any office connected with the University.

Sec. 2. Appointment of relatives.—Whenever an appointment is made, either on a full- or part-time basis, it shall be made solely with regard to the special fitness of the appointee, subject to the Penal Code, 1925, Articles 422, 423, 434, 435, and 437, and the Revised Civil Statutes, 1925, Article 2604, and amendments thereto; subject also to a general desire on the part of the Board not to appoint even distant relatives. In accord both with the letter and the spirit of these laws, a relative in the following paragraphs, unless otherwise specifically stated, shall be by definition a person related within the second degree of affinity or the third degree of consanguinity, according to the common law.

a. No relative, near or distant, of a member of the Board of Regents will be considered for appointment, but will be considered for reappointment in those cases where the appointment was antecedent to the Board membership.
b. No person shall be initially appointed to a position in which it is the duty of a relative on the University staff to act in some official capacity upon the appointment of a relative as a full professor or an administrative official in the University shall occur, pay for services rendered, or be actuarial.

At the Main University or at the Medical Branch, no person any relative of whom occupies a position of the rank of Instructor or higher (full- or part-time) shall be appointed to the position of instructor or higher, and no person related within the first degree of affinity or the second degree of consanguinity to a person in the University with a salary below that of an instructor shall be appointed in the same department or the same subdivision of the University.

No person shall be appointed in any department or similar subdivision if he has a relative in that department or subdivision holding the position of instructor or of higher rank; no person related within the first degree of affinity or the second degree of consanguinity to a person in the University with a salary below that of an instructor shall be appointed in the same department or the same subdivision of the University.

Relationship brought about by marriage after appointment is no bar to continued service, or to any position.

Relationship shall not be a bar to an honorary non-remunerative position.

The provisions just listed shall apply to all positions on the University staff, equivalence in salary being regarded as equivalence in rank.

For the purpose of administering these provisions, an employee "occupies" his position from the date at which his employment begins until his connection with the Institution is formally terminated. This occupancy definitely includes the period from September 15 to June 15, following, for regular nine-months employees and any period covered by a leave of absence with or without pay.

The President, acting upon affirmative advice from the Administrative Council of the Main University or the Executive Committee of the Medical Branch in each case, is authorized to suspend the above regulations in an emergency, the suspension in no case to extend beyond the end of the current fiscal year, or to apply to a relative, near or distant, of a Regent or the President.

According to the common law (see Webster's New International Dictionary), the first degree of consanguinity would be father, son or brother; the second degree, grandfather, grandson, uncle, first cousin, of employment, except that if a person of the rank of instructor or higher marries another employee (after August 31, 1936), both contracts may not be retained beyond the current fiscal year. Relationship brought about by marriage before September 1, 1936, shall be no bar to continued service. The marriage of a staff member to a person who is not a staff member but who is a relative or a staff member shall have no effect on tenure or promotion.
or nephew; the third degree, great-grandfather, great-grandson, great-uncle, great-uncle's son, second cousin, son of the first cousin, son of the nephew, or brother's grandson. Degrees of affinity are computed the same as those of consanguinity.

Sec. 3. Tenure and promotion.—The Board has the power, which it cannot waive (Revised Civil Statutes, 1895, Article 2595), to remove any professor, instructor, tutor, or other officer or employee connected with the University when in its judgment the interests of the University shall require it.

The Board, however, desires to retain all members of the staff who are rendering efficient service and desires to promote, on recommendation of the President, as merit warrants and circumstances permit.

It is also the intention of the Board, if possible, to direct the policies of the University and exercise control over its affairs in a manner that will cause all competent and progressive teachers to feel secure and independent in their positions. It is the desire of the Board to secure teachers who will search for truth and seek wisdom.

Appointment or promotion to a particular rank or salary does not imply any obligation to promote to a higher rank or salary at a later date.

Unless specifically stipulated otherwise in advance, and subject to the conditions set forth in the following Section, the term of service of a professor or an associate professor shall extend during good behavior and satisfactory service.

Unless otherwise specifically provided, the term of service of an assistant professor shall be two years, beginning and ending in odd-numbered years, and that of an instructor shall be one year. When possible, at least three months' notice shall be given of intention not to reappoint an assistant professor or instructor, but failure of the University to give such notice shall not constitute reappointment. In general, reappointments and notices of intention not to reappoint shall follow the same official routine.

(See Chapter V, Section 2.)

The term of service of all other members of the staff shall ordinarily be specifically stated in the letter of appointment from the Secretary of the Board or on the employment nomination blank sent to the President and when not so stated shall be understood to be for a term of one year. An employment blank for every employee not named in the Regents' budget shall be filed with the President unless the employment is of a very minor and temporary nature.

A professor or associate professor may be summarily suspended for grave cause pending investigation but will not be dismissed against his will except for cause stated in writing and until a special advisory committee of five mature and judicially-minded members of the General Faculty, appointed by the President for the
purpose, shall have heard him fully, investigated all of the relevant facts, arrived at findings and recommendations, and submitted a written statement to the Complaint and Grievance Committee of the Board of Regents. This Committee, together with the whole Board, will give serious consideration to the findings and recommendations of the Faculty Committee before any possible exercise of the power of dismissal.

A member of the teaching or non-teaching staff other than a professor or associate professor may be suspended summarily for gross misconduct but will not be dismissed during his term of appointment except as the result of an objectively equitable procedure that regularly includes the right to appear, accompanied by a person chosen by him, before the Complaint and Grievance Committee of the Board of Regents, or before a special committee of the faculty selected by and acting for the Complaint and Grievance Committee of the Board.

Appointments to serve in the Summer Session shall be made annually at specified salaries for specified periods. As a consequence, in the Summer Session there are no promotions, and tenure does not extend beyond the period specified. Members of the Faculty of the Summer Session who are not also members of the Faculty of the Long Session are not members of the Budget Council of their respective departments. (See Chapter IV, Section 6.)

Sec. 4. Half-time service after age seventy; annuity plan.—Every voting member of the faculty who has not reached his seventieth birthday before September 1, 1935, shall retire from full-time or regular employment and pay by the end of the fiscal year that includes his seventieth birthday, and he may retire voluntarily at an earlier date after his sixtieth birthday with all the privileges of this retirement plan. Notice is hereby given that the age of retirement from full-time or regular employment may be decreased hereafter to a lower age, but due notice will be given each person before a change in the rule applies to him.

Every voting member of the General Faculty or Medical Faculty who is now employed in any professorial rank or equivalent salary or who may hereafter (before the age of fifty) be appointed or promoted to any professorial rank or equivalent salary and who reaches the age of seventy before the inauguration of an annuity system shall be placed on half of his previous duty beginning with the fiscal year that follows his seventieth birthday, at a salary equivalent to half of his average regular salary for the five years preceding retirement, with adjustments for any later general changes in the University salary scale. Eligible persons who do not join the annuity system when it is started shall forfeit all right to any employment or pay beyond the age of retirement.

As soon as legal and financial conditions allow, an annuity plan is to be created for the faculties of the Main and Medical Branches.
of The University of Texas. Membership in the annuity plan shall be open to every voting member of the faculty of any professorial rank or equivalent salary. Membership shall be compulsory for every person thereafter appointed to any professorial rank or equivalent salary, and for every person given any promotion in these ranks. The fields of optional or compulsory membership may be increased later as the Board of Regents may determine. Each member of the annuity plan shall contribute five per cent of his regular salary as a premium for a deferred annuity contract on his life; The University of Texas shall deduct such contributions from salary payments, and pay these sums as premiums on the above mentioned deferred annuity contract. Deferred annuity contracts here involved are the property of the individual members. The effective date of this annuity plan shall be determined later. Every voting member of the General Faculty or Medical Faculty who continues as a member of the annuity plan from the date of its inauguration in The University of Texas until the date of his retirement and who has been a member of the annuity plan for less than thirty full years shall be continued after the age of retirement on part-time service at a corresponding salary such that his salary and the income from his contractual regular life annuity can produce half of his average regular salary for the five years preceding retirement, with adjustments for any later general changes in the University salary scale.

The tenure of a member of the faculty will not be changed by the transfer from full-time or regular duty to reduced duty, and the right to vote in the General Faculty of the Main University and in the Medical Branch Faculty will continue. The duties of voting members of the General Faculty of the Main University and of the Medical Branch Faculty after retirement from full-time duty because of age shall be limited to the teaching of elective courses, research, and minor administrative work, the Board of Regents reserving the right to modify this limitation in specific instances, upon its own action.

Sec. 5. Resignation.—Members of the staff are expected to give at least sixty days' notice of an intention to resign.

Sec. 6. Duties, rights, and privileges as a citizen and as a teacher.

—A member of the staff enjoys the same general privileges and is bound by the same general obligations as other worthy and honorable citizens, the obligations a little increased, the privileges a little diminished through employment by the State in a position of peculiar importance, delicacy, and responsibility. Obviously, however, a member of the staff ceases to be a private citizen when he becomes a public servant.

No course of instruction of a sectarian character shall be taught in the University (Art. 2604, Revised Civil Statutes, 1925).
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A member of the teaching staff is free to express, inside or outside the class room, his opinion on any matter that falls within the field of knowledge he is employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others. He should emphasize the fact that the opinion is personal and not institutional. The qualities enumerated just above carry with them the disposition to conduct courses of standard difficulty and content equivalent to courses bearing the same description in other first-class universities, and equivalent to the other sections of the course in the University if the course be sectionized. On matters not within his special field of knowledge, a member of the staff should refrain from expressing personal opinions that might, because of the University connection, incorrectly be thought to be within his special field of knowledge. In all matters, members of the staff should refrain from exhibiting rancor, prejudice, or undue partisanship, exhibiting contrariwise a dispassionate temperament and a power to present fully and fairly all the arguments on all sides of a controversial or political question. Members of the staff should refrain from involving the University in partisan politics, futile controversies, and harmful publicity, and should refrain from publicly criticizing University policies before sending the criticism to the President for the consideration of the Board of Regents.

Sec. 7. The greater duties of a member of the teaching staff.—Common practice has fixed the greater duties of a member of the teaching staff so clearly that many institutions do not even list them among their regulations. They are:

a. Teaching in the class room, laboratory, and seminar;
b. Studying, investigating, discovering, and creating;
c. Performing curricular tasks auxiliary to teaching and research; e.g., serving on faculty committees, attending to administrative and disciplinary tasks, promoting diligence and honest work in the student body;
d. Influencing beneficially students and citizens in various extra-curricular ways.

Performance as a teacher, as a scholar, as an administrator, and as an individual is valued greatly by the University, for in these four ways its work is chiefly done.

A state university being a public enterprise of maximum social importance, it is the duty of all persons connected with the University to be as socially minded as possible. It is also a duty to cooperate with the Board of Regents in carrying out the purposes and policies of the Board, which are deliberately considered usually by both Board and Faculty in accordance with law and designed to attain the best educational results with the resources available. The Regents, the President, and other superior officers are entitled to the cheerful
acquiescence of their official subordinates in carrying out the policies duly adopted. At the same time, superior officers are expected to listen with an open and appreciative mind to criticisms and suggestions coming to them from any member of the staff and to welcome the official appeals from their decisions, for which provision is made elsewhere in these Regulations. Handbooks of regulations are useless apart from a general spirit of cooperation and helpfulness, just as a university is useless in proportion to its lack of devotion to study and research.

Sec. 8. Acquaintance with, conformity to, and improvement of University regulations.—It is a specific and important duty of each member of the staff to become acquainted with and to conform to all the rules and regulations relating to him and to the proper and orderly discharge of his work that are to be found set forth in the

a. Rules and Regulations of the Board of Regents;

b. Catalogue, Announcement of Courses, and other official publications of the University;

c. Printed or multigraphed material regularly prepared for the use of the staff and relating to the regular absence and grade reports, the conduct of examinations, class and examination and registration schedules, special reports to Deans and parents about individual students, and other similar matters that must be dispatched in a prompt and orderly way; and

d. Minutes of the Faculties not yet incorporated in a, b, or c.

It is also the specific duty of each member of the staff to consider the regulations and the routines in conforming to them and to propose what seem to be desirable changes in these regulations and routines to the appropriate Faculty or officer. Such proposals, however, do not give the proposer a right to follow his own suggestions before they are adopted officially in due order. Still less does the absence of a proposal to amend confer the right not to conform.

Sec. 9. Communications, appeals, and hearings.—Every member of the staff has the right to propose changes and to present arguments in support thereof. Proposals should originate as prescribed in the regulations given elsewhere in these Rules and Regulations and should thereafter follow the routine prescribed in those Regulations for the various subdivisions of the University. When a proposal has been approved or amended by the appropriate subdivisional officials, faculties, and the President, it shall go to the Board of Regents for final action. When a proposal has been approved or amended or rejected by the appropriate subdivisional officials, faculties, and the President, any member or any group of members of the staff may present an appeal in opposition to the action of any majority or in opposition to the recommendation of any subdivisional official or the President, and this appeal, accompanied by reasons for and against the proposal, shall go through the prescribed routine and shall be
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presented to the Board of Regents for final action. The Dean and
other subdivisional officials, the President, and the Regents may invite
both sides for personal conferences and discussions. An authorized
routine for proposals, with the right of appeal, having been herein
fixed, it follows that proposals shall always be made in accordance
with this authorized routine. Nothing in this section is intended
to prohibit members of the staff from responding to requests from
members of the Board, but since the President is responsible for the
formulation of University policies, he should be given information
concerning any communication affecting University policies or recog-
nomendations. (See also Section 14, following.) Every voting mem-
er of any faculty has the right and the duty to propose changes
and to participate in debate in faculty meetings.

Sec. 10. Vacations.—a. Members of the staff on a monthly or
weekly basis are entitled to a vacation only as specified in each case
on the employment blank.

b. Members of the staff who are employed on a nine-months’
basis, “academic year service class,” are regularly on duty, from
September 15 of each year to June 15 of the following year, unless
other dates are explicitly stated. From June 15 to September 15
such members are not on duty, unless in emergencies, except in so
far as it is necessary to perform tasks essentially connected with the
nine-months’ service. Members of the teaching staff are entitled
to all holidays listed in the official calendar of the Main University.

c. Members of the staff who are employed on a twelve-months’
“All year service class” basis (full-time or part-time) are allowed
vacations of thirty calendar days if administrative and clerical em-
ployees, and fifteen calendar days if laborers and workers in the
skilled trades, unless a different arrangement is necessitated in order
to conform to the law of the State. An employee on a twelve-
months’ basis must have served eleven months before being entitled
to a vacation. The schedule of vacation periods for the personnel
of any group shall be arranged by the administrative head of the
group, e.g., the Comptroller, Registrar, Librarian, Dean, or similar
cranking officer, and vacations shall be taken in so far as possible at
dates that permit the work to be carried on by the members of the
staff who remain on duty. Administrative officers who report directly
to the President shall arrange for their substitutes and the time of
their vacations with him. All legal holidays officially observed by
the University (Labor Day, Thanksgiving Day, December 25, January
1, and July 4), the Friday and Saturday preceding and the
Monday following Easter Sunday (these days in lieu of February
28, March 2, and April 21), and two additional days during the
Christmas season shall be time off in addition to that of the regular
vacation when the regular thirty-day vacation is not allowed. A vaca-
tion is to be taken during the fiscal year in which it accrues, and, if
not taken, shall lapse unless otherwise provided by special arrange­ment approved by the administrative head of the group and the President. The administrative head of each group shall file with the President a report of the time and the amount of vacation actually taken by each member of his staff. Leaves of absence without pay or leave of absence with pay for other reasons than illness, University business, or attendance upon professional meetings shall diminish vacation periods proportionately.

In the Medical Branch the employees on a nine-months' basis (September 1 to June 1) are ordinarily paid in twelve equal monthly installments, their privileges and responsibilities being otherwise the same as employees on a nine-months' basis at the Main University. In the case of the death of an employee on a nine-months' basis at the Medical Branch during the nine months on duty, fair payment will be made of the already earned portion of the June, July, and August salary to the family of the deceased.

A member of the staff on vacation shall keep the President informed of his address.

Appointments to serve in the Summer Session shall be made annually and shall specify the work periods in each case.

Sec. 11. Leaves of absence with pay.—In general no member of the staff shall voluntarily absent himself from his proper duties at the University except by the permission of the President. Ordinarily the request for a leave with pay shall, stating reasons, be transmitted to the President and Board through the Chairman and Dean or other appropriate general administrative officer.

Leaves of absence in excess of two weeks with pay are rarely or never granted and can be granted only by the Executive Committee of the Board or the whole Board. This statement is not to be understood as excluding leaves from regular duties in order to do research with pay out of some research fund.

Very brief leaves of absence granted with pay, together with the reasons therefore, shall regularly be reported by the President to the Board at its next meeting.

Leaves due to illness.—In cases where illness incapacitates any employee of the University who has been in the service for one year or longer, such employee’s salary shall be paid as a matter of course for a period of one month following the end of the month in which he is taken ill. If, in cases of illness extending beyond the period above specified, it shall be necessary to employ a substitute to do all or a part of the work of the employee who is ill, the Regents may, at their discretion, deduct from the salary of such employee enough to pay the substitute. But, where the work of such employee is carried during his illness by others already in the employ of the University and without additional compensation from the University, no such deduction will be made by the Regents. In the case of the death of
an employee, the salary of the employee will be paid to his family for
the remainder of the month in which the death occurred.

Sabbatical leave.—The Board is not yet able to grant sabbatical
and other similar travel and study leaves with pay.

Retiring allowance.—The Board is not yet able to grant retiring
allowances.

Sec. 12. Leave of absence without pay.—Leaves of absence
without pay shall be granted for good cause for a period falling
within the term of appointment, the absence being timed in advance
so as to interfere as little as possible with the work of the University.
Leaves of absence without pay diminish vacation periods pro-
portionately, but shall not affect tenure.

Sec. 13. Outside employment.—Even in the case of members of
the staff specifically engaged only in residence work, there exists an
obligation, usually intermittent, to furnish expert knowledge and
counsel for the benefit free of charge, provided that the
meeting of this obligation by a staff member does not interfere
with his regular duties, and provided further that in meeting this
obligation a staff member on full-time duty shall duly avoid compe-
tition with legitimate private agencies.

No member of the staff of the University, full-time or part-time,
on a twelve-months' or nine-months' basis, shall be employed in any
outside work or activity until a description of the nature and extent
of the employment has been filed with and approved by the Board
of Regents, exception being made in the case of teachers on a nine-
months' basis who (a) teach or engage in research at other under-
graduate or graduate summer schools, or (b) accept appropriate
professional employment during the three months when they are off
duty at the University.

While it is not possible to draw the line definitely between tem-
porary professional service of an expert or consultative character
and routine professional work, the entrance of the University staff
into ordinary competition in the various professional fields is disap-
proved, exception being made during the annual vacations of twelve-
months' employees and the off-duty periods of employees on a nine-
or a ten-months' basis.

No member of the staff shall receive from any outside source any
regular retaining fee or salary unless the arrangement shall have
been first approved by the Board of Regents.

No member of the staff shall engage in any outside activity, profes-
sional or otherwise, which interferes with his University engagements.
Outside activities, if any, should contribute to growth and efficiency
in his special field of University work or at least not hinder.

No member of the staff engaged in outside remunerative activities
shall use in connection therewith the official stationery of the Uni-
versity or give as a business address any building or department of
the institution.
No member of the faculty shall accept employment which will probably bring him as an expert or in any other capacity into antagonism with the interests of the State of Texas.

Every member of the teaching staff who gives professional opinions must protect the University against the use of such opinions for advertising purposes. That is, when a member of the staff does work in a private capacity, he must make it clear to those who employ him that his work is unofficial and that the name of the University is not in any way to be connected with his name, exceptions being made of the name of the author attached to books, pamphlets, and articles in periodicals.

No member of the faculty shall accept pay from private persons or corporations for tests, assays, chemical analyses, bacteriological examinations, or other such work of a routine character, which involve the use of University property.

Sec. 14. Communications with members of the Legislature and other State officials by members of the staff.—The President and the Board of Regents are the only proper channel through which recommendations concerning the administration of the University, as a whole or in any of its parts, should reach the Legislature or other state officials and authorities.

Without the knowledge and approval of the President, no employee of the University should initiate, or promote with individual members of the Legislature or other State authorities, any recommendation concerning general University policies or concerning his personal advancement, the advancement of his department, or the advancement of any other individual or department.

An employee of the University who, by invitation of a member of the Legislature or a State official, shall discuss policies affecting the University as a whole or any of its parts is under an obligation of honor to inform the President of the nature of such discussion.

The purpose of this statement of principles is to restrain members of the faculty and other University employees from interfering with members of the Legislature or other State officials for personal or departmental favors or for favors to other individuals or departments. It seems obvious that discrimination in favor of one individual or department must, in general, be at the expense of other individuals and departments; hence this statement of principles, whose adoption imposes an obligation which faculty members may not honorably disregard.

(Adopted by the General Faculty of the Main University, May 8, and approved by the Board, July 21, 1934.)

Sec. 15. Other duties and restrictions.

Office hours.—A member of the teaching staff is expected to post on his office door and publish in the Announcement of Courses and Directory such office hours and conference periods as he deems most advantageous to his students.
b. Standard day and week for non-teaching staff.—For all non-teaching and nonprofessionally-trained members of the staff the standard or normal full-time work day shall be eight hours, and the standard work week shall be forty-five hours.

c. Use of University property.—No one connected with the University, in any capacity, shall use for his own pleasure or for any other personal purpose 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 (e.g., books from the Library), or with the distinct written approval of the Comptroller of the University.

d. Salary for correspondence and extension teaching of full-time members of the staff.—Full-time employees on a twelve-months' basis may receive not more than two hundred and fifty dollars ($250) per fiscal year for correspondence and extension-center teaching and may not be paid additional money for summer-school teaching. Full-time employees on a nine-months' basis may receive not more than two hundred and fifty dollars ($250) for correspondence teaching during the fiscal year and extension-center teaching during the nine months of their regular employment, but may be paid additional for summer-school teaching or for extension-center teaching during the three summer months.

e. Employees as students.—An employee whose compensation is at the rate of twelve hundred dollars ($1200) or more per Long Session shall be entitled to register for three semester hours of course work per semester if employed full-time; for six semester hours per semester if employed three-fourths' time; for nine semester hours per semester if employed one-half time; for twelve semester hours per semester if employed one-fourth time.

In the case of a tutor, an assistant, or any other employee whose compensation is less than the twelve hundred dollars ($1200) per Long Session rate, the conditions of registration and employment are set forth on the proper appointment blanks.

f. Use of textbooks written by members of the staff.—No textbooks, notebooks, or other materials for the use of students, written or prepared by a member of the University staff, shall be prescribed for the use of students or sold to students until such books, notes, or materials shall have been approved by the departmental faculty and the Dean or Deans concerned and a record made in the Office of the President of the proposed prices and profits.

g. Acceptance of money from students.—Members of the staff, without previous and special approval of the Board of Regents, shall not collect from students any fees or charges to be expended for University running expenses, shall not accept pay from students for
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extra class instruction or coaching, and shall not sell to students books, notes, or similar student supplies.

b. Attendance at professional meetings.—Members of the staff should be disposed to attend, at least occasionally, meetings of the Texas State Teachers Association and other meetings of associations and societies in their special fields. The University from time to time makes provision under certain rules for paying all or part of the expenses incident to such attendance, but the provision is insufficient to meet the desirabilities in the case.

i. Power to authorize expenditures out of University funds.—No expenditure whatever out of the University funds shall be made and no debt or obligation whatever shall be incurred and no promises shall be made in the name of the University or Board of Regents by any member of the staff except:

(1) In accordance with general or special budgetary apportionments authorized in advance by the Board and entered in the Minutes; or

(2) In accordance with authority specifically vested by the Board in a committee of the Board; or

(3) In accordance with authority to act for the Board when it is not in session, specifically vested by these Rules and Regulations or by special action of the Board in some officer of the University.

(Cf. Revised Civil Statutes, 1925, Art. 2504.)

It is the duty of the Auditor as the disbursing agent of the University to return unpaid all claims for payment of items that seem to him not authorized as indicated above.

There shall be no sale to or purchase from the University by any member of its staff unless it has been duly authorized by the Board and the details relating thereto have been entered in its Minutes.

j. Power to bind the University in fixing its policies.—No member of the staff, as an individual or as a member of any association or agency, has the power to bind the University in fixing its policies unless such power has been specially, specifically, and officially conferred in advance by the Board of Regents. Any action which aims to change the policies of the University, taken by any association or agency, shall not be in effect until the University has been officially notified of the proposed change and the action has been ratified by the Board of Regents in the due order of business.

k. Power to accept gifts to the University.—No member of the staff has the power to accept gifts to the University unless the gifts be of very small value, of very obvious propriety, and without conditions attached. Gifts proposed through members of the staff should be reported to the Board of Regents with recommendations. The Board, in considering the acceptance of gifts, will often seek advice from the appropriate members of the staff.
CHAPTER II
DUTIES OF CERTAIN GENERAL OFFICERS

Section 1. The President.—The President of the University shall be the expert advisor and responsible agent of the Board of Regents and the chief executive of the University. He shall also be an agent of the Committees of the Board, and he shall serve at the pleasure of the Board. 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. He shall keep the Board fully and promptly informed and advised on all matters relating to the operations and welfare of the University. All other officers, teachers, and employees shall be responsible to, and under the direction of, the President, and all communications from them to the Regents relating to the University shall ordinarily pass through his hands with any endorsements he may deem it proper to make. The President shall give opportunity to every member of the University staff to offer suggestions to him for the welfare and better service of the Institution (cf. Chapter I, Section 6) and shall, when he deems it desirable, make suggestions to the General Faculty, the School or College Faculties, and the various subdivisional staffs. The President shall be the regular channel of communication from the faculties, officers, and members of the staff to the Board of Regents.

The President shall recommend suitable persons to fill all vacancies and new positions, and he is authorized to fill vacancies temporarily, to make such minor appointments as are specially permitted by the Board, and to make other arrangements in all emergencies arising between the meetings of the Board so that the work of the University shall not suffer. He shall report his executive acts between meetings to the Board at its next meeting, shall be prepared to give the Board information regarding the competency and diligence of officers, teachers, and employees, shall hold all of such officers, teachers, and employees to the full discharge of their duties, and, if in his judgment the necessity arises, shall initiate the procedure for the dismissal of any of them. He shall be a member of all faculties, shall be chairman ex officio of the General Faculty, and shall see to the execution of all regulations. He shall appoint all General Faculty standing and special committees unless otherwise provided. He shall nominate to the Regents the Chairmen of the Departments after consultation with the appropriate Dean. He shall pass upon the offering of courses of small registration. He shall attend the meetings of the Board of Regents and shall follow its directions in any particular matter; but the Board will not undertake to direct the details of executive action, and the President is expected to act with perfect freedom within the lines of the general policies.
laid down. At a regular autumn meeting of the Board of Regents he shall present an annual report embodying a survey of the year in all departments. At a regular spring or summer meeting he shall present a budget together with all relevant recommendations and estimates of incomes and expenditures. At a regular spring meeting of each even-numbered year he shall also present his recommendations concerning the legislative appropriations to be asked for the next ensuing biennium.

In case of the brief absence or slight disability of the President, the Vice-Chairman of the Administrative Council (cf. Chapter VI, Section 3) shall serve as Acting President.

Sec. 2. The Deans of the Colleges or Schools, of the Medical Branch, and of the Division of Extension.—The Deans of the several Colleges and Schools shall be qualified for professorial rank and shall attend to the faithful and prompt execution of all regulations and routine affecting their Colleges or Schools, primary jurisdiction over general student life and conduct resting with the Dean of Student Life at the Main University and with the Dean of the Medical Branch at the Medical Branch. They shall concern themselves with the scholastic welfare of individual students, helping, advising, commending, reproving, and dismissing, in accordance with the scholastic regulations. They shall certify to the compliance of individual students with the requirements for graduation, attend to honors, to delinquent student lists, to majors and minors, to course prerequisites, to the adding and dropping of courses by students, and to absences; and shall keep useful statistical tables relating to these and other scholastic student matters not kept by the Registrar or other officers, copies of these tables being furnished annually to the Registrar for incorporation in his annual statistical report. When they deem it wise, the Deans of the Colleges or Schools shall recommend to their Faculties or to the General Faculty changes in the above-mentioned regulations and routine. They shall present to the General Faculty those actions of their respective Faculties that require action by the General Faculty. They shall advise with individuals and with budget councils and with departmental faculties regarding working loads and individual duties and regarding individual qualifications and fitness and performance, keeping the President informed on all matters of service and personnel within their respective jurisdictions.

They shall be chairman ex officio of their respective Faculties and shall appoint the standing committees thereof unless otherwise provided.

They shall receive from the departments of instruction and research the reports and recommendations provided for in Section 5 of Chapter IV and shall transmit them to the President with such recommendations, suggestions, and additional information as
they may deem wise, bearing in mind (a) the avoidance of overlapping courses in a department or between departments, (b) the avoidance of too many or too few courses in a department, (c) an equitable distribution of the working loads of teachers, (d) the needs of the Graduate School, the Division of Extension, and the other Schools, Colleges, and Bureaus dependent upon the services of a department, (e) the need of both efficiency and economy, (f) the necessity of careful investigation of all nominations for promotion and appointment in their respective Faculties and staffs.

Following the reception of the annual reports of the departments, due October 15, every Dean shall present to the President on or before November 1 a complete written report of the condition and performance of the College or School under his supervision during the past fiscal year, inserting in such report his regular statistical tables for printing and all other information that he may deem helpful.

Following the reception of the annual or special budgetary recommendations of the departmental faculties and budget councils provided for in Section 6 of Chapter IV, the Deans shall transmit to the President their recommendations thereupon, after such consultation with the budget council or professors in related departments as each Dean may wish to make. In addition, each Dean shall make annual budgetary recommendations relating to the staff and maintenance of his own office.

When departmental recommendations relate to two or more Colleges or Schools or to the Graduate School or the Division of Extension, it shall be the duty of all the Deans concerned to confer and transmit to the President either concurrent or separate recommendations. When there is a considerable divergence of opinion between a department and a Dean or Deans, it shall be the duty of the Dean or Deans to confer with the department before the departmental recommendation is transmitted to the President. Requests for the services of a department coming from some other subdivision of the University shall be transmitted to the department by the administrative heads of the subdivision through the Dean of the department concerned.

The Deans shall be elected biennially by the Board of Regents, upon the nomination of the President, and shall serve for the two years of a legislative biennium. In case of the resignation or the death of a Dean during the two-year term, the President shall nominate his successor for the unexpired portion of the term. In case of the disability or absence on leave of a Dean, the President shall appoint an Acting Dean. Each Dean, unless otherwise specifically ordered, shall serve on a twelve-months' basis with a thirty-days' vacation, the time of the vacation to be agreed upon between the Dean and the President.
The Dean of the Medical Branch shall be qualified for professorial rank and shall be Dean of each College and School at Galveston and shall represent the President in appropriate matters during the latter's absence. He shall execute all the Rules and Regulations of the University applicable to the Medical Branch which have been approved by the Board of Regents. He shall deal with the admission of students to the Medical Branch and their matriculation. He shall study the needs of the Medical Branch, plan for its improvement, and make recommendations to the Medical Faculty with a view to correlating its courses of instruction. He shall supervise the preparation of the catalogue material of the Medical Branch, the schedule of examinations, the schedule of hours on the roster, and the schedule of rooms for classes. He shall serve as Dean of Student Life at Galveston. He shall make an annual report to the President on or before November 1 of each fiscal year. He shall be a member ex officio and the presiding officer of the Executive Committee and the John Sealy College of Nursing Committee. He shall designate the student eligible for the Isabella Brackenridge Scholarship and shall receive applications for loans from the Isabella Brackenridge Loan Fund.

The Dean of the Graduate School, in addition to the duties listed above, shall pay special attention to the recommendations concerning the teaching of thesis and dissertation courses, to the programs for graduate degrees, to the formal acceptance of theses or dissertations, and to the final approval of the work completed. He shall also be charged with the duty of keeping a list of faculty and graduate student publications in a form suitable for a permanent record and for publication from time to time.

The Dean of the Division of Extension shall be qualified for professorial rank and shall be the administrative head of those extramural activities of The University of Texas which may be assigned by the Board of Regents to the Division of Extension. His relation to the Bureaus in his Division shall be similar to the relation of the Dean of a College to the departments thereof. He shall transmit to the Chairman and the Dean of the department concerned, making such recommendations as he may deem wise, requests from the Director of the Bureau of Extension Teaching for the department to carry or undertake or abandon certain correspondence and Extension Center courses.

Sec. 3. Assistant Deans.—As the need for their services arises, Assistant Deans may be appointed to attend to some of the duties of the Deans. They shall be elected biennially by the Board of Regents upon the nomination of the appropriate Dean and the President.

Sec. 4. The Student Life Staff.

a. The Dean of Student Life.—The Dean of Student Life shall be the head of the Student Life Staff in charge of all extra-curricular activities not assigned to some other officer. He shall be appointed...
biennially by the Board of Regents upon the recommendation of the President, and shall serve for the two years of a legislative biennium on a twelve-months' basis. He shall be qualified for professorial rank. He shall keep in sympathetic touch with the students and shall personally and in cooperation with other officers and teachers help them to become good, useful, and efficient citizens.

The Dean of Student Life shall be ex officio chairman of the Committee of Faculty Supervisors of Official Non-athletic Student Activities, of the Loans to Students Committee, and of the Student Life Committee. He shall be charged with the administration of student discipline in the University, in which capacity he shall have the assistance of the faculty committees on Discipline, which committees report their decisions to him for execution. In performing other duties and administering specific University regulations, he shall be assisted by the following student life committees in addition to the Committees on Discipline, Student Life Committee, Loans to Students, and Faculty Supervisors of Official Non-athletic Student Activities: Religious Life, Student Government, Student Social Affairs, Student Social Organizations, Student Publications, Student Musical Organizations, Student Dramatic Organizations, Forensics, Intramural Athletics for Men, Intramural Athletics for Women, Student Living Accommodations, Sick Men Students, and Sick Women Students.

The Dean of Student Life, assisted by the Dean of Men and the Dean of Women, shall prepare an annual report containing, among other information, statistics relating to the scholarship of fraternities, sororities, and other social student groups; similar statistics concerning the scholarship of intercollegiate athletic squads and official extra-curricular non-athletic student groups; housing statistics; statistics of the discipline committees; and any other information pertaining to the welfare of the student body in general.

The Dean of Student Life shall make budgetary recommendations concerning the work within his jurisdiction.

6. The Dean of Men and the Dean of Women.—The Dean of Men and the Dean of Women shall be appointed biennially by the Board of Regents upon the recommendation of the President, after consultation with the Dean of Student Life, to serve for the two years of a legislative biennium on a twelve-months' basis. They shall be qualified for professorial rank, and shall assist the Dean of Student Life in exercising a general and helpful oversight over the extra-curricular activities of men and women students, respectively.

It shall be their duty to strive to develop among students such a mode of conduct as will maintain the highest standards and produce the highest type of public-spirited citizens. It shall be their duty to give specific and helpful advice to students concerning the important social relations that grow out of their membership in the
University community. Subject to the approval of the Dean of Student Life, either the Dean of Men or the Dean of Women may dispose directly of minor cases of discipline. Such cases shall be immediately reported in writing to the Dean of Student Life.

The Dean of Men and the Dean of Women, respectively, shall nominate annually through the Comptroller and the President the Directors respectively of the Men’s and Women’s Dormitories.

c. Student Life Secretaries for Men and Women, Student Employment Secretary.—The Student Life Secretary for Men and the Student Life Secretary for Women shall be appointed annually by the Board of Regents upon the recommendation of the President and shall serve on a 12-months’ basis. They shall assist in the work of the Student Life Staff under the general supervision of the Dean of Student Life. Their special responsibility shall be to aid in the securing of employment for students. A Student Employment Bureau shall be maintained under the direction of a Student Employment Secretary who shall be a member of the Student Life Staff, appointed annually on a 12-months’ basis.

d. Directors of student activities.—Directors of student musical organizations and of other student activities which derive partial support through the Student Life Staff shall be responsible to the Dean of Student Life for the proper conduct of the activities under their direction. These officials shall be appointed annually by the Board of Regents upon recommendation of the President.

e. Director of Intramural Athletics for Men and Director of Intramural Athletics for Women. See Sections 43 and 44, respectively, of Chapter VI.

f. The University Health Service.—The University Health Service, with a staff of physicians and nurses appointed by the Regents, shall have for its chief officer a Director of the Health Service who shall report through the Dean of Student Life to the President and Board of Regents and who shall, together with his staff, be appointed biennially or annually as the Regents, upon recommendation of the President, may in each case determine. It is the duty of this Service to attend to the individual health of students of the University and to attend to the health of the University as a community under conditions more particularly set forth in the Main University Catalogue.

At the Medical Branch the physicians of the staff attend to the illnesses of students, without fee. All admissions to the hospital require the Dean’s approval.

Sec. 5. The Librarian.—The Librarian shall have charge of and be responsible for the proper administration of the University Library. He shall be qualified for professorial rank and tenure. He shall serve on a twelve-months’ basis and shall be appointed biennially by the Regents upon the recommendation of the President.

The University Library comprises all books, maps, charts, music scores, photographs, prints, manuscripts, and similar documents
purchased out of University funds, or acquired in any other manner by the University, except such as are of an administrative nature and such maps and charts as relate to or are used in the internal organization of the several departments. For administrative purposes, the University Library consists of the general library, certain special libraries acquired by gift or purchase, the school or college libraries, and the departmental libraries. No separate unit of the Main University Library shall be established or maintained outside the Main Library Building except by specific permission of the Board of Regents.

The Librarian shall make recommendations to the President in regard to the appointment, promotion, and dismissal of members of his staff, in regard to the determination of questions of administrative policy, in regard to the selection of books for the Library, and in regard to the entire budget of the University Library. He shall authorize the purchase of all library books, maps, and similar items and all supplies for the Library of the Main University. He shall enforce order throughout the Library and shall report to the Dean of Student Life such breaches as may call for discipline. At the time designated by the President he shall make an annual report to the Board of Regents on the condition and needs of the Library. At the time designated by the President he shall present budgetary requests for the ensuing year, and in the even-numbered years he shall also present requests for the next succeeding legislative biennium.

The Librarian shall be ex officio a member of the Library Committee of the General Faculty. He shall consult with and be consulted by the Main University Library Committee of the Board of Regents.

Sec. 6. The Registrar.—The Registrar shall attend to admission, registration, scholastic records, administrative publications, and miscellaneous examinations, and shall be chairman ex officio of the General Faculty Committees on Admission Requirements, Admission from Other Colleges, Accredited Schools, Schedule, Diploma, Publications, and Administrative Publications. He shall make budgetary recommendations concerning the work within his jurisdiction.

a. Admission.—The Registrar shall see to the execution of all regulations dealing with the admission of students to all Colleges and Schools of the University. He shall evaluate entrance certificates and college transcripts and shall determine eligibility for admission, fixing such terms and conditions as may be necessary. He shall supervise the removal of admission conditions of all students.

b. Registration.—The Registrar shall be responsible for the registration of all students and shall ask such members of the faculty as may be required to assist him therein.
c. Records.—The Registrar shall keep permanent, systematic, and convenient records containing the semester or term grades of each student and all other recordable information about the student that the University may at any time need, and he shall organize, interpret, and publish as much of this information from time to time as is desirable and as the facilities of his office permit.

d. Administrative publications.—The Registrar shall serve as Chairman of the Administrative Publications Committee of the General Faculty and shall, with the advice of the Committee and under the regulations of the Faculty and the Regents, edit and supervise the preparation of all administrative bulletins, including all catalogues of the Long and Summer Sessions, the annual Directory, and the Final Announcement of Courses. The Registrar shall also attend to the distribution of the administrative publications.

e. Other publications.—The Registrar shall serve as Chairman of the Publications Committee of the General Faculty and, as Secretary of the General Publications Committee of the General Faculty (or a member of his staff may be designated by him to serve in this latter capacity). All work done by the University Press on University publications—administrative, general, or bureau—must be authorized by the Registrar.

f. Space assignments and schedules.—He shall serve as Chairman of the Schedule Committee of the General Faculty and shall, with the advice of the Committee, prepare all schedules of hours, classes, and examinations for all Colleges and Schools; and, likewise, he shall assign space in all buildings and on all playing fields with a view to maximum efficiency and economy. Exceptions: Gregory Gymnasium and Hogg Memorial as auditoriums, the Cafeteria, the Power House, the Texas Union, and the Dormitories are in the charge of other officials. Requests for miscellaneous uses of rooms in any building after scheduled hours shall be handled by the Comptroller.

g. Diplomas.—The Registrar shall serve as Chairman of the Diploma Committee of the General Faculty and shall, with the advice of the Committee, see to the purchasing of diplomas, their lettering, and their delivery to the students. He shall assemble also the lists of candidates for the Commencement Program.

h. Supervision of miscellaneous matters.—He shall have charge of examinations not otherwise provided for, shall authorize refunds of the registration fee under prescribed rules, and shall supervise and administer the rules governing undergraduate Regents' Scholarships.

The Registrar shall be responsible directly to the President, shall be appointed biennially on a twelve-months' basis by the Regents upon recommendation of the President, and shall make an annual statistical report through the President to the Board of Regents containing, for both the Long Session and the Summer Session, ample student personnel information in National or State standard forms.
where such forms exist. Included in this report shall be: (1) Number of students, classified by sex, by College or School, by class, by sessions (Long and Summer), and by divisions (Residence and Extension), duplicates excluded; (2) Mode of admission, first-year and non-first-year, age, nativity, residence, degree of self support, church affiliation, occupation of parents; (3) Number and scholarship of graduates from high schools; (4) Admissions and withdrawals during certain intervals; (5) Semester hours enrolled for and passed, by departments, classified; (6) Number of classes and sections, classified by size of class; (7) Number of courses offered, in semester hours, by department and rank; (8) Number of degrees granted.

Sec. 7. The Comptroller.—The Comptroller shall be appointed biennially on a twelve-months' basis by the Regents upon the recommendation of the President and shall serve as the representative of the President in the supervision of all strictly business operations of the University not specifically assigned to some other officer. He shall maintain the maximum of efficiency in these operations, consistent with the controlling educational purposes of the Institution. 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 State laws and the rules of the Institution and to the approval of the President and the Board of Regents. He shall make reports and recommendations concerning the work under his supervision to the Regents through the President. The Comptroller shall enter into a bond in the sum of fifty thousand dollars ($50,000.00), executed by an acceptable surety company authorized to do business in Texas, that he will fully and faithfully perform the duties of his office; and he shall require a suitable bond of all of his subordinate officers charged with the custody of funds.

The Comptroller shall manage the State and privately donated endowment lands and their appurtenances. He shall attend to the leasing or renting of these properties, to the collection of rentals, and to the upkeep of the property, and, in fact, shall do all things necessary to maintain the property and to secure equitably from it as much profit as possible for The University of Texas. Pipe-line, telegraph, telephone, power-line, and highway easements, sales of water, sand, gravel, and similar products, and grazing, townsite, and all other manner of leases of the Permanent Endowment Lands of The University of Texas which are under the jurisdiction of the Board of Regents shall be in charge of the Comptroller. He shall be assured in this work by such employees as may be necessary. He shall keep complete records of all leases, easements, and the like, and shall exercise due vigilance in seeing that the University's interests are at all times properly cared for in the matter of preservation of property, terms of leases, and all other things necessary to a proper
handling of this estate. He shall have charge of supervising the
surveying, geological prospecting, production gauging, and leasing
connected with the management of the endowment lands.

The Comptroller shall have charge of supervising the production
and selling of oil, gas, and other minerals produced on University
lands. He shall maintain a competent staff for the purpose of audit­
ing the accounts of producing and transporting agencies, with a view
to ascertaining that the University collects the proper amount of
royalty from such production.

The Comptroller shall cooperate with the Board for Lease of Uni­
versity Lands in any appropriate manner to the end that these lands
may be properly surveyed, their geology studied, the progress of
drilling noted, and all other things useful and necessary in this con­
nection may be done.

With the advice and direction of the Finance Committee of the
Board of Regents, the Comptroller shall invest the trust and endow­
ment funds in the possession of The University of Texas or its Board
of Regents. He shall maintain under a competent officer an invest­
ment office, in which shall be gathered and accumulated information
concerning the cities and counties of Texas with a view to ascertaining
the quality of their bonds, their financial strength, their popula­
tion, wealth, resources, industries, and all other things necessary to
determine to what extent and at what price their securities should be
bought for the endowment funds belonging to or managed by The
University of Texas. He shall consult frequently with investment
bankers and other competent persons, shall use discretion in as­
certaining the nature and soundness of securities, shall consult
freely with the Finance Committee of the Board, and shall make
investments upon the authority of a majority of this Committee.
It shall be his duty to keep informed as to the prices and soundness of
securities held by the University and to advise the Finance Commit­
tee when, in his judgment, any securities held by the University
should be disposed of.

In the event that the Board of Regents of The University of Texas
is engaged in litigation affecting the property or the activities of
The University of Texas, any attorneys furnished by the State or
employed by the Board shall have the cooperation and assistance of
the Comptroller and shall report to him for transmission through
the President to the Board of Regents such information and requests
as they may deem proper. The Comptroller shall be charged with
the duty of notifying the Regents through the President of the need
of any legal action deemed necessary by him properly to protect
any of the University endowment lands or funds.

The Comptroller shall, subject to State laws, supervise the pur­
chasing of all general supplies and all materials for use in the Main
University except purchases specifically assigned to some other officer,
such as the purchase of books by the Librarian and the purchase of
technical equipment by departmental chairmen; but no purchase other than books bought by the Librarian shall be made except upon an order signed by the Comptroller or the Purchasing Agent, whose duties shall be under the supervision of the Comptroller. All purchases or work of consequence, certainly if involving as much as $1,000, shall, where practicable, be made on contract and let on the basis of competitive bids. The Purchasing Agent, in lawful cooperation with the State Board of Control, 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 work of shops and agents under his charge, and shall give them out on proper requisition to the various individuals entitled to them.

The Comptroller, in his capacity as Superintendent of Buildings and Grounds of the Main University, shall care for all buildings and grounds owned or occupied by the Main University. He shall have charge of the direction and supervision of all minor improvements and repairs in connection therewith. He shall consult with and be consulted by the chairman of the Schedule Committee and other appropriate officers regarding repairs and alterations of rooms. He shall be responsible for the expenditure of funds provided for these purposes and shall arrange by contract or otherwise for such expenditure. He shall have charge of the following: (a) the heating and power plant and other services to the University buildings, including heat, light, power, water, gas, and telephone; (b) the repair shops and general storerooms, including the necessary workmen, skilled and unskilled; (c) the janitors, watchmen, police, and others necessary for the care and protection of the buildings of the University; (d) all physical plant equipment belonging to the University; (e) superintendence and maintenance of grounds, roads, walks, and athletic fields; (f) the use of the plant outside class hours.

The Comptroller shall be custodian and shall be responsible for the safeguarding of all property belonging to the Main University, shall keep a correct inventory thereof, and shall present such inventory to the President before the annual October meeting of the Board of Regents. He shall have the authority to require of all departmental chairmen and other employees, at least annually, and oftener if necessary, a full statement of the property in their immediate possession belonging to the University. He shall supervise, under specific orders of the Board of Regents, such sales of University property as may seem to be advisable.

The Comptroller shall have general supervision over all dormitories, cafeterias, or dining halls operated by the University. The Business Directors of these institutions shall submit their recommendations and budgets to him, and he shall transmit them to the President with his recommendations. The Budget Council of the Department of Home
Economics shall serve in an advisory capacity to the Business Directors named above (a) in regard to distribution of income, purchase and quality of food, room service, etc. (b) by making available at all times the testing laboratories of the Department and other needed professional services.

The Staff of the dormitories shall consist of the following:

a. Business Director of Residence Halls and Resident Business Directors of individual dormitories. The Business Director of Residence Halls shall have a college degree in home economics and experience in institutional management and shall be nominated to the Board of Regents through the President by the Comptroller upon recommendation of the Budget Council of the Department of Home Economics. The Business Director shall be responsible in business matters directly to the Comptroller and shall perform the following duties: (1) be in full charge of all business pertaining to the operation of the dormitories including care of grounds and buildings, purchase of supplies, the planning and serving of meals, employment and direction of help; student help being chosen on advice of the Social Director but such of their duties as pertain to business operations being under the direction of the Business Director; (2) keep accurate accounts of all receipts and expenditures, issue room and board receipts, draw all requisitions and voucher all statements under the direction of the Auditor, in accordance with the University regulations; (3) employ such help not otherwise provided for as is necessary to carry on the above in accordance with the approved annual budget. The Resident Business Directors shall have college degrees in home economics with either a major in institutional management or experience in the institutional field, or both. They shall be nominated to the Board of Regents through the President by the Comptroller, upon recommendation of the Business Director of Residence Halls and the approval of the Budget Council of the Department of Home Economics. They shall be directly responsible to the Business Director of Residence Halls and shall aid in carrying out the duties as above assigned to her.

b. The Social Director of Women's Dormitories and Assistant Social Director of individual dormitories. The Social Director of Women's Dormitories shall have, preferably, both a college degree in a related field and experience in a related field, and shall be nominated to the Board of Regents through the President by the Comptroller upon recommendation of the Dean of Women. The Social Director of Women's Dormitories shall (1) assign all rooms; supervise the social life of the dormitories and be responsible for the observance of the general University regulations pertaining thereto; notify the Health Service of illness requiring special medical attention, and cooperate in the giving of proper attention; assist the students scholastically and personally as far as possible; (2) in conjunction with
the Dean of Women, recommend, through the Comptroller, rules governing the conduct and social privileges of the students; (3) in conjunction with the Business Director, (a) advise regarding the annual budget as it concerns the staff and expenditures of the Social Director, (b) advise regarding the employment of student help, (c) recommend, through the Comptroller, rules governing life in the Women's Dormitories. The Assistant Social Directors shall have the same qualifications as set forth for the Social Director and shall be nominated to the Board of Regents through the President by the Comptroller upon recommendation of the Social Director of Women's Dormitories and the approval of the Dean of Women. They shall be directly responsible to the Social Director and shall aid in carrying out the duties as above assigned to her. There shall be an Assistant Social Director residing in each woman's dormitory other than the one in which the Social Director lives.

c. The Resident Director of Brackenridge Dormitories and Managers of individual dormitories in this group. The Resident Director of Brackenridge Dormitories shall have a college degree in a related field and experience or training in institutional housekeeping, and shall be nominated to the Board of Regents through the President by the Comptroller upon the joint recommendation of the Dean of Student Life and the Business Director of Residence Halls. The duties of this office shall be: (1) business duties, under the supervision of the Business Director of Residence Halls, related to the business operation of this group of dormitories; (2) social duties as recommended by the Dean of Student Life and including that of official hostess. The Managers of individual dormitories shall be mature students, tutors, or part-time instructors nominated by the Comptroller upon the recommendation of the Dean of Student Life and the approval of the Resident Director.

d. The Manager of the Little Campus Dormitories, who shall be a mature student, tutor, or part-time instructor nominated by the Comptroller upon the recommendation of the Dean of Student Life.

e. Proctors, in the men's dormitories, and Student Assistants to the Social Director and her assistants in the women's dormitories, who shall be appointed by the Dean of Student Life or Dean of Women as the case may be, upon the recommendation of the person to whom they are immediately responsible and the approval of the Comptroller.

The Comptroller shall also have general supervision of such other auxiliary and service activities as the Stenographic Bureau, the University Press, and the University Workshop.

The Business Officer of the Medical Branch shall be responsible to the Comptroller and through him to the President and Regents and shall perform at Galveston the duties assigned at Austin to the Comptroller as purchasing agent, superintendent of buildings and
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The grounds, custodian of University property, and supervisor of dormitories and dining halls. He shall have charge of all monies collected at the Medical Branch from fees and other sources and shall keep the accounts and records of the Medical Branch in conformity with the accounting system of the entire University, subject in accounting matters to the general supervision of the University Auditor. All disbursement vouchers charged against the Medical Branch General Budget shall require the approval of the Auditor before payment.

The Business Officer shall also serve as Registrar of the Medical Branch and shall keep permanent, systematic and convenient records containing the semester or term grades of each student and such other information about each student as may be desirable, conforming generally, like the Main University, to standard forms of student personnel recording. He shall also attend to diplomas and to the Commencement program. He shall serve as the Secretary of the Medical Faculty and of its Executive Committee. He shall have the power to call on the other officers of the Medical Branch for such information as he may need in the performance of his duties, shall make appropriate annual reports, and shall make budgetary recommendations concerning his staff through the Comptroller, sending a copy of his recommendations to the Dean of the Medical Branch.

The Comptroller shall have general supervision over the renting and care of the houses that were acquired when the campus was enlarged by purchase.

When the authorization of a new building is under consideration by the Board, the Comptroller shall make estimates of the fully completed cost thereof. He shall have supervision over the construction of all new buildings and auxiliary structures including steam and electric line extensions. In making such estimates and supervising such construction he shall be assisted by the following:

a. The Building Committee of the Faculty (cf. Chapter VI, Section 14);
b. The University Architect, whose duties shall be those defined by his contract with The University of Texas;
c. A Consulting Architect, whose duties shall be those defined by his contract with The University of Texas;
d. A Supervising Architect, who, in addition, shall have charge of repairs and modification of existing buildings and such designing and construction as the President, with the advice of the Comptroller, may approve.
e. A Clerk of the Works, or Superintendent of Construction, whose duties shall be:

(1) To superintend the construction of the building in his charge in conformity with the plans, specifications, and such instructions as may be given by the architects;

(2) To report promptly in writing to the architects for their decision any changes, adjustments, or alterations necessary or
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required, with the reasons for these changes, adjustments, or alterations fully explained, filing copies of such communications with the Comptroller and President;

(3) To make minor adjustments when such are necessary in order not to delay progress on the building;

(4) To notify the architects several days in advance of the pouring of any concrete and the starting of the face brickwork;

(5) To notify the architect immediately when subcontractors report for their part of the work;

(6) To send the architects daily written reports regarding the progress of the work, such reports to be on forms provided by the architects, the superintendent keeping a copy thereof with a copy of each progress photograph, and furnishing the Comptroller with a copy.

If the Superintendent is not assigned to full-time duty on a given 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).

The Comptroller shall have general supervision of the accounting and auditing office of the University. This office shall be under the immediate charge of an Auditor who shall be an experienced and competent Certified Public Accountant nominated by the Comptroller to the President and the Board of Regents. He shall be appointed biennially on a twelve-months' basis. The Auditor shall be the accounting, receiving, and disbursing agent of the University for all money. 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 in such books under proper and appropriate headings shall be entered and kept the full, complete, and properly classified system of accounts showing at all times all the properties of The University of Texas, all the incomes and expenditures, and all the assets and liabilities of the University, clearly, truthfully, and fully.

The Auditor, or someone designated by him, shall sign all purchase requisitions, indicating thereby that the proposed purchase is properly covered by an appropriation made by the Board of Regents and that there is a balance in the appropriation sufficient to cover the estimated amount of the purchase. 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 and duly authorized to make such expenditures; but in no case shall the Auditor approve bills or pay out funds except upon the previous authorization of the Board of
Regents or officially designated authorities, and he shall be responsible for the proper accounting of every cent received or disbursed by him. He shall return to the Comptroller and to the persons concerned, without payment, all expense accounts of those connected with the University and all other bills against the Institution in which any of the items seem to him not in accord with the action of the Regents and with law.

All money received by the University shall be deposited regularly on the next business day, either with the State Treasurer of the State of Texas or with a depository bank selected in advance by the Board of Regents, according to the nature of the receipt. Necessary petty cash and working fund balances will be set up in specified amounts sufficient to meet petty payments, refund of student deposits, and other miscellaneous small payments. All checks drawn against funds on deposit with the University's depository bank shall be signed by the Auditor or someone designated by the Board of Regents to sign for him, and countersigned by the Comptroller or someone designated by the Regents to sign for him. In cases of their temporary absences from Austin, the President may designate some other official to sign for the Auditor or the Comptroller or both.

The Auditor shall prepare proper books and blanks for keeping a record of the receipts and disbursements of all money for which the University itself or any officer as agent for the University shall be responsible, and he shall prepare an annual report for publication in form satisfactory to the Comptroller, the President, and the Regents' Finance Committee. The report of each year's financial transactions, and all the books and records on which this report is based, shall be audited by a competent firm of Certified Public Accountants employed by the Board of Regents for that purpose or by the State Auditor when so provided by State law.

The Auditor shall enter into a bond in the sum of fifty thousand dollars ($50,000.00), executed by 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, 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 monies, 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.

Securities which are owned by The University of Texas or held in trust by it or by its Board of Regents and which are not required by the laws of the State or the direction of a donor to be handled...
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in a specified manner shall be in the joint charge of the Comptroller and the Auditor. These securities shall be kept in a safety deposit box at a bank to be designated by the Regents. Access to these securities shall be had only in one of the following ways: (a) by the Comptroller and the Auditor jointly, (b) by two members of the Board of Regents designated by the Board for that purpose and either the Comptroller or the Auditor, (c) by the Comptroller and someone designated in writing by the Auditor, (d) by the Auditor and someone designated in writing by the Comptroller.

Sec. 8. Business Manager of Intercollegiate Athletics.—See Section 45 of Chapter VI.

CHAPTER III

THE GENERAL FACULTY, THE MEDICAL FACULTY, AND THE SCHOOL OR COLLEGE FACULTIES

Section 1. Authority of the General Faculty of the Main University and of the Medical Faculty.—The Board of Regents will use all its discretion and powers in efforts to make The University of Texas an institution of the “first class,” as the Constitution directs in Article VII, Section 10. The Board will be guided in general by the practices of the best universities in the United States and abroad, especially state universities. The Board will not, except in extraordinary cases, act on important matters of educational policy until it has received, or requested and obtained, advice thereupon from the General Faculty or from the Faculty of the Medical Branch. When new policies originating in the General Faculty give rise to serious differences of opinion in the Faculty, the advice and recommended legislation shall, at the request of the minority, be accompanied by a record of the vote and by a summary of the reasons for and against the matters proposed.

Legislation by the General Faculty of the Main University or by the Faculty of the Medical Branch that involves the expenditure of additional money should not be submitted to the Board of Regents unaccompanied by an estimate by the Faculty of the additional money required.

No legislation by the General Faculty or Medical Faculty shall be effective unless approved by the Board of Regents, and no legislation by a College or School Faculty shall be presented to the Board of Regents for consideration until it has been approved by the General Faculty or Medical Faculty or voted upon for and against with reasons stated, as provided in the preceding paragraph. The Board of Regents will notify the Faculty of its actions on Faculty legislation, in general giving reasons when disapproving.

Subject to the Board of Regents, and subject further to the authority that the Board has vested in the various administrative
officers and subdivisions of the University, 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 the Medical Branch. Within this broad jurisdiction of the General Faculty and Medical Faculty fall such matters as (a) general educational policies and welfare; (b) regulations affecting student life and activities; (c) requirements for admission and graduation and for honors and scholastic performance generally; (d) approval of candidates for degrees; (e) rules of procedure.

Sec. 2. Membership of the General Faculty and of the Medical Faculty.—Voting members of the General Faculty shall consist of all (a) professors, (b) associate professors, (c) assistant professors, (d) instructors who have served for three years or more, and (e) such other officers as the Board of Regents, upon recommendation of the President, may designate. Voting members of the Medical Faculty shall consist of all (a) professors, (b) associate professors, and (c) assistant professors of the Medical Branch.

Each voting member, of whatever rank, shall be entitled to one vote.

Instructors at the Main University who have served for less than three years shall have the privilege of attending meetings with the right to speak but without the right to vote.

Sec. 3. Authority of the College or School Faculties of the Main University.—Subject to the limitations set forth in Section 1, each College or School of the Main University shall be under the immediate charge of its particular Faculty. Legislation applying primarily to one College or School, such as the requirements for admission and honors and degrees and the scholastic regulations, shall originate in that College or School, except as provided in Section 1 of this chapter and Section 1 of Chapter II; legislation affecting more than one College or School shall originate either in the General Faculty or in the Faculty of the College or School concerned.

Sec. 4. Membership of the Undergraduate College or School Faculties of the Main University.—Voting members of the Undergraduate College or School Faculties of the Main University shall consist of (a) of all (1) professors, (2) associate professors, (3) assistant professors, and (4) instructors who have served at least one year, in the departments which compose the College or School; (b) of professors or associate professors or assistant professors selected from departments outside of, yet closely connected through degree requirements or subject matter, with the College or School and designated annually by the President upon recommendation of the appropriate Dean; and (c) such other officers as the Board of Regents, upon recommendation of the President, may designate annually. Persons offering part-time instruction in courses listed in the course offerings of a School or College, whose regular work,
salary, and title are in another School or College or subdivision of
the University, shall have seat and voice privileges in the Faculty
of the School or College in which such part-time instruction is offered.
Upon nominations of both Deans, or of the appropriate Dean and
subdivision head, any such person may be annually designated by
the President as a voting member of such Faculty. These privileges
shall not involve additional title or change of status, except as con­
ferred by special action of the Regents upon recommendation of
the President and the Deans and heads of the subdivisions and the
budget council of the department concerned, in cases of unusual
record for teaching or research. The number of annually designated
voting members of a College or School Faculty shall not exceed
one-third of the number of voting members ex officio. Instructors
who have served for less than one year shall have the privilege of
attending meetings with the right to speak but without the right
to vote.

Each voting member, of whatever rank, shall be entitled to one
vote.

Sec. 5. Membership of the Graduate Faculty.—Members of the
Faculty of the Graduate School shall be appointed by the Board of
Regents upon nomination by the President, acting usually on the
recommendation of the departmental budget council of the depart­
ment concerned transmitted to the President with comments by the
Dean of the Graduate School and the Dean of the College or School
of which the department is a part after the Deans have consulted
fully with three professors, two selected from cognate departments
by the Graduate Dean and one selected at large by the other Dean
concerned, the selections by the two Deans being made with special
reference to competency to pass on the proposed member. The pri­
mary qualifications for membership in the Graduate Faculty to be
considered by the Deans and the professors shall be (a) achievement
in research or (b) broad scholarship or high attainments in a
particular field of study, and skill and experience in teaching
graduate students.

The Dean of each College or School in whose field a graduate degree
is offered shall be an ex officio member of the Graduate Faculty.

Sec. 6. Meetings of the General Faculty and of the College or
School Faculties.—The General Faculty of the Main University shall
hold at least six regular meetings during the Long Session; the other
Faculties shall hold at least one each semester during the Long Ses­
tion. Dates for the regular meetings shall be arranged by the Facul­
ties or their Secretaries so as to lead to the minimum of conflicting
dates, and published each May for the next Long Session. Spe­
cial meetings of the General Faculty of the Main University shall be
held at the call of the President or at the request of five voting mem­
bers. Special meetings of the other Faculties shall be held at the
call of the President or appropriate Dean or at the request of five voting members.

Notice of each meeting of the General Faculty and of all College and School Faculties shall be sent to all persons entitled to attend not later than the faculty mail of the morning preceding the day of the meeting, except in cases of emergency.

Sec. 7. Chairman of the General Faculty, the Medical Faculty, and of the College or School Faculties.—The President shall be Chairman ex officio of the General Faculty and of the Medical Faculty; the Deans shall be Chairman ex officio of their respective Faculties, the Dean of the Medical Branch serving also as Chairman of the Medical Faculty in the absence of the President.

Sec. 8. Secretaries of the General Faculty, the Medical Faculty, and of the College or School Faculties.—At the last scheduled meeting in the Long Session each Faculty shall elect its Secretary for the following year, who shall record its minutes in a form both convenient and permanent, and shall furnish the members of the Faculty and the administrative officers promptly with copies of the minutes. In addition, the Secretary shall send out to the members notices of the meetings to be held, sometimes accompanied by information concerning the business to be transacted, and shall bring promptly to the attention of the persons concerned the actions of the Faculty.

Each communication not made from the floor during a Faculty meeting shall be transmitted to the Faculty by the person making it through the Secretary of the Faculty for distribution, record, and noting on the order of business.

Sec. 9. Committees of the General Faculty, of the Medical Faculty, and of the College or School Faculties.—Each Faculty shall establish such standing committees for the Long Session, Summer Session, or fiscal year as it may deem proper, with duties and powers within and subject to the jurisdiction of the Faculty, such duties and powers being plainly set forth in the minutes. Unless otherwise specifically provided, standing committees of the General Faculty shall be appointed annually by the President after consultation with the officer or officers whose duties are related to those of the various committees; standing committees of the Medical Branch shall be appointed annually by the Dean of the Medical Branch; standing committees of the Faculties of the Colleges or Schools shall be appointed annually by the respective Deans. Special committees of the Faculties, when desired, shall be appointed in accordance with the Rules of Order on motion passed.

Sec. 10. Rules of Order to be followed by the General Faculty, the Medical Faculty, and the College or School Faculties.—Each Faculty shall adopt the general principles of parliamentary law as set forth in some standard work such as Roberts' Rules of Order,
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except in so far as the Faculty may modify certain details, such as the rules relating to quorums, order of business, debates, voting, suspending rules, making actions public, and other matters.

Sec. 11. Changes in the Catalogue and standing rules of the General Faculty, Medical Faculty, and the College or School Faculties.—Changes in those portions of the Catalogue which record Faculty action, except as otherwise provided in the rules of order of the several faculties, and changes in the standing rules of a Faculty shall be proposed in writing and shall lie over until the next meeting of the Faculty, regular or called, before they may be considered. The rule requiring changes in the Catalogue to lie over shall be suspended only by unanimous consent, provided that, when such changes have been put in legible form and copies thereof distributed to the members of the Faculty at least five days before the date of the meeting together with notice that the proposed changes are to be considered at the next meeting, they may, upon a vote of the Faculty, be taken up immediately and disposed of.

Sec. 12. Rules of Order of the General Faculty.—The following shall constitute the Rules of Order of the General Faculty.

a. Meetings.—The General Faculty shall hold six regular meetings annually. These meetings shall be held on the second Tuesday of October, November, January, February, March, and May. Special meetings may be called upon vote of the Faculty, or by the President, or, in the absence of the President, by his substitute in office.

b. General rules.—The general principles of parliamentary law as set forth in Roberts' Rules of Order shall govern, except in so far as they may be modified by the Faculty.

c. Quorum.—A quorum shall consist of forty members entitled to vote.

d. Order of business.—At each stated meeting of the General Faculty the order of business shall be: (1) Approval of Minutes; (2) Communications; (3) Unfinished Business; (4) Petitions; (5) Special Orders; (6) Reports: (a) Administrative Council, (b) Executive Committee, (c) College or School Faculties: (1) Arts and Sciences, (2) Business Administration, (3) Education, (4) Engineering, (5) Graduate, (6) Law, (7) Pharmacy; (d) Standing Committees (in the order listed in Chapter VI), (e) Special Committees; (7) New Business: (a) Matters presented by the Deans, (b) Matters presented by members, (c) Matters presented by the President; (8) Adjournment.

e. Committees.—At the May meeting of the General Faculty, the President shall appoint the standing committees to serve during the succeeding Long Session. (See Chapter VI, Section 1, et seq.)

The President shall be ex officio a member of all of the committees and shall fill all vacancies that may occur.

Standing committees of the General Faculty shall meet once each year, and as much oftener as the committee may vote or the chairman may think necessary.
All special committees shall be appointed by the President except when otherwise provided.

Special committees shall meet on the call of the chairman.

The chairman of each committee shall keep the President informed of all important actions taken by his committee and shall report such action at the next regular meeting of the General Faculty.

Reports of committees must be in writing. A copy of every report or resolution should be submitted to the Secretary before it is brought up for consideration by the Faculty so that it will be available for the preparation of the Order of Business and for the use of the presiding officer at the meeting. It shall be inserted in the minutes and shall not, without unanimous consent, be considered until the next meeting unless legislation by circularization is proposed.

Reports of committees may be omitted from the reading of minutes except when the reading is called for by some member.

The chairman of each committee shall see that a record is kept of the action of his committee. The chairman of each standing committee shall pass to his successor in office the record so kept. The chairman of each special committee shall from time to time turn over to the Librarian, for preservation, all records, materials, and information collected by his committee.

"Debate."—No one shall speak more than ten minutes upon any proposition without an affirmative vote of the Faculty.

No member shall be allowed to speak more than once upon any proposition without an affirmative vote of the Faculty.

The chairman of a committee whose report is under consideration shall not be subject to the preceding rules and shall have the privilege of concluding the debate in a five-minute speech. A similar privilege of summing-up for the opposition shall be granted to the leader of the opposition if the name of the leader is certified to the Secretary in writing by five members.

A motion to extend the time of a speaker shall be in order at any time and shall not be debatable.

2. Voting.—Yea and nay may be demanded by any five members. Upon calls for yea and nay, it shall be the duty of all members to vote unless excused by the presiding officer.

b. Telling amendments.—An affirmative vote upon a motion to table an amendment shall operate to table nothing except the amendment in question.

i. Resolutions in writing.—All resolutions shall be in writing, and all motions and amendments shall be reduced to writing upon request of any member or of the Secretary of the Faculty.

j. Approval of candidates for degrees.—It is the duty of the Faculty to report to the Board of Regents its approval or disapproval of each candidate for a degree. This duty may be delegated by affirmative vote before the June or the August commencements, however, to
the respective Deans, who shall check the fulfilling of all requirements. At the May meeting of the General Faculty, the Registrar shall furnish to all members of the Faculty a complete list of candidates for degrees in June, and at the October meeting shall furnish the names of all successful candidates in the preceding June and August commencements for recording in the Faculty minutes.

2. Changes in degree requirements.—All proposed changes in degree requirements shall regularly be acted on first by the School or College Faculty exercising jurisdiction over that degree. But when any change in requirements for an existing degree is approved by a School or College Faculty, the members of the General Faculty shall be notified by circular, with reasons for the proposed change according to the form below:

**Proposed Change in Degree Requirements**

The Faculty of _______ _______ has approved the following change in degree requirements:

Catalogue, p. __________

Reasons __________

If no objection is filed in the office of the President or of the Secretary of the General Faculty within ten days from the date of circularization, the change proposed above will be held to have been approved by the General Faculty. If objection is filed within this period, the proposed legislation will be presented to the General Faculty at its next meeting.

Filed with the Secretary of the General Faculty (date).

Date of circularization __________

The Secretary shall announce to the Faculty the result of this circularization, and, in case of no protest, the proposed change shall be held to be approved.

3. Legislation by the Students' Association of the Main University.—Legislation by the Students' Association that is to be approved by the General Faculty shall be subject to the same rules as changes in degree requirements proposed by separate faculties.

4. Changes in catalogue or in standing rules.—Changes in the provisions published in the catalogue other than requirements for an existing degree and in the standing rules of the Faculty shall be proposed in writing and shall lie over until the next meeting of the Faculty, regular or called, before they may be considered. But when such changes shall have been put in legible form and copies thereof distributed to the members of the Faculty at least three days before the date of meeting, together with notice that the proposed changes
are to be considered at the next meeting, they may, upon a two-thirds' vote of the Faculty, be taken up immediately and disposed of. All proposed changes in the standing rules of the Faculty shall be referred to the Committee on Rules, of which the Secretary of the Faculty shall be a member.

n. Suspending rules.—No standing rule may be suspended except by a two-thirds' vote of the members present. The rule requiring changes in the catalogue to lie over shall be suspended only by unanimous consent, unless the proposed changes have been sent to the members of the Faculty at least three days before the meeting, as set out in the preceding rule.

p. 13. Rules of Order of the College of Arts and Sciences.—The rules of order of the General Faculty are the rules of order of the College of Arts and Sciences, except in the following particulars:

a. Meetings.—The College of Arts and Sciences shall hold at least one scheduled meeting each long session. All meetings shall be at the call of the Dean, or, in his absence, of his substitute in office.

b. Quorum.—A quorum shall be twenty-five members.

c. Legislative procedure.—Any proposed legislation, excepting such as is incidental to the business before the College in formal meeting, shall be submitted to the Dean, who shall determine whether it shall be submitted to the College at a called meeting or by circularization.

If the Dean determines to legislate by the circularization—no protest procedure, he shall circularize the faculty in the following form:

Proposed Legislation by the College of Arts and Sciences by the Circularization—No Protest Procedure

It is proposed:

If no objection is filed in the office of the Dean of the College of Arts and Sciences within ten days from the date of circularization, the legislation proposed above will be held approved. If objection is filed within the prescribed period, the proposed legislation will be presented to the College of Arts and Sciences at its next meeting.

Date of circularization:

Legislation submitted to the College of Arts and Sciences for enactment by the circularization—no protest procedure shall be held adopted only if no objection in writing be made to the Dean within ten days after the date of circularization; if objection be made within this period, the Dean shall submit the proposed legislation to the College of Arts and Sciences at its next meeting, and the secretary shall record in the minutes the legislation enacted by the circularization—no protest procedure and the protests against legislation proposed for enactment by the procedure.
d. Order of business.—The order of business shall be the same as that of the General Faculty except that the following sections shall be substituted for the sections with similar numbers in the order of business of the General Faculty: (6) Reports: (a) Departments, (b) Standing Committees, (c) Special Committees; (7) New Business: (a) Matters presented by the Dean; (1) Legislation adopted by circularization, (2) Other matters, (b) Matters presented by chairmen of departments, (c) Matters presented by other members.

e. Committees.—In May, the Dean shall appoint the following committees to serve the succeeding Long Session: Bible and Religious Courses, Degrees and Courses, and Foreign Language Requirements. The Dean shall be ex officio a member of all of the committees, standing and special, and shall fill all vacancies that may occur. He shall be chairman of the Committee on Degrees and Courses.

Sec. 14. Rules of Order of Other College and School Faculties.—The rules of order of the General Faculty and of the Faculty of the College of Arts and Sciences shall be the rules of the other College and School Faculties as far as applicable.

CHAPTER IV
DEPARTMENT FACULTIES OF INSTRUCTION AND RESEARCH

Section 1. Departments.—The various Colleges and Schools may be subdivided into departments of instruction and research by the Board of Regents, to be concerned primarily with subdivisions only of the whole field of knowledge.

Sec. 2. Departmental staff.—The staff of a department shall consist of all persons appointed to carry on the work of instruction and research in the field of the department, including correspondence and Extension Center teaching for degree credit.

Sec. 3. Membership of a departmental faculty.—All full-time members of the staff of a department who hold the rank of instructor or above shall be members of the faculty of the department, with votes, excepting being made of instructors who have served for less than one Long Session. Each voting member, of whatever rank, shall be entitled to one vote. A member of the staff on part time in each of two departments shall be a member of the faculty of each department. A part-time member of a bureau staff teaching in a department shall also be a part-time member of the faculty of that department. Persons offering part-time instruction in courses listed in the course offerings of a department, whose regular work, salary, and title are in another department or subdivision of the university, shall be designated as part-time members of the faculty of the department in which such part-time instruction is offered, with or without vote, the addition of title, or the change of status.

Other persons may be appointed as part-time members of a departmental faculty, with or without vote.
Sec. 4. Authority of a departmental faculty.—Departmental faculties are subject to the actions of the School or College faculties of which they are a part in the fixing of aims, courses, curricula, course requirements, etc. Requests from the Faculty of a College or School or Division or Bureau for services from a department outside the remaining College or School or Division or Bureau shall be transmitted by its administrative head through the undergraduate Dean of the department to the department for consideration by the department at its regular times. If, after discussion, the department and the undergraduate Dean and the administrative head making the request cannot reach an agreement, all the relevant facts and opinions shall be transmitted to the President for adjudication or submission to the Administrative Council, the General Faculty, or the Board of Regents.

Sec. 5. Certain duties of a departmental faculty.—It shall be a duty of the departmental faculty to make annually or upon special occasions for the Long Session through its undergraduate Dean (and also through the Graduate Dean when the Graduate School is affected) to the President, unless otherwise provided, such specific and detailed recommendations as may be deemed wise concerning (a) the courses, with specified contents and prerequisites, to be offered during the next Long or Summer Session or for credit through the Division of Extension; (b) appointments of tutors and assistants; (c) all Catalogue material relating to the department; (d) assignment of courses (other than theses and dissertations) and sections of resident instruction, assignment of correspondence and Extension Center teaching, and assignment of extra-departmental duties, either intra- or extra-mural in character, to individual members of the departmental staff; (e) maintenance and equipment, rooms and schedules; (f) requests for the services of the department coming from the Schools and Colleges and other subdivisions of the University; (g) such other matters as may affect the welfare of the department. These matters shall be presented to the president by the dean or the chief administrative officer of the Division of Extension, the president of the Graduate School, the Dean of the Division of Extension, and of the undergraduate Schools and Colleges dependent upon the services of the department. It shall be a duty of the faculty of an arrangement in which neither efficiency nor economy is mainly specified. Recommendations involving increases in the existing budget should be listed in the order of preference. It shall also be the duty of a departmental faculty to make annually on October 15 a report to the President and the appropriate Dean on the work of the department during the
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Departmental reports.—(a) Annual departmental reports: (1) Unabridged reports, as lengthy as the department may determine, may be sent through the undergraduate Deans to the President for study and ultimate filing in the archives. (2) Abridged reports shall be as synoptic as possible and shall be sent through the undergraduate Deans to the President for printing. Abridged departmental reports should contain (a) honors conferred on staff; (b) honors conferred on, and important positions filled by, recent graduates who majored in the department; (c) miscellaneous—use of Library, etc., distinguished visitors, extramural activities, etc., etc.; (d) annual bibliography of staff and theses of "major" students. Abridged departmental reports shall not contain material printed or recorded elsewhere, such as (a) list of staff, Long or Summer Session; (b) list of courses offered; (c) enrollments in courses and sections and teachers thereof; (d) number of B.A., M.A., and Ph.D. "majors" in June and August; (e) facilities for study; (f) expenditures (actual). (b) Special departmental reports shall be made as occasion may require. (See last paragraph under Section 6, following.)

Sec. 6. Departmental Budget Council at the Main University and Departmental Head at the Medical Branch.—All the full professors in a department conjointly, or all the associate professors conjointly in case there is no full professor, shall constitute the Budget Council of the department, each member being entitled to one vote, there being no seniority. In a department without full or associate professors, the Chairman of the department shall constitute the Budget Council. At the Medical Branch the Head of the department shall constitute the departmental Budget Council. At the Medical Branch the Head of a department is ordinarily the ranking full professor in the department.

It shall be the duty of the Budget Council to make annually and upon special occasions, through the undergraduate Dean (and also through the Graduate Dean when the Graduate School is affected) to the President for the Regents, in the case of the Long Session, such recommendations as may be deemed wise concerning (a) appointment to departmental positions with the rank of instructor or higher; (b) promotions in salary or rank of those members of the departmental staff who are not also members of the Budget Council; (c) membership in the Graduate Faculty; (d) assignment of thesis and dissertation courses to individual members of the departmental staff; and (e) amounts required for tutors and assistants and for maintenance and equipment during the coming fiscal year. Recommendations which relate to persons who are to do whole or part-time Extension Center or correspondence teaching, accompanied or unaccompanied by resident teaching, shall be made jointly by the depart-
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Departmental Budget Council of the department concerned and the Director of the Extension Teaching Bureau to the Deans concerned (See Section 6, Chapter V). Recommendations concerning rank, tenure, salary, and other matters shall be specific. Members of the Budget Council shall have the right to make individual or group recommendations through the appropriate Deans to the President concerning the salaries of other members of the Budget Council. Actions of the Budget Council shall be taken only at meetings duly called and held, and shall be signed by all the members, approving or disapproving. In the case of the Summer Session, there are appointments only, tenure not extending beyond the Session, and no recommendations a faculty member remaining at the rank held during the previous Long Session if a member of the General Faculty. Recommendations for the Summer Session are to be made through the appropriate Deans to the President, and the Budget Council, subject to the approximate proportions in rank of the Long Session staff, may include members of the Budget Council itself in its recommendations.

It shall also be the duty of the Budget Council, in each even-numbered year, following a notice from the President, to make budgetary recommendations concerning the requests for appropriations that may be made of the next Legislative by the Regents for the support of the departments during the coming biennium. (See also Chapter I, Section 2.)

When desirable, a Budget Council may select from its membership a Chairman to preside over its meetings and a Secretary to record and transmit its recommendations. Carbon copies of the recommendations of a Budget Council shall be sent to all Deans administering degrees involved by the recommendations.

Departmental and Budget Council recommendations.—(a) Annual departmental recommendations: (1) Budgetary recommendations must be prepared and made following a request from the President. In legislative years the request will be made about February 1, while in legislative years the date will vary. (2) Recommendations of courses to be offered in the next even-numbered term shall be sent to the appropriate Deans at dates fixed by the Administrative Publications Committee. (b) Special departmental recommendations shall be made as occasion may require.

(See last paragraph of Section 3, Chapter I.)

Sec. 7. Chairman of the departmental faculty.—A member of the faculty of a department shall be appointed as Chairman thereof by the Regents, upon nomination of the President, after consultation with the appropriate Dean, to serve for the two years of a legislative biennium. In case of absence or disability during the biennium, the Chairman shall notify the President, who shall appoint an Acting or Vice Chairman to serve in his place. The Chairman shall preside
at the meetings of the departmental faculty; have minutes kept of the proceedings; promptly transmit the reports and recommendations of the departmental faculty through the appropriate Deans to the President; transmit to the Registrar departmental recommendations and requests regarding rooms and schedules; transmit to the Controller departmental recommendations and requests regarding repairs and alterations; transmit to the Publications Office departmental Catalogue and other copy; transmit to the Auditor on forms provided by that officer the requisitions involved in the expenditures of the maintenance and equipment item in the departmental budget; and in general shall serve as the routine officer and secretary of the departmental faculty. At the Medical Branch the Head of the department shall also serve as Chairman.

In particular, the Chairman shall (a) keep and pass on to his successor an inventory book or file containing a list in detail of all apparatus and other property belonging to the department; (b) shall present to the Comptroller of the University not later than the first day of July of each year a complete inventory of all apparatus and other property belonging to the department, together with a statement of the condition thereof; and (c) shall act for the department in emergencies.

Sec. 8. Meetings of a departmental faculty.—The faculty of a department, unless it consists of one person only, shall hold meetings at least once each semester, and may meet at other times at the call of the Chairman or on the written request of one-third of its members. The reports and recommendations of the department, ways of improving teaching, research, and the regulations of the University and their observance are among the subjects of discussion at meetings. The minutes of the meetings shall be sent by the Chairman to the members and to the Deans concerned and to the President. Actions of departmental faculties on the courses to be offered and other departmental matters within their jurisdiction shall be taken only at meetings duly called and held.

Sec. 9. Dates for making reports and recommendations of departmental faculties and Budget Councils.—Departmental budgetary recommendations including those relating to appointments and promotions made by the Budget Council of the department shall be made for at convenient times by the President to be sent to him through the appropriate Deans. Recommendations of all the courses to be listed in the next ensuing Announcement of Courses or General Statement or Summer Session Catalogue shall be sent to the appropriate Dean at dates fixed by the Administrative Publications Committee.

Sec. 10. Recommendations of courses of small registration.—It shall be the duty of the departmental faculty to consider especially the recommendation of courses in which the registration has been or
is likely to be small. Such courses are often too expensive or time-consuming and may not be announced or given until there has been a careful consideration of the need of such a course and the course has been specially approved for the coming Long or Summer Session by the department, the Dean or Deans concerned, and the President.

CHAPTER V
DIVISIONS AND BUREAUS

Section 1. Divisions and Bureaus.—Educational, informational, and research activities of the University other than resident teaching may be organized by the Board of Regents into separate subdivisions called Bureaus, two or more of which may be more or less loosely grouped into larger units.

The Division of Extension shall have a Dean as its chief administrative officer and shall include the Bureaus of (a) Extension Teaching, (b) Industrial Teacher-Training, (c) Package Loan Library, (d) Nutrition and Health Education, (e) Public School Interests, (f) Visual Instruction, and (g) School Inquiry and Research.

The Division of Natural Resources shall include the Bureaus of Economic Geology, Engineering Research, and Industrial Chemistry.

The Division of Social Science and Business Research shall be divided into the Bureaus of Social Science Research and Business Research.

Sec. 2. Directors and Bureau Staffs.—The administrative head of a Bureau shall be called a Director, and the other members of a Bureau staff shall be given specific and appropriate descriptive titles. Titles conferred upon members of the staffs of instruction and research may also be conferred upon members of Bureau staffs with or without tenure and voting privileges in department or School or College or General Faculties. (See Section 3, Chapter I, Section 4, Chapter I1, and Section 3, Chapter IV.) Members of the staff of an Bureau on extension teaching with conduct classes carrying degree credit are one fourth members of the appropriate departmental staffs. Directors shall be appointed to serve for the two years of a presidential term, upon the recommendation of the President acting after consultation with the Dean of the Division, if there be one.

Sec. 3. Bureau Councils.—When the work of a Bureau has close relations with the field of a department or School of College, there may be created a bureau council, advisory to the Director of the Bureau, composed of members selected from the faculties of the related departments and the Deans of the related Colleges or Schools. The director shall be chairman of the Bureau Council without vote.

Sec. 4. Bureau Recommendations.—After seeking advice from the staff of the Bureau and from the Bureau Council, the Director
thereof shall make to the President such budgetary and other recommendations concerning the Bureau as he may deem wise.

If the Bureau be part of a Division that has a Dean, the recommendations of the Director shall go through the Dean to the President, accompanied by such recommendations as the Dean may deem wise.

Bureau reports, budgets, and recommendations shall be kept entirely distinct from those of their cognate departments, Schools, or Colleges, but shall ordinarily be called for and sent in on the dates fixed for the departments of instruction reports.

Sec. 5. Bureau of Extension Teaching.—The function of the Bureau of Extension Teaching shall be to extend the teaching of the University to non-resident students, in so far as resources and circumstances may permit, through instruction by mail ("correspondence") or visiting instructor ("Extension Center").

Credit courses offered by correspondence or at Extension Centers and the instructors of these courses must be approved by the Director of Extension Teaching by the Budget Council of the department concerned, and recommended by the Deans concerned through the President to the Board of Regents. In case of disagreement, such disagreement shall be presented to the President for decision. Because of the lack of classroom association, contact between instructor and student is secured through the personal reading by the instructor of all the reports and papers sent in by the student.

Extension Centers shall be established by the Board of Regents upon recommendation of the Dean of the Division of Extension and of the President.

A correspondence or Extension Center course carrying degree credit when successfully completed shall have the identical prerequisites and as nearly as possible the same content as the same course offered to resident students (if offered) and shall count towards degrees in accordance with the provisions of the General Catalogue.

Correspondence and Extension Center courses not carrying degree credit but meeting the needs of adults beyond the high-school age may be approved by the Board of Regents, usually upon the recommendation of the Director of the Bureau of Extension Teaching, the Dean of the Division of Extension, and the President.

CHAPTER VI
COUNCILS AND COMMITTEES

Section 1. Membership and appointment.—University councils and committees ordinarily are composed exclusively of members of the staff, but in certain cases students, ex-students, and citizens are also members.

At the Main University, membership is ordinarily appointive but sometimes ex officio. Unless otherwise provided, councils and committees shall be appointed in May, or earlier, for the next fiscal year.
or Long Session or Summer Session; i.e., to serve for twelve, nine, or three months, respectively, (a) by the appropriate Dean, in the case of a School or College Faculty, and (b) by the President in all other cases. (Cf. Chapter III, Section 3.)

At the Medical Branch, the members of standing committees are elected by secret ballot at the first meeting in October of the Medical Faculty, exception being made of certain committees for which a different method of selection is described below.

Sec. 2. General duties.—The general duties of councils and committees of the School or College Faculties, of the General Faculty, and of the various Bureaus and subdivisions of the University shall consist of (a) attending to or (b) examining into some part or aspect of University life and work. From these two primary duties grow two secondary duties: (c) reporting to the Faculty, President, and Regents on the past work attended to or examined into, and (d) recommending to the Faculty, President, and Regents concerning how the work attended to or examined into may be done better in the future, or how new work may be advantageously undertaken or old work discontinued.

Each standing committee shall make an annual report which shall be due November 1. Except in extraordinary cases, special committees will not be appointed to perform duties that have been assigned to standing committees.

Sec. 3. The Administrative Council of the Main University.—The Administrative Council shall consist, ex officio, of the Deans of the College of Arts and Sciences, College of Engineering, School of Business Administration, School of Education, School of Law, Graduate School, and Division of Extension, together with the Dean of Student Life, the Comptroller, the Registrar, and not more than three other members of the staff. The President shall be Chairman, the Registrar shall be Secretary ex officio, and the President shall appoint annually a Vice Chairman who shall serve as Acting President during the absence or disability of the President.

The Secretary shall furnish regularly copies of the minutes to each member of the Administrative Council.

a. The Administrative Council shall serve as the Executive Committee of the General Faculty, and in this capacity shall take such minor recess actions as may be desirable between General Faculty meetings, reporting such actions for approval, disapproval, or modification by the General Faculty at its next subsequent meeting. Major recess actions may be taken by the Administrative Council, acting as the Executive Committee of the General Faculty, if the subsequent approval of the General Faculty may be confidently expected.

b. The Administrative Council shall act as an advisory committee to the President, assisting him in attending to, or examining into, the various aspects of Main University life and work, and advising
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him in matters relating to the best interests, usefulness, development, and policies of the Main University.

c. The Administrative Council shall act in its own capacity by meeting at least three times per month (1) to consider current routine items relating to Main University life and study, (2) to consider desirable adjustments and correlations of Main University activities, and (3) to consider the better enforcement or desirable amendment of Main University regulations through faculty or other appropriate action.

Sec. 4. The Executive Committee of the Medical Branch.—The Executive Committee of the Medical Branch shall function in much the same way as the Administrative Council does at the Main University. The members of the Executive Committee shall be selected by vote of the Medical Faculty at the first Faculty meeting of any fiscal year. Two members shall be selected from the clinical group of professors, and two members shall be selected from the preclinical group of professors. These four selected, with the Dean of the Medical Branch as Chairman, shall constitute the Executive Committee. The members of the Executive Committee shall be of professorial rank, preferably heads of organized departments in the School of Medicine. The Business Officer of the Medical Branch shall act as the Secretary to the Executive Committee but shall not be a member of the Committee. It shall be the duty of the Executive Committee:

a. To pass upon all nominations for faculty positions in any given department of the Medical Branch. These nominations shall be made in writing by the Head of the department and transmitted to the Dean of the Medical Branch, who in turn will present such nominations to the Executive Committee for action. The Dean will then transmit the action of the majority of the Executive Committee to the President, recommending that such nominations be given consideration before the Board of Regents;

b. To act as an advisory committee to the Dean in all budgetary matters;

c. To receive all recommendations from the Student Honor Council through the office of the Dean of the Medical Branch;

d. To make recommendations approving, disapproving, or altering the action of the Student Honor Council in any given case of discipline, and it shall be the duty of the Dean of the Medical Branch to carry out and enforce the final action of the Executive Committee;

e. To act for the Medical Faculty in emergencies between meetings of the Medical Faculty;

f. To act as a Committee on Admissions, in cooperation with the Dean;
g. To act as a standing committee of the Medical Faculty on matters not specifically placed in the charge of the other standing committees of the Medical Faculty.

Sec. 5. John Sealy College of Nursing Committee.—It shall be the duty of the John Sealy College of Nursing Committee to submit to the Executive Committee of the Medical Branch nominations for positions on the staff of the John Sealy College of Nursing. This Committee shall be composed of three elected members of the Medical Faculty, the Director of the John Sealy College of Nursing, and the Dean of the Medical Branch.

Sec. 6. Library Committees, Main University and Medical Branch (annual).—It shall be the duty of the Main University Library Committee to be informed regarding the work and growth of the Library. It shall consult with and be consulted by the Librarian and shall be an interpreter of the Library and its policies to the Faculty and an interpreter of Faculty opinion to the Librarian. The chairman and the vice-chairman shall consult with and be consulted by the Main University Library Committee of the Board of Regents. The Medical Branch Library Committees shall have the same duties as the Main University Library Committee, with regard to the Medical Branch Library and Faculty.

Sec. 7. Publications Committee (annual).—It shall be the duty of this Committee to make recommendations concerning the style, dimensions, numbering scheme, directions for preparing manuscript for the printer, copyrighting, etc., of all University publications printed by the University Press. This Committee shall be composed of the Chairman of the Administrative Publications Committee, who shall be Chairman ex officio, the Chairman of the General Publications Committee, the Manager of the University Press, the Librarian, one person selected from each of the two Committees just mentioned, and one member of the Faculty of the Medical Branch. When the publications of a Bureau are under consideration, the Director of the Bureau shall be a member of the Committee.

The following regulations shall be enforced by the Publications Committee: (a) The imprint, "The University of Texas Bulletin," or "Published by The University of Texas," or the seal of the University may be used only as authorized by the Publications Committee. (b) The folio of University bulletins, together with the make-up of the cover and title pages, shall be fixed by the Publications Committee. (c) The University Press shall not receive for publication any copy or manuscript without the approval of the chairman of the Publications Committee, who shall check it for conformity to general rules and policies, educational and budgetary. (d) No administrative publication may be printed without the authorization of the Registrar; no general or scholarly publication may be printed without the approval of the Committee on General Publications, and no publications from a Bureau or Division without the authority of the official head.
(e) All publications shall be distributed through the Registrar's Office, unless otherwise specifically provided. At present the Extension Division, the Bureau of Business Research, the Bureau of Engineering Research, the Bureau of Public School Interests, and the Bureau of Economic Geology distribute their own bulletins. The Registrar shall keep a faithful and accurate account of all monies received for publications sold through his office and shall deposit such monies with the Auditor. He shall make an annual report to the President, and so also shall each Bureau or Division distributing its own publications.

(f) Material printed by the University may be copyrighted only in the name of the Board of Regents of The University of Texas. (g) Manuscripts submitted for publication shall be typewritten and shall be presented in their final form, both as to text and illustrations. The original must be submitted; a carbon copy will not receive consideration. (h) All manuscripts must be carefully prepared in advance. The Registrar's Office shall not accept or approve any manuscript until it is in proper shape for the printer. (i) An author should usually have a conference with the Manager of the Press before a job is begun and should give a clear explanation of what is desired. Extensive changes in proof may not be made, except at the expense of the author. Reasonable changes, but not radical alterations, may be made in the galley proof. No material changes may be made in page proof. Authors shall have their attention called to this rule at the time they are notified of the acceptance of their papers. (j) Authors shall be entitled to receive ten (10) copies of a charge bulletin or unbound book, and five (5) copies of a bound book, gratis, and they may have additional copies at cost. In addition, as many reprints as are desired may be had at cost of paper and press work, provided application is made in advance of publication. (k) As a general guide for style of printing the Manual of Style (1925, revised, 1932) issued by The University of Texas Press shall be used. For questions not covered by this volume the latest edition of The Manual of Style issued by The University of Chicago Press shall be the guide. (l) The University Library shall preserve a copy of every bulletin and book printed as a University publication. (m) The Registrar shall set up a reserve of twenty-five (25) copies of each and every University publication for emergency calls and shall not reduce it below five (5) copies. In addition, for exchange with institutions, libraries, journals, and publishers, whose publications are sent to the University Library, he shall reserve five hundred (500) copies of each free bulletin and three hundred (300) copies of each bulletin carrying a charge.

Sec. 8. Administrative Publications Committee (annual).—It shall be the duty of the Administrative Publications Committee to make recommendations and propose regulations concerning the administrative publications of the University. Administrative publications include Catalogues of the Long Session and the Summer
Session, Final Announcement of Courses, annual Directory of Faculty and Students, annual Report of the Auditor, annual Report of the Registrar, annual Report of Grades, annual Financial Report of the Intercollegiate Athletic Council, Biennial Report of the Board of Regents, and Rules and Regulations of the Board of Regents. The Registrar shall be Chairman ex officio of the Administrative Publications Committee and, under the regulations, shall edit and supervise the preparation of all administrative bulletins except the Regents Biennial Report and the Rules and Regulations of the Board of Regents, which shall be handled in the President's Office, and the annual Report of the Auditor, which shall be made up and proof-read by the Auditor. The Registrar shall also exercise editorial supervision over all other publications of the University or any of its subdivisions that include statements of University policy, announcements of courses, or other matter about the University intended for the information of students or of the public.

Sec. 9. General Publications Committee (annual).—It shall be the duty of the General Publications Committee to select for publication, with the appropriation available to the Committee, the most original, worthy, or useful material submitted for publication through the University Press by members of the University staff or by advanced students of the University. Usually such publications shall consist of books or bulletins not originating with any Bureau staff, and the contents shall (a) exhibit the results of competent research and investigation, or shall (b) contain information either useful or interesting or important. The Registrar, or a member of his staff designated by him, shall serve as Secretary of the Committee and shall see to the execution of all applicable rules and policies. Each author shall be responsible for the proof-reading and for the specific contents of his book or bulletin. Some of the General Publications are serial, some individual, some books, some bulletins.

The books and bulletins of the service and research Bureaus and Divisions of the University printed by the University Press shall be made up, proof-read, and paid for by the Bureau or Division issuing them. Each manuscript, before being sent to the printer, shall be submitted to the Registrar's Office to receive a number and a title page and to be checked with regard to general policies and regulations. The author or Bureau or Division concerned is responsible for the proofreading and specific contents of the book or bulletin. Each Bureau or Division shall make recommendations concerning all matters connected with the distribution of its publications. The Bureaus and Divisions now issuing publications are: The Division of Extension, Bureau of Economic Geology, Bureau of Engineering Research, Bureau of Industrial Chemistry, Bureau of Business Research, Bureau of Research in the Social Sciences.
Sec. 10. Public Information Committee (annual).—It shall be the duty of the Public Information Committee, in consultation with the Public Relations Committee of the Board of Regents and in cooperation with the President, to assist all the agencies that are seeking to promote a reasonably sympathetic yet critical and accurate public knowledge of the University in all of its details. The source of this knowledge is the University itself; the agents for transmitting this knowledge to the public are the staff, the ex-students, the students, public officials, newspapermen, and many interested citizens; the means of transmitting this knowledge are printing, broadcasting, public speaking, writing, and personal conversation. Specifically organized agencies which may be used in transmitting this knowledge are the public press, the Publicity Office of the University, the Ex-Students' Association, the Students' Association, the Dads and Mothers Association, and the Office of Publications of the University. Associated with this Committee shall be various sub-committees concerned with particular agencies, members of the sub-committees not necessarily being members of the Committee itself.

Sec. 11. Admission Requirements Committee (Main, annual).—It shall be the duty of the Admission Requirements Committee, of which the Registrar shall be Chairman ex officio, to give special attention to the subject of college entrance requirements, to keep informed concerning progress and practices in the country, and, from time to time, to make such recommendations to the General Faculty concerning requirements for admission to the Colleges and Schools of the Main University, or any one of them, as may be necessary, in the judgment of the Committee, to keep the University sufficiently in accord with the practices of other institutions similar in kind and rank and to enable the University best to serve the State of Texas in this respect.

Sec. 12. Admission from Other Colleges Committee (Main, annual).—The Registrar shall be Chairman ex officio of the Committee on Admission from Other Colleges. It shall be the duty of this Committee to advise and to assist the Registrar in cases submitted by him, involving usually the recognition to be given a particular institution outside Texas. It shall be the further duty of this Committee to keep in helpful cooperation with the Association of Texas Colleges, of which the University is a member and in which it participates in fixing standards and in rating the institutions in Texas. The Committee shall make an annual report to the General Faculty dealing with general and institutional ratings and standards.

Sec. 13. Accredited Schools Committee (annual).—The Chairman of the Accredited Schools Committee shall be The University of Texas member on the "Committee on Inspection, Classification, and Affiliation of High Schools in Texas" in accordance with the agreement entered into on February 8, 1917, between the State
Department of Education, the State Institutions of Higher Education, the Senior Independent Colleges, the Junior Independent Colleges, the High Schools, and the City Schools. It is the duty of this State Committee, of which the State Superintendent of Public Instruction is Chairman, to meet once a year at the call of its Chairman, and, as specified in the 1917 agreement, Sec. 3, "to adopt standards of and provide rules for the inspection, classification and affiliation of high schools for the purpose of correlating them with the institutions of higher education in the State, and to establish a basis whereby the largest degree of cooperation may be realized between and among the State's institutions of higher learning and other similar institutions consistent with the performance of their individual functions."

Other sections of the agreement provide that "the work of inspection, classification, and affiliation shall be under the direction of the State Department of Education . . . the classification assigned any high school by the State Department of Education for affiliation shall be binding upon each institution represented in this Committee, it being understood that present standards of classification of high schools shall be maintained and raised from time to time as may be wise, and that to each institution is reserved the right to determine its own admission requirements . . . it shall be the duty of each institution represented in this Committee to file with the Chairman of the Committee, prior to January 1 of each year, its entrance requirements for the following scholastic year and the entrance requirements of any such institution shall not be changed or modified during the year for which they were adopted."

It shall be the further duty of the Chairman of the Accredited Schools Committee to keep the General Faculty, President, and Regents informed of the important actions of the State Committee on Inspection, Classification, and Affiliation of High Schools in Texas by reporting such actions for record in the Minutes of the General Faculty.

Sec. 14. Building Committee (Main, annual).—The Building Committee of the General Faculty shall be composed of three members of the Faculty. The Comptroller shall meet with the Committee. After the erection of a particular building has been approved by the Board of Regents, a member of the staff that is to occupy the building shall be appointed as a member of the Committee so far as the particular building is concerned.

It shall be the duty of this Committee: (a) to hold necessary hearings and to make proper investigations regarding the building needs of the University and to report its conclusions to the Comptroller; (b) to recommend the order and the location of specific buildings, with reasons for these recommendations; (c) after the approval of the Board of Regents of the construction of a given building, to send
to the Comptroller, for transmission to the University Architects, such suggestions as to the style, size, purpose, location, and general nature of the building as will enable the University Architects to prepare preliminary sketches and tentative plans. When the University Architects have prepared plans in sufficient detail for study and criticism by the Committee, they shall transmit them to the Comptroller for presentation to the Committee. After careful consideration, the Committee shall return the plans, with their criticisms and suggestions, to the Comptroller for transmission to the Architects. This process shall be repeated until the plans and specifications have been brought to such a state of completeness that, in the judgment of the Committee, they are ready to present to the Board of Regents for approval. (d) To make its reports and recommendations to the Comptroller. He shall transmit these, with his own comments and recommendations, to the President. When requested by the President or the Board of Regents, the Faculty Building Committee shall report directly to the Board.

A record shall be kept of the dates of all communications between the Committee, the Comptroller, and the University Architects.

After the plans for a particular building have been approved by the Board of Regents and the Comptroller has been directed to advertise for bids, the Faculty Building Committee shall be relieved of further responsibility for this particular building but may be consulted further by the Comptroller, the University Architects, the President, or the Regents when circumstances render it desirable.

At the Medical Branch, the Executive Committee shall also serve as the Building Committee of the Medical Branch.

Sec. 15. Schedule Committee (Main, annual).—It shall be the duty of the Schedule Committee, subject to such specific assignments as the Board of Regents may from time to time approve, to advise with the Registrar with reference to the scheduling of all office space and all class or laboratory space, indoors and out, during class hours, the Comptroller having jurisdiction over this space at other hours. In performing this duty, the Committee shall strive to avoid, as far as possible, vacant or partly filled class spaces and, in its annual report, shall compare, at least approximately, the actual use of class and laboratory space with an ideal maximum.

Sec. 16. Rules Committee (Main, annual).—It shall be the duty of the Rules Committee to study all proposed changes in and additions to the Rules and Regulations of the General Faculty and to submit to the General Faculty definite recommendations for their adoption, amendment, or rejection. The Secretary of the General Faculty shall be a member of this Committee.

Sec. 17. Diploma Committee (Main, annual).—The Registrar shall be Chairman or officer of the Diploma Committee. It shall be the duty of this Committee to advise the Registrar with respect to all such matters as the form, style, shape, size, material, and quality of
diplomas; the process of producing them, whether by engraving, lithographing, or otherwise; the making of contracts for purchasing and lettering diplomas, and related matters.

Sec. 18. Commencement Committee (Main, annual)—It shall be the duty of the Commencement Committee, cooperating with the Comptroller, regular Deans, and President, to attend to the details connected with the June and August graduation ceremonies. In particular, the Committee shall select speakers and prepare the programs, except for the graduation and honor lists furnished by the Deans and President, and shall provide adequate seating and ushering for the graduates, faculty, and guests.

Sec. 19.—Students' Use of English Committees (Main, Long Session, Summer Session).—Candidates for some of the various bachelor's degrees are required before graduation "to show such an ability to write clear and correct English as to satisfy the Committee on Students' Use of English." It shall be the duty of these Committees to enforce this requirement by inspecting the written work of such candidates in any of their courses and by requiring such additional work for those candidates found deficient as they may deem appropriate. It shall also be the duty of these Committees officially to report to the Registrar and to the appropriate Dean, at the official times, the success or failure of each candidate subject to the jurisdiction of the Committees.

Sec. 20. Public Lectures and Entertainments Committees (Main, Long Session, Summer Session).—It shall be the duty of the Public Lectures and Entertainments Committees to promote, for the benefit of the student body and University community generally, free public lectures on appropriate topics by approved persons. In performing this duty the Committees shall cooperate with and assist the various subdivisions of the University in their efforts to procure special lecturers and shall strive to secure members of the Faculty to give public lectures. When funds are available, distinguished lecturers, mostly from other faculties, shall be selected by the Committees.

Sec. 21. Attendance upon Professional Meetings Committee (Main, annual).—It shall be the duty of the Attendance upon Professional Meetings Committee to apportion such money as the Regents may from time to time appropriate for the purpose of paying, at least in part, the expenses that are involved in the attendance of various members of the Faculty upon professional meetings of national importance.

The amount paid by the University for any single trip shall not exceed the lowest available round trip net rate for railway and pullman transportation, nor shall it exceed in any case the sum of one hundred and twenty-five dollars ($125). Although this money is primarily for the benefit of members of the staff who are to read papers containing new and valuable results at technical meetings,
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members who are serving as general officers or executives of national associations of high rank may also share in this travel fund.

Sec. 22. Patriotic Celebrations Committees (Main, Long Session, Summer Session).—It shall be the duty of the Patriotic Celebrations Committees to promote the University celebration of patriotic anniversaries and memorials in ways that will deepen the student's understanding of their meaning.

Sec. 23. Teachers Appointment Committee (Main, annual).—It shall be the duty of the Teachers Appointment Committee to assist students and ex-students of the University to secure teaching and school administrative positions by putting them in touch with, and furnishing confidential recommendations to, school officials seeking teachers and school administrators.

Sec. 24. Rhodes Scholarships Committee (Main, annual).—It shall be the duty of the Rhodes Scholarships Committee to attend to such matters as the Trustees of the Rhodes Foundation may place within the jurisdiction of the individual institutions whose students are eligible to be Rhodes Scholars.

Sec. 25. Campus Financial Drives Committee (Main, annual).—It shall be the duty of the Committee on Campus Financial Drives, assisted by the Comptroller, to prevent individuals, groups, or organizations from soliciting funds or business on the Campus from students or staff without having previously secured the approval of the Board of Regents or of the Committee. Commercial solicitation will not be authorized. This Committee shall report annually to the General Faculty.

Sec. 26. Student Life Committee (Main, annual).—It shall be the duty of the Student Life Committee to study the conditions and problems of Student Life and to make recommendations intended to better the general life and work of the University. The Dean of Student Life shall be Chairman of this Committee, and the Dean of Women, the Dean of the College of Arts and Sciences, the Comptroller, and the President of the Students Association shall be members ex officio, together with four appointive members, one from the Faculty and three from the student body.

Sec. 27. Student Living Accommodations Committee (Main, annual).—It shall be the duty of the Student Living Accommodations Committee to supervise student living conditions and to act on all questions relating to rooming and boarding places for students. The Committee is empowered to enforce all University housing regulations and to adjudicate disagreements arising over their application. It is vested with disciplinary power. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Sec. 28. University Dormitories and Dining Halls Committee (Main, annual).—It shall be the duty of the University Dormitories
and Dining Halls Committee to observe the operations of the dormitories and boarding halls maintained by the Main University and to confer with the Comptroller regarding such operations. This Committee shall consist of three persons, two selected from the staff of the Department of Home Economics.

Sec. 29. Sick Men Students Committees (Main, Long Session, Summer Session).—It shall be the duty of the Committees on Sick Men Students to attempt in every way possible to care for the needs—other than of a medical nature—of the student in the hospital. The duties of these Committees include visits to sick men students, arrangements for cuts, postponed examinations, quizzes, and other such aid as may be necessary during the absence of the student from class. Each Committee is also expected to assist its Chairman in the performance of any similar duty for which he may request its aid. Each Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Sec. 30. Sick Women Students Committees (Main, Long Session, Summer Session).—It shall be the duty of the Committees on Sick Women Students to attempt in every way possible to care for the needs—other than those of a medical nature—of the student in the hospital. The duties of these Committees include visits to sick women students, arrangements for cuts, postponed examinations, quizzes, and other such aid as may be necessary during the absence of the student from class. Each Committee is also expected to assist its Chairman in the performance of any similar duty for which she may request its aid. Each Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Sec. 31. Religious Life Committees (Main, Long Session, Summer Session).—It shall be the duty of the Committees on Religious Life to study the religious needs of the students and to cooperate with all proper endeavors to meet these needs.

Sec. 32. Employment for Students Committee (Main, annual).—It shall be the duty of the Employment for Students Committee, as far as may be possible, to assist worthy students in need of employment to find jobs other than those paid for from University funds. The Student Life Secretary for Men and the Student Life Secretary for Women shall be ex officio members of this Committee and executive agents thereof. The Committee, through its Chairman, shall make to the Dean of Student Life an annual report containing appropriate statistics and other relevant information.

Sec. 33. Discipline Committees (Main, Long Session, Summer Session).—The Faculty Committees on Discipline shall each consist of three members, and there shall be as many of these committees as may be found necessary. For each faculty committee concerned with discipline in any form there shall be appointed from the student body one man and one woman student with the privilege of sitting with that committee, without vote, in the actual trial of cases—the man
student to be present when a man student is being tried, the woman student to be present when a woman student is being tried, and both at the trial of mixed groups. These student representatives shall be appointed by the Dean of Student Life upon nomination by the President of the Students' Association, the Dean having the right to veto any nomination—in which case the President of the Students' Association shall nominate another student. Failure of the President of the Students' Association to make nominations within a reasonable time after notice has been given by the Dean of Student Life shall not affect the validity of trials conducted in the meantime. The absence of a student representative, after due notice, shall not invalidate a trial.

The duties of the Committees on Discipline shall be as follows:
(a) To try all cases involving breaches of discipline by students acting as individuals or as officers of student organizations, unless the alleged offense is specifically placed under the jurisdiction of some other University officer or Committee or is within the original jurisdiction of a Student Council of the Students' Association, and to assess proper penalties. The jurisdiction of the Faculty Committees on Discipline shall also be extended to all cases in which the original jurisdiction lay with the Student Councils if, after attention has been called to such cases by the Dean of Student Life, the Student Councils fail or refuse to act within a reasonable time; but this provision is not to be construed as preventing the Committees on Discipline or the Student Councils from considering matters on their own motion. (b) (1) To try cases appealed from Student Councils. A student concerned in a trial by a Student Council shall have the right to appeal to the Dean of Student Life for a new trial by a Faculty Committee on Discipline. Such appeal, except when new evidence is presented, must be made in writing by the student within ten days from the time he receives judgment from the Student Council. (2) To try de novo cases tried by a Student Council when the Dean of Student Life is unwilling to affirm the verdict of the Student Council or to refer the case back to the Council for reconsideration. (c) To try cases in which the Student Councils have original jurisdiction when such cases are referred to them by a Student Council because the school year ends before the trial can be completed or because of other reasons. (d) To inquire into cases of misconduct of a student or a group of students referred to them by the Dean of Men or the Dean of Women. (e) To recommend to the Dean of Student Life and to the Faculty changes in rules or practices affecting discipline.

In addition to the disciplinary authority vested in certain standing committees by catalogue provision, such authority may be delegated by the Dean of Student Life or by the Discipline Committee to other regular or to special faculty committees.
All verdicts of Faculty Committees on Discipline shall be returned to the Dean of Student Life and the penalties imposed shall be administered by him. He may, in case of any additional evidence, return a case to the Committee trying it for further consideration, but, if reconsidered, the resulting decision of the Committee shall be final.

Sec. 34. Loans to Students Committee (Main, annual).—It shall be the duty of the Loans to Students Committee (a) to approve or disapprove applications for loans from loan funds not specifically under the control of some other agency, (b) to accept or reject endorsements on notes, and (c) to recommend the conditions under which loans from various loan funds shall be made when the conditions have not been finally fixed.

It shall be the duty of the Chairman of the Committee on Loans to Students, who may have an assistant, (a) to keep on file in the office of the Dean of Student Life the legal, testamentary, regental, and other conditions governing each loan fund under the Committee's charge, (b) to keep a complete and up-to-date record of all loans from these funds, (c) to cooperate with the Auditor in collecting the loans as they become due, (d) to keep the committee informed regarding outstanding loans, available balances, and payments overdue, and (e) to attend to all other necessary clerical work of the Committee. It shall also be the duty of the Chairman, as far as may be possible, to secure from the administrators of other loan funds available to University students, a continually up-to-date record of the loans made from such funds extending to such administrators full use of the records of the Committee.

Applications for loans out of the Ex-Students' Memorial Loan Fund shall be made at the office of the Ex-Students' Association. Applications for loans out of all other loan funds administered by the Committee shall be made at the Office of the Dean of Men in the case of men students, at the office of the Dean of Women in the case of women students.

Sec. 35. Student Government Committee (Main, annual).—It shall be the duty of the Student Government Committee to study the Constitution, Laws, and operations of, and to advise with the proper representatives of the Association concerning possible improvements of, the Students' Association.

Sec. 36. Student Social Organizations Committees, Main University and Medical Branch (Annual).—It shall be the duty of the Student Social Organizations Committees (a) to observe the working of the regulations of student social organizations; (b) to make such recommendations as it deems expedient and just regarding changes or additions to the regulations; (c) to approve or to disapprove the establishment of new clubs of social nature; (d) to try all cases
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involving violations of regulations affecting student social organizations; and (c) to safeguard the financial standing of student social organizations.

The committee at the Medical Branch shall consist of three members of the Medical Faculty appointed by the President on nomination of the Executive Committee and the Dean.

Sec. 37. Student Social Affairs Committee (Main, annual).—It shall be the duty of the Student Social Affairs Committee to administer the general social regulations, authorizing the places at which student social functions may be given. This Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Sec. 38. Student Publications Committee (Main, annual).—The Student Publications Committee shall consist of three members of the General Faculty appointed by the President of the University to serve on the Board of Directors of the Texas Student Publications, Incorporated, as provided in the charter of that organization. It shall be the duty of this Committee to assist in safeguarding the finances and the character of the student publications.

In appointing this Committee the President shall designate two members to serve as a Sub-Committee on Editorial Propriety. This Sub-Committee shall consist of three members, the third member to be a student member of the Board of Directors of the Texas Student Publications, Incorporated, selected by that Board. This Sub-Committee is explicitly directed to exercise careful censorship over the Texas Ranger and the "Grind Section" of the Cactus, with full authority to exclude material that they deem libelous, false, improper, or detrimental to good conduct and reputation. Failure to submit all the material intended for publication in the Texas Ranger or the "Grind Section" of the Cactus to this Sub-Committee or failure to exclude material pronounced by this Sub-Committee to be objectionable shall be reported by the Sub-Committee to the Dean of Student Life for appropriate action by a Discipline Committee.

The remainder of the Cactus and all other student publications shall be printed without the censorship of this Sub-Committee on Editorial Propriety, the authors and editors being subject to trial by a Discipline Committee upon complaint to the Dean of Student Life by the Student Publications Committee, by a member of the Faculty or student body of the University, or by any other person.

The Board of Directors of the Texas Student Publications, Incorporated, shall have the right to exclude any material from a publication issued under its supervision regardless of the action of the Sub-Committee on Editorial Propriety. The Board may not, however, order material published which the Sub-Committee on Editorial Propriety has disapproved.

Student editors are relied upon to use such care and good judgment as to make censorship unnecessary. However, nothing is set
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down here which precludes their profiting by friendly pre-printing advice, and nothing can be set down which will protect a student author or editor from court action.

Sec. 39. Faculty Supervisors of Official Non-Athletic Student Activities Committee (Main, annual).—The Faculty Supervisors of Official Non-Athletic Student Activities Committee shall consist of the Faculty members to each of whom has been assigned responsibility for one of the official non-athletic student activities. It shall be the duty of each member of this Committee to secure a list of prospective participants in the specific official non-athletic activity in his charge, to investigate the eligibility of these prospective participants, and to certify to the Dean of Student Life and to the official in charge of the activity a list of those eligible to participate. Each member, in addition, shall advise with the participants in the group under his supervision and aid them in their work.

It shall be the duty of the Committee as a whole to observe the working of the regulations governing student activities and to recommend to the General Faculty desirable changes in these regulations. This Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Sec. 40. Student Musical Organizations Committee (Main, annual).—It shall be the duty of the Student Musical Organizations Committee to supervise in general all student musical organizations, to approve the establishment of new organizations of this nature, to consider and recommend to the Dean of Student Life nominees for appointment as directors of student musical organizations, and to approve, in advance of such presentation, all programs to be presented publicly. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Sec. 41. Student Dramatic Organizations Committee (Main, annual).—It shall be the duty of the Student Dramatic Organizations Committee to supervise in general all student dramatic organizations, to advise with the students in the selection of paid directors, and to approve, in advance of such presentation, programs to be presented publicly. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Sec. 42. Forensics Committee (Main, annual).—It shall be the duty of the Forensics Committee to seek to encourage the development of interest in public speaking in the student body, to approve and to assist in arranging public contests, and to advise with and aid student organizations working in the field of forensics. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

Sec. 43. Intramural Athletics for Men Committee (Main, annual). It shall be the duty of the Intramural Athletics for Men Committee to assist in promoting and properly conducting officially organized
intragural athletics for men and to advise with the Director of such activities. It shall also be the duty of this Committee to assist in promoting unorganized recreational athletics for men students as far as may be possible. This Committee shall act as a body of final appeal in cases of protests arising from Intramural competition or concerned with Intramural eligibility.

**Duties of the Director of Intramural Athletics for Men**.—The Director of Intramural Athletics for Men shall be responsible for the promotion and proper conduct of officially organized and, as far as possible, unorganized recreational athletic activities for men students. This responsibility shall include (a) the more detailed scheduling of play fields, floor space, courts, pools, etc., set apart by the Schedule Committee for the use of students for intramural and unorganized athletic activities; (b) the proper care of equipment, play fields, floor space, courts, etc., during these scheduled periods; (c) the keeping of records; (d) the proper expenditure of maintenance funds; (e) the presentation of budgetary recommendations through the Dean of Student Life; (f) the preparation of material relating to intramural sports for men printed in the Catalogue, the *Handbook of Intramural Activities*, or other official University publications.

**Sec. 44. Intramural Athletics for Women Committee (Main, annual).**—It shall be the duty of the Intramural Athletics for Women Committee to assist in promoting and properly conducting officially organized intramural athletics for women and to advise with the Director of such activities. It shall also be the duty of this Committee to assist in promoting unorganized recreational athletics for women students as far as may be possible. This Committee shall act as a body of final appeal in cases of protests arising from Intramural competition or concerned with Intramural eligibility.

**Duties of the Director of Intramural Athletics for Women**.—The Director of Intramural Athletics for Women shall be responsible for the promotion and proper conduct of officially organized and, as far as possible, unorganized recreational athletic activities for women students. This responsibility shall include (a) the more detailed scheduling of play fields, floor space, courts, pools, etc., set apart by the Schedule Committee for the use of students for intramural and unorganized athletic activities; (b) the proper care of equipment, play fields, floor space, courts, etc., during these scheduled periods; (c) the keeping of records; (d) the proper expenditure of maintenance funds; (e) the presentation of budgetary recommendations through the Dean of Student Life; (f) the preparation of material relating to Intramural Sports for Women printed in the Catalogue, the *Handbook of Intramural Activities*, or other official University publications.

**Sec. 45. Intercollegiate Athletics Committee and Council (Main, annual).**—It shall be the duty of the Intercollegiate Athletics Council to administer, subject to all the University regulations relating
to the jurisdiction of the General Faculty, the President, and the Board of Regents, all athletic games, meets, exhibitions or contests with other colleges or outside organizations: that is, all matters connected with the conduct of intercollegiate athletics and extramural sports except the enforcement of eligibility rules, which shall be within the control of the General Faculty Committee on Intercollegiate Athletics.

The Intercollegiate Athletics Council shall be composed of (a) one member of the Students' Association appointed annually and properly certified, as may be officially provided by the Students' Association; (b) one member of the Ex-Students' Association appointed annually and properly certified, as may be officially provided by the Ex-Students' Association; (c) the members of the General Faculty Standing Committee on Intercollegiate Athletics appointed annually by the President of the University with the approval of the Board of Regents; and (d) the Chairman of the Intercollegiate Athletics Committee of the Board of Regents. The Chairman of the Faculty Committee on Intercollegiate Athletics shall be Chairman of the Council with vote. The Council shall meet at least once every two weeks during the football season and at least once a month thereafter except during June, July, and August.

The general duty of the Intercollegiate Athletics Council is to conduct intercollegiate and extramural sports in an honorable, beneficial, and economical manner, subordinating these activities to the intellectual activities of the University and coordinating them helpfully with Intramural Sports, Physical Training, Physical Education, and the Health Service.

In particular, the Intercollegiate Athletics Council shall submit through the President to the Board of Regents, at appropriate times, a careful estimate of the income to be derived during the next fiscal year from gate receipts in the various sports, from the student activities fee (blanket tax), and from other sources, accompanied by a detailed budget in which shall be set forth the outstanding obligations that must be met, together with the expenditures that are recommended for equipment and other purposes, including personnel and salaries of the paid intercollegiate athletics staff; (b) shall submit through the President to the Board of Regents, as far in advance as possible, recommended schedules, prices of admission, contracts, etc., etc.; (c) shall make the duties, rights, and privileges of all head coaches and other employees in the intercollegiate athletics budget an integral part of the written contracts made with such employees, copies of which contracts shall be filed with the President; (d) shall, subject to the provisions of the contracts just mentioned, consult with the business manager and head coaches before authorizing the purchase of equipment, assigning equipment, regulating the use of equipment, scheduling games, selecting officials for games,
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fixing the number of men to be taken on trips, etc., etc.; (c) shall make regulations governing the wearing and manufacture of the official intercollegiate athletic uniforms and insignia; (f) shall, after receiving the recommendations of the head coaches, award intercollegiate athletics honors; (g) shall regulate the issuance and due recording of complimentary tickets.

Any thirty students of the University, in good standing scholastically and otherwise, shall have the right (a) to ask for any information or explanation from the Intercollegiate Athletics Council that they may deem proper, and (b) to file protests or petitions. Such communications must be in writing, properly signed, and must be answered in writing by the Council as promptly as possible.

The Chairman of the Intercollegiate Athletics Council (a) shall be a representative of the University at official intercollegiate athletic conferences with the power to vote, and shall report promptly the relevant actions of said conferences and his part therein to the Intercollegiate Athletics Council, the General Faculty, and the President; (b) exclusive of the specific duties and responsibilities delegated to the Director of Intercollegiate Athletics named herein, shall be the executive officer of both the Intercollegiate Athletics Council and the General Faculty Committee on Intercollegiate Athletics when these bodies are not in session; (c) shall have direct charge of the administration of all eligibility rules and shall, when desirable, send certified lists of eligible athletes to outside institutions, being assisted by the Registrar in all matters connected with scholastic eligibility; (d) shall keep copies of individual and group eligibility cards and certificates and of all other relevant material and shall file such material at the end of the fiscal year with the records of the Dean of Student Life; (e) shall report promptly for approval and record to the Intercollegiate Athletics Council or General Faculty Committee on Intercollegiate Athletics all his actions in an executive capacity and shall seek the advice of these bodies, if possible in advance, on all matters that involve a considerable amount of discretion; (f) shall, assisted by the Business Manager, prepare estimates of income and expenditure for consideration of the Intercollegiate Athletics Council in its budgetary capacity; (g) shall, assisted by the Business Manager, edit and attend to the printing of all copy paid for out of intercollegiate athletics funds, filing the signed galley or page proof of all copy in the Publications Office; (h) shall countersign all vouchers drawn by the Business Manager.

The Director of Intercollegiate Athletics (a) shall be a representative of the University on the Rules Committee of the Southwest Conference, including also representation on the Southwest Conference Board, and at all Conference meetings, but excluding all responsibility of and authority relating to local University eligibility status of students incident to competition; (b) shall be the
communication agent of the Intercollegiate Athletics Council in making schedule arrangements for intercollegiate athletic contests with other institutions, including particularly (1) the arrangement of football games and (2), with the advice of the Department Head Coaches in other sports, the arrangement of schedules in those sports—all, however, subject to the approval of the Intercollegiate Athletics Council and the Board of Regents; (c) shall be advisor to the Business Manager on the staging of athletic events and crowd attractions; (d) shall have charge of the granting of sideline privileges and the distribution of complimentary tickets to the press for all intercollegiate athletic events, subject to the action of the Intercollegiate Athletics Council; and (e) shall make reports and recommendations in the interest of all intercollegiate athletic matters to the Intercollegiate Athletics Council.

The Business Manager (a) shall be the Secretary of the Intercollegiate Athletics Council, but not a member of it; (b) shall be responsible for the proper care and use of all intercollegiate athletics equipment; (c) shall attend, under the specific direction and audit of the Intercollegiate Athletics Council, to ticket sales, contract settlements, complimentary tickets, vouchers, petty cash, and other related business matters connected with income and expenditure; (d) shall act as purchasing agent for the Intercollegiate Athletics Council; (e) shall sign contracts approved by the Intercollegiate Athletics Council; (f) shall keep a list of agenda for the Intercollegiate Athletics Council, including recommendations of his own for the improvement of the service; (g) shall act as the agent of the Intercollegiate Athletics Council in dealing with officers of the University whose jurisdiction includes assigning offices, scheduling the use of outside fields and inside rooms, costs of upkeep, and costs of betterments; (h) shall keep account of the income from and services to the participants in the student activities fee (blanket tax); (i) shall estimate the cash value of the equipment, if any, furnished the Departments of Physical Training for Men, Intramural Athletics for Men, Intramural Athletics for Women, and Physical Education; (j) shall estimate the value of any services furnished out of the Intercollegiate Athletics Council Budget to Physical Training for Men, Intramural Athletics for Men, Intramural Athletics for Women, and Physical Education; (k) and shall furnish bond for an amount fixed by the Comptroller of the University.

CHAPTER VII
THE STUDENTS' ASSOCIATIONS

Section 1. Students' Association of Main University and of Medical Branch.—The Students' Association of the Main University, formed in 1902 and composed of every resident student in the Main University, is hereby approved and continued. It shall have such
jurisdiction and shall exercise such powers as the Board of Regents, with its consent, may delegate to it.

The Students' Association of the Medical Branch, formed in 1905, is hereby approved and continued, and all the provisions of this chapter shall apply to it, the Dean of the Medical Branch replacing the Dean of Student Life.

Sec. 2. Constitution and Laws approved.—The Constitution and Laws of the Students' Association of the Main University, as revised to April, 1934, and printed by the Students' Association, are hereby approved, and the jurisdiction and powers therein set forth are hereby delegated by the Board of Regents to the Students' Association.

The Constitution and Laws of the Students' Association of the Medical Branch, as printed and enforced in 1932-33, are hereby approved, and the jurisdiction and powers therein set forth are hereby delegated by the Board of Regents to the Students' Association.

Sec. 3. Mode of amending Constitution and Laws.—An amendment or addition to the Constitution or Laws of either Students' Association may be adopted by the Association in accordance with its Constitution and Laws but does not become effective until acted upon by the Dean of Student Life and the General Faculty, or the Dean of the Medical Branch and the Medical Faculty, and approved by the Board of Regents.

Sec. 4. Amendment or repeal by Regents.—The law establishing the University vests in the Board of Regents the power to amend or repeal any portion of the Constitution and Laws of the Students' Association when, in the judgment of the Board, the interests of the University shall require it. The Board, however, will exercise this power, unless a very grave emergency exists, only after prolonged consideration, due notice, and ample consultation with the Dean of Student Life or the Dean of the Medical Branch, the General or the Medical Branch Faculty, and the officers of the respective Students' Associations.

Sec. 5. Amendment or repeal by Dean of Student Life.—The Dean of Student Life shall have the power, when in his judgment the interests of the University require it, to amend or repeal temporarily, any provision in the Constitution or Laws of the Students' Association, but his action shall be in force only until the next regular meeting of the Board of Regents, when Section 4, above, becomes applicable.

Sec. 6. Salaried employees approved by Regents.—All persons employed on salary by officially recognized organizations of the Students' Association shall be subject to approval by the Board of Regents, both as to salary and as to qualifications. Contemplated appointments shall be reported through the Dean of Student Life, who shall transmit this information with his recommendation to the President.
Sec. 7. Annual financial reports.—Every officially recognized organization of the Students' Association shall make annually a complete financial report to the Comptroller and shall make such special reports as may be called for by him. A duplicate copy of each report shall be filed with the Dean of Student Life.

Any student organization maintaining a budget in excess of twenty-five dollars per annum shall make such reports of financial condition as may be required by the Dean of Student Life.

CHAPTER VIII
MISCELLANEOUS BUSINESS ROUTINE

Section 1. Financial accounts and reports.—The accounts and records of the University shall be kept, in so far as it is practical to do so, in accordance with the suggestions and recommendations of the National Committee on Standard Reports for Institutions of Higher Education, a committee appointed by the United States Commissioner of Education. The annual financial report prepared by the Auditor of the University shall also be set up in the form recommended by this committee, and a sufficient number of copies of this report shall be printed each year for distribution to members of the staff, various state officials, and other interested persons.

Sec. 2. Group life insurance.—Under a group life insurance policy carried by The University of Texas, the lives of full-time members of the administrative and teaching staff and other employees who have completed one year of service may be insured at very low rates. The amount of insurance allowed is equal to the regular annual salary of each individual, but in no case may exceed $5,000.00. The policy provides certain benefits for permanent disability, as well as death benefits, and also provides for the conversion of group insurance into regular individual policies, without examination, after employment with the University ceases, when the insurance ordinarily terminates. The University Auditor administers this group life insurance and the forms used, including necessary information, may be secured from his office.

Sec. 3. Flag at half mast.—The flag at The University of Texas shall be placed at half mast on the occasion of the death of a Regent, or a member of the instructional or administrative staff, or of a student in residence.

Sec. 4. Administration of loan funds.—The necessary duties involved in the administration of the various loan funds in the custody of the University shall be performed by the Loans Committee designated for each loan fund, or the Loans to Students Committee of the General Faculty, and the Auditor's Office. In general, the division of duties between the Loans Committee and the Auditor's Office shall be as follows: (a) The Loans Committee shall (1) make all preliminary investigations of applicants for loans and sureties offered by
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such applicants; (2) pass on all applications for loans and applications for renewals or extensions of such loans; (3) attend to and preserve all correspondence and other papers accumulated up to the time a loan is granted; (b) the Auditor's Office shall (1) attend to all cash, investments, notes, accounts, and records in connection with the various loan funds; (2) proceed to collect all loans as they fall due and take whatever steps seem reasonable and necessary to preserve and keep intact the principal of the various loan funds; (3) attend to all correspondence having to do with collections and all other correspondence and papers accumulated after the loans are granted.

Sec. 5. Traveling expenses.—The Maintenance and Equipment Fund of a non-teaching unit is designed for use in assisting that unit to perform its designated functions.

The Maintenance and Equipment Fund of a residence-teaching department is set apart for the sole purpose of teaching or research, but when an essential part of the class teaching of a residence-teaching department involves traveling with his class on the part of a member of the department staff, the traveling expenses of such staff member may be paid from the Maintenance and Equipment Fund of the department concerned, provided: (a) that the payment be authorized by a recorded vote of the faculty of the department prior to the incurring of the expense; (b) that the Chairman of the department report at once to his Dean the purpose of the travel, the person making the trip, and the expense incident thereto; and (c) that the incurring of such expenses will not be regarded as justifying a request for additional Maintenance and Equipment Funds after the budget has been made. The authorization and report provided for in (a) and (b) shall be made separately for each occasion. If the Dean is a member of the faculty of the department concerned, he shall report the expenditure to the President.

Other traveling expenses not included above and not explicitly provided for in the annual budget shall be considered by a committee of three members of the Administrative Council of the Main University or by the Executive Committee of the Medical Branch, respectively. Requests for such traveling expenses shall be made to the appropriate committee, which, after considering each request, shall make a recommendation to the President advising what action the committee thinks he should take.

Sec. 6. Faculty use of Gregory Gymnasium.—Male members of the University staff shall have: (a) use of Room 10 as a Faculty Locker Room; (b) exclusive use of Room 12 as a Faculty Gymnasium; (c) priority in the use of Handball Court No. 9 from 6:00 to 8:00 P.M. daily except on Sunday; (d) use of the Swimming Pool at designated times not conflicting with the schedule for the pool; (e) priority in the use of two tennis courts on Nineteenth Street.