Mr. L. C. Haynes, Secretary  
Board of Regents  
The University

Dear Mr. Haynes:

Enclosed you will find a general table of contents and part of the copy which has been prepared for the proposed Sixth Edition of the Rules and Regulations of the Board of Regents. The seven chapters being sent you constitute a most important section of the "Handbook" and differ in several respects from the corresponding parts of the Fifth Edition. These differences have not yet been studied either by the Board of Regents or the Faculty.

I am, therefore, submitting the material to the professors and associate professors of the University for the most thorough and drastic criticisms and for the fullest expression of opinion. What our regulations ought to be is so difficult a problem as to give rise to serious differences of opinion; even when opinions are in agreement it is none too easy to write them down with all needed clarity. What shall be put down, what left to custom, is a further question.

The multigraph draft being sent you merely represents what I have been able to prepare so far, with the assistance of several persons and the use of the handbooks of sundry state universities. The portion of Part II being sent you certainly needs some and may need extensive and substantial revision, unlike Part I, which is in need of but little revision, and Part III, which requires merely diligence in collecting all the material that is usefully relevant.

Please, therefore, at your leisure during the next two months, jot down all the criticisms, corrections, or other improvements that occur to you and then send them to me by April 20. To facilitate the consideration of what may be an ocean of comment, please write on 8½x11 paper and follow the order of the multigraph copy. A good criticism out of order is far better than a poor one in sequence, but a good one in sequence is better still.

The Board of Regents has taken no formal action in this connection, but I am sure, desirous of Faculty help in preparing revised Rules and Regulations. In this connection note Section 1 of Chapter III, which is substantially Section 1 of Article I of the existing Regulations.

Many thanks in advance for your help.

Sincerely yours,

H. Y. Benedict.

H. Y. Benedict, President
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

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.
2. Duties of Certain General Officers.
3. The General Faculty and the College or School Faculties.
4. Department Faculties of Instruction and Research.
5. Divisions and Bureaus.
6. Duties of Councils and Committees.
7. Student Government.

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.

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.

{HANDBOOK FOR THE GUIDANCE OF THE STAFF, Edition of September 25, 1930.}
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. 2553), 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. 2556), no religious qualifications shall be required for appointment to any office connected with the University.

SECTION 2. Nominations. 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 having 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;

(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. 2556), 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 at 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 the 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 rumor, 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 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, 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 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
Chapter I, 1909

Section 2. (b)

1. To whom does "such person" refer? Those mentioned in (g)?

2. Does "prearranged" mean before marriage or before leaving?
Chapter II, page 5

Section 7, 4th.

Second paragraph, add at end, after changing colon to period, "This report shall include:"

"The object in this suggestion is that the bulletin might not be limited in content to the things mentioned."
Chapter II, pgs 8

Section 10. The Auditor

In second paragraph, pgs 8, substituting 1929-30 for 1928-29. The 1929-30 report, as being, is a very great improvement over the 1928-29 report.
Section 2

Does this mean that the title of "Professor", for example, with its rank and tenure, might be conferred upon members of the bureau staffs, as Statistician in the Bureau of Business Research, or Consulting Geologist, etc.?
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.

Long 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. Except for the vacations provided above, 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.

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 and vacation periods in each case.

SECTION 10. Leaves of Absence with Pay. In general, a 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 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, et cetera, 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 the due order of business.
CHAPTER II
LUTIES OF CERTAIN GENERAL OFFICERS

(Cf. Revised Civil Statutes, 1925, Articles 2585, 2588.)

SECTION 1. The President. The President of the University shall be the expert advising 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 between them and 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 1.)

The President shall be the regular channel of communication between the faculties, officers, and members of the staff, and the Board of Regents provided the Regents are not limited except by equity and wisdom 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 directly with the Board of Regents (not with individual Regents) with the knowledge of the President, or without the knowledge of the President on condition that the Board 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 loyalty 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 2) 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 professional rank and shall attend to the faithful and prompt execution of all regulations and routine affecting their colleges or schools, bearing in mind 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, commanding, reproving, discussing 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 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 the Board of Regents any 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 preside at the meetings 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 hereinafter provided, 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 reception of the annual reports of the departments, due October 1, 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 hereinafter provided for, 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.

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 under-graduate Dean of the department concerned 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 report is transmitted to the President.

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-week's vacation, the time of the vacation to be agreed upon between the Dean and the President.

The Dean of the Medical Branch and the Dean of the College of Mines and Metallurgy shall be Dean of each college and school at Galveston and El Paso, respectively, 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 Graduate School shall further be charged with the duty of keeping the learned world informed of staff changes and of the researches going forward at the University.

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 relations to the Bureaus in his Division shall be similar to the relation of the Dean of a College to the Departments thereof.

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 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 faculty 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 extracurricular 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 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 Extracurricular 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 extracurricular 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' 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 groups; similar statistics concerning the scholarship of intercollegiate athletic squads and official extracurricular non-athletic groups; housing statistics; statistics of the discipline committees; and other information pertaining to the welfare of the student body in general.

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 extracurricular activities of men and women students, respectively.

It shall be their duty to strive to develop among students such a model of conduct as will keep up 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.

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 VI, 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 5. The Librarian. The Librarian shall have charge of and be responsible for the proper administration of the University Library. He shall be appointed by the Board of Regents upon recommendation of the President. He shall be qualified for professorial rank. 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 the staff, the determination of questions of administrative policy, and of 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.

By law the Librarian is ex officio a member of the State Board of Library Examiners. By the deed of gift he is an ex officio member of the Littlefield Southern History Committee.

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 Committees on Admission Requirements, Accredited Schools, Schedule, Diplomas, and Administrative Publications.

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

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

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

\[\text{(d) Administrative Publications. The Registrar shall serve as Chairman of the administrative Publications Committee of the General Faculty, and shall, with the advice of the Committee and under the regulations of the faculty and the Regents, edit and supervise the preparation of all administrative bulletins, including all catalogues of the Long and Summer Sessions, the annual Directory, and the Final Announcement of Courses.}\]

\[\text{(e) Other Publications. The Registrar shall serve as Chairman of the Publications Committee of the General Faculty, and as Secretary (or a member of his staff may be designated by him to serve in this capacity) of the General Publications Committee of the General Faculty. All work done by the University Press on University}\]
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 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, 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 Matter. 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 School re-entries.

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:

1. Number of students, classified by sex, by college or school, and class, by Long and Summer Sessions, by Residence and Extension, duplicates excluded.


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.

The following matters are specifically placed under the supervision and administration of the Comptroller:

I. Physical Plant. 1. Operation and Maintenance: a. Purchases, except books and technical supplies; b. Heat, light, service, and repair of buildings; c. Maintenance of grounds; d. Use of Plant outside class hours; e. Auxiliary and service activities: (1) University Dormitories and Cafeteria, (2) Stereog- raphic Bureau, (3) University Press, (4) University workshops;


II. Endowments (Endowment): 1. Funds: a. State permanent: (1) Bonds, (2) Land notes, (3) Cash; b. Other permanent endowments: (1) McDonald Endowment, (2) Farmer Request, (3) Davidson Fund, (4) Other special endowments, (5) Loan funds; c. Expendable Trust Funds: (1) Littelfield Fund for Main Building;

Purchase of Supplies. 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 chairman; 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 charge, and shall give them out on proper requisition to the various individuals entitled to them.

Superintendence of Buildings and Grounds. The Comptroller, in his capacity as Superintendent 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 those 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) superintendence of grounds, roads, walks, and athletic fields.

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.

Dormitories and Cafeterias. The Comptroller shall have general supervision over all dormitories, dineters, or dining halls operated by The University of Texas. The managers of these institutions shall submit their budgets to him and he shall transmit them to the President with his recommendations.

Betterment: Campus Development—Construction of New Buildings and Connections. 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. 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 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).

Endowment Lands and Funds. The Comptroller shall manage the endowment lands such as the Brackenridge, McDonald, and Huntington lands, and the "enlarged campus." 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.

Grazing leases, leases for highways, pipe lines, power lines, transmission lines, 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.

The Comptroller shall have charge of supervising the production and selling of oil, gas, or 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 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 trust and endowment funds in the possession of The University of Texas or its Board of Regents. 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 they may deem proper.

SECTION 10. The Auditor. The Auditor shall be the accounting, receiving, and disbursing agent of the University for all moneys. He shall be responsible directly to the President. 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 a full, complete, and properly classified system of accounts showing at all times all properties of The University of Texas, all of the income and expenditures, and all of the assets and liabilities of the University, clearly, truthfully, and fully.

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He shall sign and keep a carbon duplicate of all purchase requisitions. He shall audit the accounts of all expenditures, and shall 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 other officially designated authority, 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.

He shall prepare proper books and blanks for keeping a record of the receipts and disbursements of all moneys for which the University itself or any officer as agent for the University shall be responsible, and he shall prepare an annual report for publication, which shall differ in form from the 1928-29 report only by permission of the Finance Committee entered in the Minutes of the Board.

The Auditor shall enter into a bond in the sum of one hundred and fifty thousand dollars ($150,000) 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.

The Auditor shall deposit promptly in the bank all income, as required by law or by special action of the Board.

Securities owned by the University of Texas or held in trust by it or by its Board of Regents and which the laws of the State or the directions of a donor do not require that they be handled in a particular manner shall be in charge of the Auditor. He shall keep them in a safety deposit box at a bank to be designated by the Board of Regents. Access to these shall be had only by the Auditor accompanied by a designated member of the Board of Regents, or accompanied by an officer of the University authorized by a formal recorded vote of the Board of Regents. A majority of the Executive Committee of the Board of Regents shall have access to those securities without the presence of the Auditor in case of his inability to accompany them.

SECTION II. 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.

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.

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 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, acting 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 three during that period. 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. Secretary 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.

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 School 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. Except in the case of the Graduate School, the various Colleges and Schools shall be subdivided into one or more departments of instruction and research, established by the Board of Regents and 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.

SECTION 3. Membership of a Departmental Faculty. All members of the staff of a department who hold the rank of instructor or above (full or part-time) shall constitute the faculty of the department, with vote. 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.

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 s.i.s., 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 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; and (e) 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 avoidance of overlapping courses in the department or between departments; (2) the avoidance of too many or too few courses in the department; (3) an equitable distribution of the working loads of the members of the staff; (4) 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 (5) the desirability of an arrangement in which neither efficiency nor economy is unduly sacrificed. It shall also be the duty of a departmental faculty to make annually on October 1 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.

A. DEPARTMENTAL REPORTS

1. 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 synoptic 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; e.g., LL.D.'s, Presidency of the X. Y. Z. Association, etc.
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 School Catalogue shall be sent to the Deans at dates fixed by the Official 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 [Regents Minutes, Vol. F, p. 207] in the case of the Long Session, such recommendations as may be deemed wise concerning (a) appointments to new or vacant positions in the department and (b) promotions in salary or rank of those members of the departmental staff who are not also members of the Budget Council. Recommendations which relate to persons who are to do whole or part-time extension center or correspondence teaching accompanied or unaccompanied by resident teaching must be made jointly by the departmental Budget Council of the department concerned and the Director of the Extension Teaching Bureau. Such persons may be recommended with or without the right to vote in the departmental faculty. 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 holding 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.

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.
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SECTION 7. Chairman of the Departmental Faculty. A member 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 meeting, and 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 catalogue and other copy; 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; (c) shall fill out properly requisition and other blanks used in expending the departmental budget; and (d) 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 stated 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 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. 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 offered 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 Official Publications Committee.

SECTION 10. Recommendation 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 classroom 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, (5) Interscholastic League (4) Nutrition and Health Education, (3) Package Loan Library, (6) Visual Instruction and (7) School Instruction 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. The Bureau of Zoological Research shall be separately organized.

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 certain tenure and voting privileges in departments and school or college and general faculties. 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 for such recommendations, convergent or divergent, 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").

Permission to take work by correspondence while a resident student shall be granted only to mature and self-supporting students, in rare cases, for good reasons. A correspondence or Extension Center course carrying degree credit when successfully completed, shall have as nearly as possible the identical prerequisites and content as the same course offered to resident students (if offered) and shall count towards a degree as the same residence course, subject to the following limitations:

(1) No degree shall be conferred without a residence at the University equal to at least one Long Session and a credit of twenty-four semester hours of residence work.

(2) Not more than half of the work required for any bachelor's degree shall be done by correspondence, and not more than half of the remaining courses necessary for a degree shall be done by correspondence in case a student presents for graduation credits from another collegiate institution.

(3) Such other restrictions as may be explicitly set forth in those portions of the Catalogue which list the requirements for degrees.

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, usually upon 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 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, 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.

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.

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.
(2) 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 and the Deans of the departments offering resident instruction during the Summer Session. 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).—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 building as will enable the University architects to prepare preliminary sketches 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.
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 months' 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.

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 more person selected from each of the two committees just mentioned.

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 proofread 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 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.1


1Most of the publications in this group are individual, but there are a few present series and other series are to be formed. Present series: Studies in English, Latin Leaflet, Education Series, Texas History Teachers Bulletin, and Texas Mathematics Teachers 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 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.1

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 schedule 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.

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, of

1The 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.
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 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 Committee on Accredited Schools 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 somewhat in line with the practice 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 (Long Session, Summer Session).**—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 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 such matters as the form, style, shape, size, material, quality, etc., of diplomas; whether they should be engraved, lithographed, etc.; the making 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 this Committee 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 it may deem appropriate. It shall also be the duty of this Committee 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.

SECTION 19. Public Lectures Committees (Long Session, Summer Session).--It shall be the duty of this Committee 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 Committee 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 Committee.

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 at 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 primarily for 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 Controller, to prevent individuals, groups, or organizations from soliciting funds on the Campus from students or staff without having previously secured the approval of the Board of Regents or of the Committee. This Committee shall report annually to the General Faculty.

SECTION 23. Student Living Accommodations Committee (Long Session, Summer Session).--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. This Committee is empowered to enforce all University housing regulations and to adjudicate disagreements arising over their application. It is vested with disciplinary power. This Committee, through its Chairman, shall make an annual report to the Dean of Student Life.
SECTION 24. Health and Sanitation Committee (Long Session, Summer Session).--It shall be the duty of this Committee to promote the health of the student body and the sanitary conditions in and about the campus by co-operating with the Health Service and all other health education and health building agencies connected with the University, and by direct contact with students and faculty.

SECTION 25. 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 this 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. The Committee is also expected to assist the Chairman in the performance of any similar duty for which she may request its aid. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

SECTION 26. 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 this 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. The Committee is also expected to assist the Chairman in the performance of any similar duty for which she may request its aid. The Committee, through its Chairman, shall make an annual report to the Dean of Student Life.

SECTION 27. 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 28. Employment for Students Committee (Long Session, Summer Session).--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 Committee (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 are needed. 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 student breaches of discipline, unless the alleged offense is specifically placed under the jurisdiction of some other Uni-
Student Councils fail or refuse to consider 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 sentence 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 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, (regent), 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 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 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 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 the fraternities 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).—It shall be the duty of this Committee to be responsible for the proper conduct of student publications and to exercise the right of censorship in cases where student editorial responsibility fails. The Committee shall consist of three members, shall review carefully all student publications, and shall report to the Dean of Student Life any instance of impropriety on the part of the editorial staff. The Committee shall be members ex-officio of the Board of Directors of the Texas Student Publications Incorporated. This Committee shall make an annual report, through its Chairman, to the Dean of Student Life.

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 these 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 (Long Session, Summer Session).—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. 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. Proper care of equipment, play fields, floor space, courts, etc., during these schedule periods.

c. Keeping of records.

d. Proper expenditure of maintenance funds.

e. 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 (Long Session, Summer Session).—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. 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. Proper care of equipment, play fields, floor space, courts, etc., during these schedule periods.

c. Keeping of records.

d. Proper expenditure of maintenance funds.

e. 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 Committee 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 Athletic 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 Athletic 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 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 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 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 (not in conflict with the current Catalogue, Student Handbook, or Rules and Regulations of the Board of Regents) may be adopted by the Association in accordance with its Constitution, 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. This power the Board cannot and should not waive; 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 student organizations shall be subject to approval by the Board of Regents both as to salary and as to qualifications.
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BY-LAWS OF THE BOARD OF REGENTS

AND

RULES AND REGULATIONS FOR THE GOVERNMENT

OF THE

UNIVERSITY OF TEXAS
BY-LAWS OF THE BOARD OF REGENTS

ARTICLE I

TIME, PLACE, AND MANNER OF MEETING

Section 1. REGULAR MEETINGS. The regular meetings of the Board of Regents shall be held each year at 10 a.m. on the third Tuesday in January, March, May, and October, the meeting, 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, upon the request of the President, in which the Chairman concurs, the Chairman shall call the desired 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.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. ELECTION OF OFFICERS. At the January meeting in each odd-numbered year, the Board shall elect a Chairman, a Vice-Chairman, and a Secretary. 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. The Secretary shall receive such compensation as may be fixed by
the Board.

Section 2. DUTIES OF THE 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 report to the Board of Education and Legislature 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 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.

The Secretary shall keep a record of the proceedings of the Board, shall file and preserve carefully all papers and documents pertaining to the business and proceedings of the Board, and shall perform such other cognate duties as shall be provided by the Board.

ARTICLE III
STANDING COMMITTEES AND THEIR DUTIES

Section 1. LIST OF STANDING COMMITTEES. The following standing committees shall be appointed by the Chairman, by and with the consent and advice of the Board.

Executive Committee.

Committee on Finance.

Auditing Committee.
Committee on Buildings and Grounds.
Committee on Complaints and Grievances.
Legislative Committee.
Land Committee.

Section 2. TERM OF OFFICE OF STANDING COMMITTEES. The standing committees shall remain as constituted (unless a vacancy shall be caused by death or refusal of some member of the committee to act) until the January meeting of the Board in each odd-numbered year, at which time, and every two years thereafter, the said committees shall again be constituted by the Chairman, as provided in the preceding section.

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 amounting only to $500 or less.

Section 5. DUTIES OF THE FINANCE COMMITTEE. The Finance Committee shall consist of three members. To this Committee shall be referred all questions involving the financial support of the University and matters cognate thereto, which the Board may desire to be referred.

Section 6. DUTIES OF THE AUDITING COMMITTEE. The Auditing 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.

Section 7. DUTIES OF THE COMMITTEE ON BUILDINGS AND GROUNDS. The Committee on Buildings and Grounds 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 of the College of Mines and Metallurgy at El Paso, 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, to 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 COMMITTEE ON COMPLAINTS AND GRIEVANCES.
The Committee on Complaints and Grievances 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 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, 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 10. DUTIES OF THE LAND COMMITTEE. The Land Committee shall consist of three members. It shall have immediate supervision of the work of the Land Agent (who shall be appointed upon recommendation of the Committee); it is authorized to make sales and leases of University lands, forwarding recommendations to the Chairman of the Board, who will sign and execute all deeds and leases, and to cancel leases; it shall pass upon all rebates or refunds; it shall see that the records of the Land Agent are correctly and safely kept and that his reports are full and accurate and are promptly filed as directed by the Board; and it shall make such recommendations for improving the management of the lands as it may see fit.

ARTICLE IV
RULES OF PROCEDURE AND ORDER OF BUSINESS

Section 1. RULES OF PROCEDURE. The rules laid down in Cushing's Manual of Parliamentary Law, when not in conflict with any of the provisions of this article, 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. All meetings of the Board shall be regarded as executive unless announced by the Chairman to the contrary at
the beginning of a meeting. The minutes of the Board shall not be printed, and publicity shall be given through the President or a special 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. MOTIONS AND RESOLUTIONS TO BE IN WRITING. In the interest of clearness, to prevent misapprehension, and to secure accuracy of record, each maker of a motion or mover of a resolution, at the time of offering it, shall reduce it to writing and deliver it to the Secretary of the Board.

Section 6. COMMUNICATIONS TO THE BOARD TO BE IN WRITING. All communications to the Board from persons not members thereof, except in the case of the President, shall 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.

The Board, except by unanimous consent and after request by the President of the University, shall not consider matters not placed in the President's hands at least one week in advance of the meeting of the Board at which action is desired.

ARTICLE V
REPEAL AND AMENDMENT

Section 1. REPEAL OF CONFLICTING RULES. All rules, orders, and resolutions 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; such addition
or amendment shall be filed with the Secretary, in writing, thirty days be-
fore such meeting; and it shall be the duty of the Secretary forthwith to
mail a copy thereof to each member of the Board.
ARTICLE I

BOARD OF REGENTS

Section 1. UNIVERSITY POLICIES. Subject only to the federal and the state constitutions and laws, all University policies shall be determined by the Board of Regents, following the main the practices of the best state universities and after advice from the President, and in important matters, through the President, from the general faculty or a separate faculty; and if from a separate faculty, the same shall be presented only after due notice has been given to the members of the general faculty. Such advice from a faculty should be accompanied by a summary of reasons for and against the matter proposed.

Section 2. ELECTION OF UNIVERSITY OFFICERS. The Board of Regents shall elect a President, and, upon his recommendation, other necessary officers.

Section 3. ORGANIZATION OF THE UNIVERSITY. Upon the advice of the President, the Board shall establish colleges, schools, divisions, and departments; shall determine offices, professorships, and other positions; and shall fix salaries, confer degrees, and grant diplomas.

Section 4. APPOINTMENTS; TENURE, AND PROMOTIONS. All appointments, promotions, and dismissals, except as otherwise specifically provided herein, shall be made by the Board upon recommendation of the President. The Board of Regents will not appoint or retain anyone whose conduct or views are contrary to good morals, and may inquire into family history and moral character. The Board will not make appointments contrary to the Constitution and Statutes of Texas.
The Board shall have power 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 term of service of instructors and of adjunct professors shall be one and two years, respectively, but the Board will desire to retain those rendering efficient service and will expect to promote them as merits and circumstances warrant. Unless otherwise stipulated, associate professors and professors shall be permanent officers, continuing during good behavior and satisfactory service unless dismissed for cause.

An associate professor or a professor may not be dismissed against his will until a committee of the faculty appointed by the President for the purpose shall have heard him and made investigation. The Regents before acting will have their Grievance Committee review the findings of such faculty committee, which findings shall be submitted in writing and referred to the Board.

Section 5. EXPENDITURES TO BE BASED ON BUDGET. Expenditures shall be made only upon appropriations made by the Board based upon a budget prepared by the President from reports of chairmen of departments and other officers, submitted to the President through the proper Dean or head of a subdivision, showing the proposed expenses to be incurred for the year.
Section 6. RULES OF FACULTY TO BE APPROVED BY THE BOARD. All rules and regulations, including requirements for degrees, adopted for the conduct of the University by the general faculty or by any subdivision thereof must be approved by the Board of Regents.

Section 7. ANTI-NEPOTISM LAW. All University positions shall be kept strictly upon the merit basis, and whenever an appointment is made, it shall be made solely with regard to the special fitness of the appointee. Appointment of a relative of a member of the Board will not be considered.\textsuperscript{5}

\textsuperscript{4}Revised Civil Statutes of Texas, 1925, Article 2594 (page 685).

\textsuperscript{5}Revised Criminal Statutes of Texas, 1925, Articles 432 and 433 (page 93)

The appointment of a relative of any other person occupying an influential position in the University is disapproved, --in particular, the appointment of the son or daughter of a professor. In minor cases and in emergencies the administration of this rule shall be in the hands of the Administrative Council.

Section 8. VACATIONS. Regular University positions are mainly on a twelve-months or a nine-months basis. Appointees employed on a twelve-months basis are allowed short vacations not to exceed four weeks; those on a nine-months basis are ordinarily on duty from September 15 to June 15. During the other three months those regarded as on a nine-months basis shall perform only such duties as are necessarily connected with the nine months of service.
Section 9. OUTSIDE EMPLOYMENT. No member of the University staff may be
employed in any outside work during his term of service without the approval of
the Board of Regents.

ARTICLE II
OFFICERS OF ADMINISTRATION

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. All other officers, teachers,
and employees shall be responsible to and under the direction of the President,
and all communications between them and the Regents relating to the University
shall pass through his hands with any endorsements he may deem it proper to make.
He shall recommend suitable persons to fill vacancies, and 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 be prepared to give the Board information regarding the com-
petence and loyalty of officers, teachers, and employees; shall hold all of them
to the full discharge of their duties; and, if in his judgment the necessity
erise, shall initiate steps for the removal of any of them. He shall be a member
and chairman ex officio of the general faculty, and of the faculty of each
school and college, and shall see to the execution of all regulations. He shall
appoint all faculty committees. 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 it lays down. At a regular meeting of the Board of Regents he shall present an annual report embodying a survey of the year in all departments, together with estimates and recommendations for the succeeding year.

Section 2. THE DEANS. The Deans of the several colleges and schools shall, in the absence of the President, preside at the meetings of their respective faculties; shall see to the execution of the regulations affecting their colleges and schools; shall concern themselves with the scholastic welfare of individual students, advising, commending, reproving, and dismissing, in accordance with the scholastic regulations; and shall see that the courses of instruction are as well correlated as practicable. They shall receive from each department the reports hereinafter provided for, and shall transmit the same to the President with such recommendations and suggestions as they may deem wise. They shall make careful investigation of all nominations for promotions and appointments to their respective faculties, and shall transmit these nominations to the President, together with such information and recommendations as may enable him to make intelligent decisions. They shall certify for graduation or for other scholastic honors the candidates from their respective schools and colleges.

Each Dean shall present to the President on the first day of November of each year a complete written report of the condition of the college or school under his supervision, containing a detailed statement of the activities for the past year and of plans and projects for the current year, appropriate statistical tables, and such other information and constructive suggestions as may be necessary for the best conduct and development of the college or school. In addition to the foregoing annual report, each Dean shall not later than the first
day of April of each even-numbered year present to the President a detailed estimate of the needs of his college or school for the next succeeding legislative biennium, and not later than the first day of April of each year shall make recommendations for promotions and appointments in the faculty for the succeeding year.

The Deans shall be elected biennially by the Board of Regents, upon the nomination of the President, and shall serve for two years. In case of the resignation or the death of a Dean during the two-year term, the President shall appoint his successor for the unexpired term. In case of the disability of a Dean, or his absence on leave, the President shall appoint an Acting Dean. Each Dean shall serve on a twelve-months basis with a month's vacation, the time of the vacation to be agreed upon between the Dean and the President. The Dean of the Medical Branch and the Dean of the College of Mines and Metallurgy shall each perform the duties of the deans of colleges and schools and shall represent the President in appropriate matters during the latter's absence from Galveston and El Paso.

Section 3. 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 by the Board of Regents upon the recommendation of the President. He shall be qualified for professorial rank. He shall be elected at the beginning of each biennium as are deans of schools and colleges and shall be on duty for twelve months. He shall keep in sympathetic touch with the students, and shall personally and in cooperation with other officers and teachers help them to become loyal, useful, and efficient citizens.
The Dean of Student Life as ex officio Dean of Men shall exercise general oversight with respect to the general conduct of men students. It shall be his duty to aid and advise students concerning important social and other relations growing out of their membership in the University community, encouraging them to develop a high sense of responsibility for the good name of the University, as well as a sound public opinion which gives proper recognition to the conduct becoming a gentleman.

Discipline. The Dean of Student Life shall be charged with the administering of discipline in the University. He shall have the assistance of the faculty committees in charge of discipline, which will make their reports to him, he being charged with the administration of penalties recommended by the committees.

The Dean of Student Life shall be responsible for the general conduct and discipline among women students. As far as possible, however, he shall exercise authority and control over women students through the Dean of Women.

The Dean of Student Life shall have the assistance of the following faculty committees, of which he shall be a member or which shall report directly to him:

1. Committee on Discipline.
2. Committee on Student Living Accommodations.
3. Committee on Sick Students (men and women).
4. Committee on Student Social Organizations.
5. Committee on Student Social Affairs.

The student self-government association shall make its reports to the Dean of Student Life.

University Physicians. Under the Dean of Student Life there shall be such physicians and nurses as the Board of Regents may find necessary. The Uni-
versity physicians shall serve full time and shall be nominated to the President by the Dean of Student Life.

The Dean of Women. The Dean of Women shall be appointed by the Board of Regents upon the recommendation of the President. She shall be qualified for professorial rank. She shall have general oversight of all women students. In the formulation and administration of policies she shall act with the advice and consent of the Dean of Student Life. For her own use and for the use of others directly concerned, she shall keep on file such data concerning each of the women students as will be serviceable in the administration of the Office of the Dean of Women. She shall make an annual report to the Dean of Student Life.

Section 4. THE DEAN OF EXTENSION. The Dean of the Extension Division shall be the administrative head of all those extramural activities of the University which are now or may hereafter be assigned by the Board of Regents to the Division of Extension, and shall in general perform such duties as are assigned to the deans of colleges and schools in so far as the same may be applicable, and in particular shall endeavor to carry the benefits of the University to the people of Texas to such an extent as the resources of the University may permit. He shall be appointed biennially by the Board of Regents, upon the nomination of the President, and shall serve for two years on a twelve-months basis and make reports as do the deans of schools and colleges. He shall be qualified for professorial rank.

Section 5. CHAIRMAN OF THE DIVISION OF THE CONSERVATION AND DEVELOPMENT OF THE NATURAL RESOURCES OF TEXAS. Each biennium the President shall designate as Chairman of the Division of the Conservation and Development of the Natural Resources of Texas one of the following: The Director or the Associate Director of the Bureau of Economic Geology; the Director of the Engineering Experiment
Station; or the Director of the Industrial Chemistry Experiment Station.

Section 6. DIRECTORS OF PHYSICAL TRAINING. The Director of Physical Training for Men shall have charge of physical training for men required by the general faculty. He shall be responsible directly to the President. He shall also have charge of intercollegiate athletics for men.

The Director of Physical Training for Women shall have charge of physical training for women required by the general faculty. She shall be responsible directly to the President. There shall be no intercollegiate athletics for women.

The Chairman of the Faculty Committee on Athletics shall pass upon the scholastic and non-scholastic eligibility of each candidate for official athletic teams and squads (having the assistance of the Registrar’s Office in collecting information), certifying a list of eligibles in quadruplicate to the Dean of Student Life, the Director of Physical Training for Men, the coach concerned of the University, and the coach of the competing institution. At the close of each Long Session, all the records of the Chairman of the Faculty Committee on Athletics relating to intercollegiate athletics shall be filed in the office of the Dean of Student Life for future reference.

Teacher-training in physical education shall be administered as a department within the School of Education.

Section 7. THE DIRECTOR OF THE SUMMER SESSION. A Director of the Summer Session shall be appointed by the President from year to year to assist the President in administering the Summer Session. It shall be his duty to study and watch over the general policy of the Summer Session to the end that it may offer the best services to the greatest number of Texas students; to see to the formulation and submission of the annual budget; to see that information is sent out to prospective students in regard to the courses obtainable; to transmit to the
President with his comments the recommendation of the Executive Committee of the Summer Session and their conclusions as to the recommendations of the Deans of the several schools and colleges of men and women for the summer school faculty; and to have general supervision over the Summer Session.

The Director shall be assisted by the Executive Committee of the Summer Session, composed of the Deans of the schools and colleges of the Main University or of a member from each school and college nominated by the Dean and approved by the President.

The full professors in each department, or the ranking professor in case there be no full professor, shall make nominations to the appropriate Dean for appointments to the Summer School faculty of the department concerned. The Deans shall bring these nominations, together with their own recommendations, to the Director and Executive Committee of the Summer Session. The director shall then submit all recommendations for the complete staff of the Summer Session to the President for his approval or disapproval.

Section 8. THE REGISTRAR. The Registrar shall see to the execution of all regulations dealing with the admission of students to all colleges and schools of the University, and shall have charge of examinations not otherwise provided for, the removal of admission conditions, and the registration of students. He shall keep permanent, systematic, and convenient records, containing the class grades of each student and all other recordable information about him that he or the University may at any time need. The records shall be so kept as to enable authorized persons to obtain from them the maximum of legitimate information about the students with the minimum expenditure of time and effort. The Registrar is authorized to call upon other officers and upon teachers and students for such information as he may need for the performance of these duties. He shall
be ex officio chairman of the Registration Committee and shall call upon such, and as many, members of the faculty to assist in registration as he may require. He shall serve as chairman of the Schedule Committee of the general faculty, and shall, with the advice and of the committee, prepare all schedules of hours, classes, and examinations, and shall assign space for office and classroom purposes with a view to maximum efficiency and economy.

Section 9. STATISTICIAN TO THE PRESIDENT. The Statistician to the President, in addition to performing the usual duties of that office, shall be a member of the Publications Committee of the general faculty and shall, under the regulations of the faculty, edit and supervise the preparation of all official series bulletins, including the Long Session and the Summer Session catalogues, the annual directory, and the final announcement of courses. It shall be his duty to see that these official publications are in conformity with the rules and regulations adopted by the Board of Regents.

Section 10. THE AUDITOR. The Auditor shall be the receiving and disbursing agent of the University for all moneys, and shall have charge of the accounting department of the institution. He shall be responsible directly to the President. He shall devise and have kept a complete set of double-entry books, embracing the voucher system, which shall show all the financial transactions of the University of Texas and its branches, and in such books, under proper and appropriate headings, shall be entered and kept a full, complete, and properly classified system of accounts, showing all properties of the University of Texas, and in such manner and at all times setting forth clearly, truthfully, and fully all the assets and liabilities of the University. He shall sign and keep a carbon duplicate of all purchase requisitions. He shall audit the accounts of all expenditures, and see that they are charged to and covered by proper appropriations,
that all items for such expenditures are clearly for the purpose for which the appropriations have been made by the Board of Regents, and that they have been properly approved by the persons responsible for such expenditures; but in no case shall the Auditor approve bills or pay out funds except upon the previous authorization of the Board of Regents or other officially designated authority, and he shall be responsible for the proper accounting of every cent received or disbursed by him. He shall return to the Comptroller, before 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.

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

The Auditor shall enter into a bond in the sum of one hundred and fifty thousand dollars ($150,000) 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.

The Auditor shall deposit all accumulated land income in the State Treasury at intervals of not more than thirty days.

Section 11. THE COMPTROLLER. The Comptroller shall serve as the representative of the President in the supervision of all strictly business operation of all branches of the University not specifically designated 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 the approval of the President and the Board of Regents. He shall approve, before payment by the Auditor, all bills against the institution.

Purchase of Supplies. The Comptroller shall supervise the purchasing of all general supplies and all materials for use in the University except materials and equipment for departments and laboratories or other purchases specifically assigned to some other officer, such as the purchase of books by the Librarian and of technical equipment by departmental chairmen; but no purchases shall be made except upon an order signed by the Comptroller, of which the latter shall keep a carbon duplicate. All purchases of work of consequence, certainly if involving as much as $1,000, shall where practicable be made on contract let on the basis of competitive bids. The Purchasing Agent, under the supervision of the Comptroller and in cooperation with the State Board of Control, shall determine and specify standard types of equipment such as desks, chairs, black-
boards, 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 shops and agents under his charge, and give them out on proper requisition
to the various individuals entitled thereto.

Superintendence of Buildings and Grounds. The Comptroller, as superin-
tendent of buildings and grounds, shall care for all buildings and grounds oc-
cupied by the University and for all residences and other leased buildings in
Austin, Galveston, and El Paso, owned by the University, and shall supervise
all minor improvements and repairs in connection therewith. He shall be responsi-
ble for the expenditure of funds provided for these purposes and shall arrange
by contract or otherwise for such expenditure. Within the limit of the appro-
priations made by the Board, it shall be his duty to have repairs made in time
to prevent, as far as possible, depreciation of University property. He shall
also 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 store-rooms, including neces-
sary carpenters, cabinet makers, machinists, plumbers, painters, electricians,
and other repair men either under direct employ or under contract; (3) the jan-
itors, watchmen, police, and firemen for the care and protection of the buildings
of the University; (4) all physical plant and equipment belonging to the Uni-
versity; (5) superintendence of the grounds, roads, walks, and athletic field.
In the performance of these duties, he shall advise freely with the President and
with the appropriate standing committees of the general faculty.

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 true
and correct inventory thereof and present the same to the President before the annual October meeting of the Board of Regents; and shall have the authority to require of the chairmen of the departments, special agents, and employees, at least annually, and oftener if necessary, a full statement of the property in their immediate possession belonging to the University.

**Brackenridge Lands.** The Comptroller shall have general charge of the University Lands bordering on the Colorado River, known as the Brackenridge lands. He or his representative shall care for and make such leases of the same as the Chairman of the Land Committee may endorse, but all rents therefor shall be payable to the Auditor. He shall also have charge of all residences or other property of the University in Austin which may be for lease, making leases therefor, and assuming responsibility for prompt payment to the Auditor of all rents. All leases shall be kept in the Office of the Comptroller, and shall be available for inspection by the Auditor.

**Construction of New Buildings.** The Comptroller shall have supervision over the construction of Buildings on the campus. In such construction he shall be assisted by the following:

1. The Building Committee of the Faculty, which shall be appointed by the President and shall include a member of the Department of Architecture, the Comptroller, and a member of the department affected. It shall be the duty of this Committee to hold necessary hearings and make proper investigations regarding the building needs of the University and to report from time to time to the President concerning its conclusions, and to recommend to the President the order and the location for specific buildings, together with its reasons for these recommendations. During the planning and construction of new buildings, the
Building Committee of the Faculty shall advise with the Comptroller in carrying out the construction of the buildings for the best interests of the University. Any changes in the plans of any building or of its permanent equipment shall be presented to the Committee for its advice and report before being approved by the Comptroller, the Committee to report within the time fixed by the Comptroller therefor.

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 advice from the Comptroller, may approve.

5. The 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.

(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 brick work.

(e) To notify the architects immediately when subcontractors report
for their part of the work.

(f) To send the architects daily written reports regarding the progress of the work, the same to be on forms provided by the architects, the superintendent keeping a copy thereof with a copy of each progress photograph, and furnishing the Comptroller 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).


During the planning of new buildings, the Comptroller shall advise with and aid the architects. He shall receive the reports of the University architect and consulting architect, and after consultation with the Chairman of the Faculty Building Committee, and, when necessary, with the executives of the departments concerned, shall transmit such reports, together with his recommendations, to the President. The supervision of construction shall be conducted in accordance with existing or future contracts between the Board of Regents and the University architect. Whether the supervision be by the architect or by a supervisor other than the architect, appointed by the Comptroller, the report shall be made directly to the Office of the Comptroller.

The Comptroller shall have control of and be responsible for the operation of the Stenographic Bureau.

The Comptroller shall have general supervision of the University Press, and shall assist in determining what printing shall be performed by the University directly, and what shall be performed by the University under contract.

The Comptroller shall make nominations to the President for positions in
his division.

Section 12. THE LIBRARIAN. The Librarian shall have charge of and be responsible for the proper use and condition of the library. All books, pamphlets, maps, etc., (other than account books of record), belonging to the University, shall be deemed to belong to the University library. All reference books and current periodicals, magazines, and newspapers shall be made as easy of access as practicable to all patrons of the library, and no limitations not necessary to their preservation shall be placed upon their free use. Other books, except such as are referred to in the next paragraph, shall be delivered for use only upon a proper call.

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

The Librarian shall enforce order in the reading rooms and throughout the library, reporting to the Dean of Student Life such breaches as might call for suspension. The Librarian shall make an annual report to the President on the first day of April, and shall present biennial estimates on the first day of April of each even-numbered year.

Section 13. THE ADMINISTRATIVE COUNCIL. The Administrative Council shall consist of (1) nine members, at least five being Deans, to be chosen and appointed by the President, to serve for not more than one year, their terms expiring on the thirty-first day of August next following the date of their appointment, and (2) such other member or members of the faculty as may be summoned by the President to a particular meeting of the Council. Those appointed for a year shall
designated as annual members of the Council; those summoned to a particular meet-
ing but not designated as annual members shall be known as invited members. At
any meeting both annual and invited members shall in the case of each individual
member have voice and vote. The committee shall hold regular semi-monthly meetings
during the Long Session of the University and at other times by the call of the
President or on the request of two members. The officers of the Council shall
be the President as chairman ex officio and a secretary to be elected by the com-
mittee, both of whom shall perform the usual duties of such officers. The
secretary shall keep minutes of the meetings and after each meeting shall furnish
a copy thereof to each member of the Council and shall file a copy in the Office
of the President.

From term to term, or quarter to quarter, the President shall designate
one of the annual members of the Council to serve as Acting President in the
absence of the President during such term or quarter.

It is not the intention of the Board of Regents to define in detail the
duties of the Administrative Council further than that it shall act in an advisory
capacity to the President upon matters of University policy and in matters re-
ating to the best interests and development of the University as a whole.
In addition to these duties, the Administrative Council shall act as the executive
committee of the general faculty.

Section 14. THE ADMINISTRATIVE COUNCILS FOR THE MEDICAL BRANCH AND THE
COLLEGE OF MINES AND METALLURGY. The Administrative Councils for the Medical
Branch and the College of Mines and Metallurgy shall consist of the respective
executive committees of these branches, appointed by the President after nominations by the deans.
ARTICLE III

FACULTIES

Section 1. GENERAL FACULTY. Subject to the general control of the Board of Regents and the authority it has vested in administrative officers, the general charge of the Main University is entrusted to the general faculty of the Main University and its appropriate subdivisions; the general charge of the Medical Branch, to the faculty of that branch; and the general charge of the College of Mines and Metallurgy, to the faculty of that college. Each of these bodies shall consist of all those giving instruction and carrying on the work incident to instruction and investigation. Within the general faculty there shall be members with vote and members without vote. Members with vote shall be those of the rank of instructor of three years service, or above, and such officers as may be designated by the Regents upon recommendation of the President.

Section 2. SEPARATE FACULTIES. Each college or school of the Main University, including the College of Arts and Sciences, shall be under the immediate charge of its college or school faculty. The faculty of the College of Arts and Sciences shall consist of the members of the general faculty who belong to this college, and of such other persons as the Board of Regents may designate. The faculty of the Graduate School shall consist of those appointed thereto by the President upon recommendation and with the full advice of the full professors within the department concerned, transmitted through the appropriate undergraduate Dean and through the Dean of the Graduate School. In choosing members of the graduate faculty, the President and all called upon herein to advise him shall consider (1) graduate training, (2) length and character of teaching experience, (3) publications, particularly those following the Doctor's thesis, (4) membership in learned societies, (5) invitations to address learned societies, (6) aids
received from research grants, etc.

The faculty of each of the other colleges or schools of the Main University shall consist of the members of the college or school who are members of the general faculty; of other teachers with the rank of instructor in the department who have served as such for a year or more; of one teacher, to be designated by the President, for each full course required from outside the college or school for any degree offered in the college or school; and of such other persons as the Board of Regents may designate. All members of each faculty shall have a voice in its deliberations; but only those shall have a right to vote who have a right to vote in the general faculty. Legislation exclusively affecting any college or school shall originate in the faculty of that college or school; legislation affecting more than one college or school shall originate in the general faculty or in the faculty of any college or school concerned; but no legislation shall be effective until approved by the general faculty (or, at its discretion, by its executive committee), or, within the scope of its jurisdiction, by the graduate faculty, and where necessary by the Board of Regents.

The graduate faculty shall have exclusive jurisdiction over the requirements for the degrees of Master of Arts, Master of Business Administration, Master of Journalism, Master of Science in Engineering, and Doctor of Philosophy, and other graduate degrees authorized by the Board of Regents. The graduate faculty shall have jurisdiction over such matters as requirements for admission to graduate standing and to candidacy for graduate degrees, the requirements for graduate degrees, the awarding of scholarships and fellowships to graduate students, research publications, research grants, and other matters properly within the scope of the graduate faculty. The graduate faculty may determine what committees it
will require, to be appointed by the President. The graduate faculty shall adopt and publish necessary regulations. It shall set and publish dates for regular meetings.

The instructional staff of the graduate school shall include, in addition to the members of the graduate faculty, all members of the general faculty and of the faculty of the Medical Branch who give courses of instruction which are accepted by the graduate faculty for graduate degrees.

**ARTICLE IV**

**DEPARTMENTS**

Section 1. HOW CREATED. The various colleges and schools shall consist of such departments as may from time to time be created by the Board of Regents.

Section 2. DEPARTMENTAL STAFF. The staff of each department shall consist of all members who are concerned with the conduct of its work. Those members of the staff who hold a rank above that of assistant shall constitute the faculty of the department. All members of the departmental faculty shall have a vote who have a vote in the general faculty.

Section 3. DEPARTMENTAL CHAIRMAN. The Chairman of each department, appointed by the Board of Regents upon nomination by the President to serve for two years, shall preside at its meetings, transmit its recommendations to the President through the Dean of the college or school, prepare under its direction the annual report of the department, and, in general, serve as the department's executive officer. The departments shall administer and carry out the policies defined by their respective schools or colleges, the general faculty, and the Board of Regents.

Section 4. MEETINGS OF DEPARTMENTAL FACULTIES. The faculty of each de-
partment shall hold stated meetings at least once each term, and may meet at
other times by the call of the Chairman, or on written request of a majority of
its members. It shall have power to pass regulations (subject to the rules
passed by the Regents and the general faculty and to the approval of the Presi-
dent) to govern the internal working of the department, propose new courses to
the Course Committee, and make recommendations touching equipment and such other
matters as may affect the welfare of the department, except in respect to sala-
ries and promotions.

Section 5. SALARIES AND PROMOTIONS. It shall be the duty of all the
full professors of a department conjointly, or of its ranking professor in case
there is no full professor, to make annually to the President, through the Dean
of the college or school, such recommendations touching salaries and promotions
in the department as may be deemed wise, and to recommend, after conference with
the other members of the department staff, suitable persons for appointment to
vacant positions, both for the Long Session faculty and the Summer Session facul-
ty.

ARTICLE V
MISCELLANEOUS

Section 1. FISCAL YEAR. The fiscal year of the University shall begin
on the first day of September in each year, and shall end on the thirty-first
day of August next ensuing.

Section 2. PROPERTY INVENTORIES. The Chairman of each department shall
keep an inventory book or file containing a list in detail of all apparatus and
other property belonging to the department. In addition to keeping this record,
the Chairman of each department shall present to the Comptroller, 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.

Section 3. 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.

Section 4. ANNOUNCEMENT OF COURSES. Since the number of courses offered by a department materially affects the budget, courses may not be announced without the approval of the President. In general, a Freshman or Sophomore class or section should not be continued unless it has a registration of fifteen, a Junior class unless it has twelve, nor a Senior class unless it has eight. Exception should be made in those cases where only one Freshman, Sophomore, Junior or Senior course is offered by a department. Strictly Graduate courses should not be announced so numerously as to compete with one another within a department, but should otherwise not be restricted in reference to number registered in each course. If, however, the President is convinced that the registration under changed conditions will exceed the above limits, he may permit the announcement of courses for the next session, provided that, in the event the registration does not come up to his expectations, he may within two weeks of the beginning of the term order the course discontinued.

Subject to the approval of the department, the Dean concerned, and the President, a professor may, in addition to his regular work, conduct a course in which the registration falls below the limits set above.

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Section 5. SCHEDULE OF CLASSES. In order to meet the demand for space and to secure economy in the future building program of the University, the Schedule Committee of the general faculty, in so far as is possible, shall list the same number of lectures and of laboratory periods in the afternoon as in the forenoon, the forenoon to be from 8 A.M. to 12 M. and the afternoon to be from 1 to 5 P.M.

Section 6. OFFICE HOURS. Each full-time member of the teaching staff shall be in his office, available to students not less than one hour each day. Office hours shall be announced in the directory and in the final announcement of courses, and shall be posted on the office door. It is as important to keep office hours promptly and regularly as it is to meet classes.

Section 7. EMPLOYEES OF STUDENT ORGANIZATIONS. All people employed by student organizations on salary shall be approved by the Board of Regents both as to salary and as to qualifications.
BY-LAWS OF THE BOARD OF REGENTS

ARTICLE I

TIME, PLACE, AND MANNER OF MEETING

Section 1. Regular meetings. The regular meetings of the Board of Regents shall be held each year at 10 a.m. on the third Tuesday in January, March, May, and October, the meeting, 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, upon the request of the President, in which the Chairman concurs, the Chairman shall call the desired meeting by causing written notification of the time, purposes, and place thereof to be mailed to each member 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.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. Time of election of officers. At the January meeting in each odd-numbered year, the Board shall elect a chairman.
Section 1. Election of officers. At the January meeting in each odd-numbered year, the Board shall elect a Chairman, a Vice-Chairman, and a Secretary. 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. The Secretary shall receive such compensation as may be fixed by the Board, and shall be removable at the Board's pleasure.

Section 2. Duties of the 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 devolved upon him by the Board. Under the direction of the Board he shall prepare the report to the Board of Education and Legislature 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 will provide for the 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.

The Secretary shall keep a record of the proceedings of the Board, shall file and preserve carefully all papers and documents pertaining to the business and proceedings of the Board, and shall perform such other cognate duties as shall be provided by the Board.
the Board. He shall receive such recompense as may be fixed by the Board and shall be removable at the Board's pleasure.

ARTICLE III

STANDING COMMITTEES AND THEIR DUTIES

Section 1. List of standing committees. The following standing committees shall be appointed by the Chairman, by and with the consent and advice of the Board.

Executive Committee.
Committee on Finance.
Auditing Committee.
Committee on Buildings and Grounds.
Committee on Complaints and Grievances.
Committee on the Medical Branch.
Committee on College of Mines and Metallurgy.
Legislative Committee.
Land Committee.

Section 2. Term of office of standing committees. The committees shall remain as constituted (unless a vacancy shall be caused by death or refusal of some member of the committee to act) until the January meeting of the Board in each odd-numbered year, at which time, and every two years thereafter, the said committees shall again be constituted by the Chairman, as provided in the preceding section.

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 con-
firmed, 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, 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 when the Board is not
in session and an emergency shall arise requiring immediate action, it
shall take such temporary and immediate 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
other
copy to each member of the Board except in the case of transfer items
amounting to only $500 or less.

Section 5. Duties of the Finance Committee. The Finance Com-
mittee shall consist of three members. To this Committee shall be re-
ferred all questions involving the financial support of the University
and matters cognate thereto, which the Board may desire to be referred.

Section 6. Duties of the Auditing Committee. The Auditing
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.
and also, in the event any emergency requiring immediate action arises during the time inter-
vening between the meetings of the Board, immediately to take such provisionals.
Section 7. Duties of the Committee on Buildings and Grounds.

The Committee on Buildings and Grounds shall consist of three members. To this Committee shall be referred questions relating to the buildings and grounds, both of the Main University at Austin, of the Medical Branch at Galveston, and of the College of Mines and Metallurgy at El Paso, and other cognate matters. It shall be the duty of this Committee, on behalf 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, to 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 Committee on Complaints and Grievances. The Committee on Complaints and Grievances 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 at Austin, 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 9. Duties of the Committee on the Medical Branch.
The Committee on the Medical Branch shall consist of three members. To this Committee shall be referred all matters touching the conduct of the Medical Branch which have not, under these rules, been specially assigned to some other committee or to the President. It shall be clothed with the same powers and charged with the same duties with respect to the Medical Branch as have been assigned to the Committee on Complaints and Grievances. It shall report, in writing, at each regular meeting of the Board, and at such other times as may be directed by the Board, touching matters with which it is charged, or which have been referred to it, and shall make such recommendations as it may deem proper.

Section 10. Duties of the Committee on the College of Mines and Metallurgy.
The Committee on the College of Mines and Metallurgy shall consist of three members. To this Committee shall be referred all matters touching the conduct of the College of Mines and Metallurgy which have not, under these rules, been specially assigned to some other committee or to the President. It shall be clothed with the same powers and charged with the same duties with respect to the College of Mines and Metallurgy as have been assigned to the Committee on Complaints and Grievances. It shall report, in writing, at such times as may be
directed by the Board, touching matters with which it is charged, or
which have been referred to it, and make such recommendations as it may
demn proper.

Section IX: 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 in-
crease 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 IX: Duties of the Land Committee. The Land Committee
shall consist of three members. It shall have immediate supervision
of the work of the Land Agent (who shall be appointed upon recommendation
of the Committee); it is authorized to make sales and leases of Uni-
versity lands, forwarding recommendations to the Chairman of the
Board, who will sign and execute all deeds and leases, and to cancel
leases; it shall pass upon all rebates or refunds; it shall see that the
records of the Land Agent are correctly and safely kept and that his re-
ports are full and accurate and are promptly filed as directed by the
Board; and it shall make such recommendations for improving the manage-
ment of the lands as it may see fit.
ARTICLE IV

RULES OF PROCEDURE AND ORDER OF BUSINESS

Section 1. Rules of procedure. The rules laid down in Cushing's Manual of Parliamentary Law, when not in conflict with any of the provisions of this article, 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/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. All meetings of the Board shall be regarded as executive unless announced by the Chairman to the contrary at the beginning of a meeting. The minutes of the Board shall not be printed, and publicity shall be given through the Publicity Committee only.

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. Motions and resolutions to be in writing. In the interest of clearness, to prevent misapprehension, and to secure accu-
racy of record, each maker of a motion or mover of a resolution, at the time of offering it, shall reduce it to writing and deliver it to the Secretary of the Board.

Section 6. Communications to Board to be in writing. All communications to the Board from persons not members thereof, except in the case of the President, shall be in writing. No person shall be allowed to address the Board while in session unless by unanimous consent of all the members present.

The Board, except by unanimous consent and after request by the President of the University, shall not consider matters not placed in the President’s hands at least one week in advance of the meeting of the Board at which action is desired.

ARTICLE V

REPEAL AND AMENDMENT

Section 1. Repeal of conflicting rules. All rules, orders, and resolutions 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; such 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.
BY-LAWS OF THE BOARD OF REGENTS

ARTICLE I

TIME, PLACE, AND MANNER OF MEETING

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

Section 2. Special Meetings. If, not less than twenty days after a regular meeting, 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, he shall call the desired meeting by causing written notification of the time, purposes, and place thereof to be mailed to each member 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.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. Time of election of officers. At the January meeting in each odd numbered year, the Board shall elect a chairman,
who shall hold his office for two years and until his successor is duly elected. In case of the death, resignation, or disqualification of the Chairman before the expiration of his term of office, the Board shall, as soon as practicable, elect another chairman, and, until such election is had, the Vice-Chairman shall perform the duties of the Chairman.

Section 2. Duties of the Chairman. 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 devolved upon him by the Board. Under the direction of the Board he shall prepare the report to the Board of Education and Legislature 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 will provide for the preservation of these reports. (Art. 2549, Revised Civil Statutes, 1911.)

Section 3. Duties of the Vice-Chairman. At the time of the election of the Chairman, a Vice-Chairman shall also be elected, who 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 4. Duties of the Secretary. The Board shall, at the time of the election of the Chairman, also elect a Secretary whose term of office shall be two years, and whose duty it shall be to keep a record of the proceedings of the Board, to file and preserve carefully all papers and documents pertaining to the business and proceedings of the Board, and to perform such other cognate duties as shall be provided by
the Board. He shall receive such recompense as may be fixed by the Board and shall be removable at the Board's pleasure.

ARTICLE III
STANDING COMMITTEES AND THEIR DUTIES

Section 1. List of standing committees. The following standing committees shall be appointed by the Chairman, by and with the consent and advice of the Board.

Executive Committee.
Committee on Finance.
Auditing Committee.
Committee on Buildings and Grounds.
Committee on Complaints and Grievances.
Committee on the Medical Branch.
Committee on College of Mines and Metallurgy.
Legislative Committee.
Land Committee.

Section 2. Term of office of standing committees. These committees shall remain as constituted (unless a vacancy shall be caused by death or refusal of some member of the committee to act) until the January meeting of the Board in each odd numbered year, at which time, and every two years thereafter, the said committees shall again be constituted by the Chairman, as provided in the preceding section.

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, 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 when the Board is not in session and an emergency shall arise requiring immediate action, it shall take such temporary and immediate 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 member of the Board except in the case of transfer items amounting to only $500 or less.

Section 5. Duties of the Finance Committee. The Finance Committee shall consist of three members. To this Committee shall be referred all questions involving the financial support of the University and matters cognate thereto, which the Board may desire to be referred.

Section 6. Duties of the Auditing Committee. The Auditing 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.
Section 7. Duties of the Committee on Buildings and Grounds.

The Committee on Buildings and Grounds shall consist of three members. To this Committee shall be referred questions relating to the buildings and grounds, both of the Main University at Austin, of the Medical Branch at Galveston, and of the College of Mines and Metallurgy at El Paso, and other cognate matters. It shall be the duty of this Committee, on behalf 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, to 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 this action in such matters to the President.

Section 8. Duties of the Committee on Complaints and Grievances. The Committee on Complaints and Grievances 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 Main University at Austin, 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 Com-
mittee shall report, in writing, at each regular meeting of the Board,
and at such other times as may be directed, concerning all matters re-
ferred to or acted upon by it, and shall make such recommendations as
it may deem proper.

Section 9. Duties of the Committee on the Medical Branch.
The Committee on the Medical Branch shall consist of three members.
To this Committee shall be referred all matters touching the conduct
of the Medical Branch which have not, under these rules, been specially
assigned to some other committee or to the President. It shall be
clothed with the same powers and charged with the same duties with
respect to the Medical Branch as have been assigned to the Committee on
Complaints and Grievances. It shall report, in writing, at each regu-
lar meeting of the Board, and at such other times as may be directed by
the Board, touching matters with which it is charged, or which have been
referred to it, and make such recommendations as it may deem proper.

Section 10. Duties of the Committee on the College of Mines
and Metallurgy. The Committee on the College of Mines and Metallurgy
shall consist of three members. To this Committee shall be referred
all matters touching the conduct of the College of Mines and Metallurgy
which have not, under these rules, been specially assigned to some
other committee or to the President. It shall be clothed with the same
powers and charged with the same duties with respect to the College of
Mines and Metallurgy as have been assigned to the Committee on Complaints
and Grievances. It shall report, in writing, at such times as may be
directed by the Board, touching matters with which it is charged, or which have been referred to it, and make such recommendations as it may deem proper.

Section 11. 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 12. Duties of the Land Committee. The Land Committee shall consist of three members. It shall have immediate supervision of the work of the Land Agent (who shall be appointed upon recommendation of the Committee); it is authorized to make sales and leases of University lands, forwarding recommendations to the Chairman of the Board, who will sign and execute all deeds and leases, and to cancel leases; it shall pass upon all rebates or refunds; it shall see that the records of the Land Agent are correctly and safely kept and that his reports are full and accurate and are promptly filed as directed by the Board; and it shall make such recommendations for improving the management of the lands as it may see fit.
ARTICLE IV

RULES OF PROCEDURE AND ORDER OF BUSINESS

Section 1. Rules of procedure. The rules laid down in Cushing's Manual of Parliamentary Law, when not in conflict with any of the provisions of this article, 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/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. All meetings of the board shall be regarded as executive unless announced by the chairman to the contrary at the beginning of a meeting. The minutes of the board shall not be printed, and publicity shall be given through the publicity committee only.

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. Motions and resolutions to be in writing. In the interest of clearness, to prevent misapprehension, and to secure ac-

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racy of record, each maker of a motion or mover of a resolution, at the
time of offering it, shall reduce it to writing and deliver it to the
Secretary of the board.

Section 6. Communications to Board to be in writing. All
communications to the Board from persons not members thereof, except in
the case of the President, shall be in writing, nor shall any person be
allowed to address the Board while in session unless by unanimous consent
of all the members present.

The Board, except by unanimous consent and after request by the
President of the University, shall not consider matters not placed in
the President's hands at least one week in advance of the meeting of
the Board at which action is desired.

ARTICLE V
REPEAL AND AMENDMENT

Section 1. Repeal of conflicting rules. All rules, orders,
and resolutions 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; such addition or amendment shall be filed with the Secretary,
in writing, thirty days before such meetings; and it shall be the duty
of the Secretary forthwith to mail a copy thereof to each member of
the Board.
BY-LAWS OF THE BOARD OF REGENTS

ARTICLE I

TIME, PLACE, AND MANNER OF MEETINGS

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

Section 2. Special meetings. If, not less than twenty days after a regular meeting, 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, he shall call the desired meeting by causing written notification of the time, purposes, and place thereof to be mailed to each member 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.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. Time of election of officers. At the January meeting in each odd-numbered year, the Board shall elect a chairman,
who shall hold his office for two years and until his successor is duly
elected. In case of the death, resignation, or disqualification of the
Chairman before the expiration of his term of office, the Board shall,
as soon as practicable, elect another chairman, and, until such election
is had, the Vice-Chairman shall perform the duties of the Chairman.

Section 2. Duties of the Chairman. 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 devolved upon him by the Board. Under the direction of the
Board he shall prepare the report to the Board of Education and Legis-
lature 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 will provide for the preservation
of these reports. [Art.2649, Revised Civil Statutes, 1911.]

Section 3. Duties of the Vice-Chairman. At the time of the
election of the Chairman, a Vice-Chairman shall also be elected, who
shall, upon the death, absence, resignation, disability, or disqualifica-
tion of the Chairman, perform the duties of the Chairman until the Chair-
man shall resume his office or his successor shall have been elected, as
herein provided.

Section 4. Duties of the Secretary. The Board shall, at the
time of the election of the Chairman, also elect a Secretary, whose term
of office shall be two years, and whose duty it shall be to keep a record
of the proceedings of the Board, to file and preserve carefully all
papers and documents pertaining to the business and proceedings of the
Board, and to perform such other cognate duties as shall be provided by
the Board. He shall receive such recompense as may be fixed by the
Board and shall be removable at the Board's pleasure.

ARTICLE III

STANDING COMMITTEES AND THEIR DUTIES

Section 1. List of standing committees. The following stand-
ing committees shall be appointed by the Chairman, by and with the con-
sent and advice of the Board.

Executive Committee.
Committee on Finance.
Auditing Committee.
Committee on Buildings and Grounds.
Committee on Complaints and Grievances.
Committee on the Medical Branch.
The Committee on College of Mines and Metallurgy.
Legislative Committee.
Land Committee.

Section 2. Term of office of standing committees. These com-
mittes shall remain as constituted (unless a vacancy shall be caused by
death or refusal of some member of the committee to act) until the Jan-
uary meeting of the Board in each odd-numbered year, at which time, and
every two years thereafter, the said committees shall again be constituted
by the Chairman, as provided in the preceding section.

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, 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 when the Board is not in session and an emergency shall arise requiring immediate action, it shall take such temporary and immediate 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 member of the Board except in the case of transfers items amounting to only $500 or less.

Section 5. Duties of the Finance Committee. The Finance Committee shall consist of three members. To this Committee shall be referred all questions involving the financial support of the University and matters cognate thereto, which the Board may desire to be referred.

Section 5. Duties of the Auditing Committee. The Auditing 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.
and also in the event of an emergency.

Sign the form immediately after the meeting.
Section 7. Duties of the Committee on Buildings and Grounds.
The Committee on Buildings and Grounds shall consist of three members.
To this Committee shall be referred questions relating to the buildings
and grounds, both of the Main University at Austin, of the Medical
Branch at Galveston, and of the College of Mines and Metallurgy at
El Paso, and other cognate matters. It shall be the duty of this
Committee, on behalf of the Board, to make and list 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 Uni-
versity; to prepare and file written contracts thereof, and to report
its action, in writing, to 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
delagate these duties to the Comptroller, who shall from time to time
make report of this action in such matters to the President.

Section 8. Duties of the Committee on Complaints and
Grievances. The Committee on Complaints and Grievances shall consist
of three members. To this Committee shall be referred all matters re-
lating to any complaints or charges concerning the conduct of any member
of the faculty or of any employee of the Main University at Austin, with
power to examine into and make report thereof; and it shall have like
power to hear and examine into all such complaints, charges, and griev-
ances 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 7. Duties of the Committee on the Medical Branch.

The Committee on the Medical Branch shall consist of three members. To this Committee shall be referred all matters touching the conduct of the Medical Branch which have not, under these rules, been specially assigned to some other committee or to the President. It shall be clothed with the same powers and charged with the same duties with respect to the Medical Branch as have been assigned to the Committee on Complaints and Grievances. It shall report, in writing, at each regular meeting of the Board, and at such other times as may be directed by the Board, touching matters with which it is charged, or which have been referred to it, and make such recommendations as it may deem proper.

Section 10. Duties of the Committee on the College of Mines and Metallurgy. The Committee on the College of Mines and Metallurgy shall consist of three members. To this Committee shall be referred all matters touching the conduct of the College of Mines and Metallurgy which have not, under these rules, been specially assigned to some other committee or to the President. It shall be clothed with the same powers and charged with the same duties with respect to the College of Mines and Metallurgy as have been assigned to the Committee on Complaints and Grievances. It shall report, in writing, at such times as may be
directed by the Board, touching matters with which it is charged, or which have been referred to it, and make such recommendations as it may deem proper.

Section 11. 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 12. Duties of the Land Committee. The Land Committee shall consist of three members. It shall have immediate supervision of the work of the Land Agent (who shall be appointed upon recommendation of the Committee); it is authorized to make sales and leases of University lands, forwarding recommendations to the Chairman of the Board, who will sign and execute all deeds and leases, and to cancel leases; it shall pass upon all rebates or refunds; it shall see that the records of the Land Agent are correctly and safely kept and that his reports are full and accurate and are promptly filed as directed by the Board; and it shall make such recommendations for improving the management of the lands as it may see fit.
ARTICLE IV

RULES OF PROCEDURE AND ORDER OF BUSINESS

Section 1. Rules of procedure. The rules laid down in Cashing's Manual of Parliamentary Law, when not in conflict with any of the provisions of this article, 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. All meetings of the Board shall be regarded as executive unless announced by the Chairman to the contrary at the beginning of a meeting. The minutes of the Board shall not be printed, and publicity shall be given through the Publicity Committee only.

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. Motions and resolutions to be in writing. In the interest of clearness, to prevent misapprehension, and to secure accu-
may of record, each maker of a motion or mover of a resolution, at the
time of offering it, shall reduce it to writing and deliver it to the
Secretary of the board.

Section 6. Communications to Board to be in writing. All
communications to the board from persons not members thereof, except in
the case of the President, shall be in writing, nor shall any person be
allowed to address the board while in session unless by unanimous consent
of all the members present.

The board, except by unanimous consent and after request by the
President of the university, shall not consider matters not placed in
the President's hands at least one week in advance of the meeting of
the board at which action is desired.

ARTICLE V

INFEAL AND AMENDMENTS

Section 1. Report of conflicting rules. All rules, orders,
and resolutions 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; such 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.
BY-LAWS OF THE BOARD OF REGENTS

ARTICLE I
TIME, PLACE, AND MANNER OF MEETING

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

Section 2. If, not less than twenty days after a regular meeting, 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, he shall call the desired meeting by causing written notification of the time, purposes, and place thereof to be mailed to each member 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 therein, except by consent of a majority of the whole board.

ARTICLE II
OFFICERS AND THEIR DUTIES

Section 1. At the first meeting after its appointment by the governor, the board shall elect a chairman, who shall hold his office for two years and until his successor is duly elected. In case of the death, resignation, or disqualification of the
Chairman before the expiration of his term of office, the Board shall, as soon as practicable, elect another chairman, and, until such election is had, the Vice-Chairman shall perform the duties of the Chairman.

Section 2. 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 devolved upon him by the Board. Under the direction of the Board he shall prepare the report to the Board of Education and Legislature 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 report shall provide for the presentation of the reports to the Board of Governors of the University in compliance with the law.

Section 3. At the time of election of the Chairman, a Vice-Chairman shall also be elected, who 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 4. The Board shall, at the time of the election of the Chairman, also elect a Secretary whose term of office shall be two years, and whose duty it shall be to keep a record of the proceedings of the Board, to file and preserve carefully all papers and documents pertaining to the business and proceedings of the Board, and to perform such other cognate duties as shall be provided by the Board. He shall receive such recompense as may be fixed by the Board and shall be removable at the Board's pleasure.
ARTICLE III

STANDING COMMITTEES AND THEIR DUTIES

Section 1. The following standing committees shall be appointed by the chairman, by and with the consent and advice of the board:

- Executive Committee.
- Committee on Finance.
- Auditing Committee.
- Committee on Buildings and Grounds.
- Committee on Complaints and Grievances.
- LAN Committee.
- Committee on the Medical Branch.
- Legislative Committee.
- Committee on College of Mines and Metallurgy.

Section 2. These committees shall remain as constituted (unless a vacancy shall be caused by death or refusal of some member of the committee to act) until the first meeting of the board. Its appointment by the chairman, at which time, and every two years thereafter, the said committees shall again be constituted by the chairman, as provided in the preceding section.

Section 3. 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. The executive Committee shall consist of the chairman of the board, 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 when the board is not in session and an emergency shall arise requiring immediate action, it shall take such temporary and immediate 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 action 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 other member of the board except in the case of transfer items amounting to only $500 or less.

Section 5. The Finance Committee shall consist of three members. To this Committee shall be referred all questions involving the finances of the University and matters cognate thereto, which the board may desire to be referred.

Section 6. The Auditing Committee shall consist of two members. To this Committee shall be referred the audit of all accounts of receipts and expenditures on behalf of the University, and such other matters as the board may desire to have audited.

Section 7. The Committee on Buildings and Grounds shall consist of three members. To this committee shall be referred any question relating to the buildings and grounds of the Main University at Austin or the Medical Department at Galveston, of the College of Medicine and Surgery at E. Texas, etc.
and other cognate matters. It shall be the duty of this committee, on behalf 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, to 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 shall, from time to time, make report of his action in such matters to the board.

Section 8. The Committee on Complaints and Grievances 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 at Austin, 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 9. The Committee on the Medical Branch shall consist of three members. To this committee shall be referred all matters touching the conduct of the Medical Branch which have not, under these rules, been specially assigned to some other committee or to the president. It shall be clothed with the same powers and charged with the same duties with respect to the Medical Branch as have been assigned to the Committee on Complaints and Grievances. It shall report, in writing, at each regular meeting of the board, and at such other times as may be directed by the board, touching matters with which it is charged, or which have been referred to it, and make such recommendations as it may deem proper.

Section 10. 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 12. The Land Committee shall consist of three members. It shall have immediate supervision of the work of the land agent (who shall be appointed upon recommendation of the committee); it is authorized to make sales and leases of University lands, forwarding recommendations to the chairman of the board,
who will sign and execute all deeds and leases, and to cancel
leases; it shall pass upon all rebates or refunds; it shall see
that the records of the Land Agent are correctly and safely kept
and that his reports are full and accurate and are promptly filed
as directed by the Board; and it shall make such recommenda-
tions for improving the management of the lands as it may see fit.

Section 42. The Committee on the College of Mines and
Metallurgy shall consist of three members. To this committee
shall be referred all matters touching the conduct of the College
of Mines and Metallurgy which have not, under these rules, been
specially assigned to some other committee or to the President.
It shall be clothed with the same powers and charged with the
same duties with respect to the College of Mines and Metallurgy
as have been assigned to the Committee on Complaints and Griev-
ances. It shall report, in writing, at each regular meeting of
the Board, and at such other times as may be directed by the
Board, touching matters with which it is charged, or which have
been referred to it, and make such recommendations as it may deem
proper.

ARTICLE IV

RULES OF PROCEDURE AND ORDER OF BUSINESS

Section 1. The rules laid down in Cushing's Manual
of Parliamentary Law, when not in conflict with any of the pro-
visions of this article, are hereby adopted as the law of pro-
cedure for the government of the Board when in session.
Section 2. The order of business when the Board shall meet in regular session shall be as follows:

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

Section 3. All meetings of the Board shall be regarded as executive unless announced by the Chairman to the contrary at the beginning of a meeting. The minutes of the Board shall not be printed and publicity shall be given through the publicity committee only.

Section 4. 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. In the interest of clearness, to prevent misapprehension, and to secure accuracy of record, each maker of a motion or mover of a resolution, at the time of offering it, shall reduce it to writing and deliver it to the Secretary of the Board.

Section 6. All communications to the Board from persons not members thereof, except in the case of the president, shall be
in writing, nor shall any person be allowed to address the board while in session unless by unanimous consent of all the members present.

The board shall not consider matters not placed in the President's hands at least one week in advance of the meeting of the board at which action is desired. [footnote: ...]

ARTICLE V

AMENDMENT

Section 1. All rules, orders, and resolutions 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. 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 agents, at a regular meeting; such 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.
Art. I

Sec. 1. Regular Meetings.
2. Special Meetings.

II

1. Time of election of officers.
2. Duties of the Chairman
3. Duties of the Vice-Chairman
4. Duties of the Secretary

III

1. List of standing committees
2. Term of standing committee members
3. Method of filling vacancies in standing committees
4. Duties of executive committee
5. Duties of finance committee
6. Duties of auditing committee
7. Duties of committee on buildings and
8. Duties of Committee on Complaints and Grievances.

9. Duties of the Committee on the Medical Branch.

10. Duties of the Committee on the College of Mines and Metallurgy.

11. Duties of the Legislative Committee.


II


2. Order of Business.

3. Meetings to be executive.

4. Matters to be referred to committees.

5. Motions and resolutions to be in writing.

6. Communications to board to be in writing.
1. Repeal of conflicting rules.
Regents' Rules and Regulations as adopted by the State Board of Education, Council, Jan, 1925.
RULES AND REGULATIONS

ARTICLE I

University Policies

Section 1. Subject only to the federal and the state constitutions and laws, all University policies shall be determined by the Board of Regents, following in the main the practices of the best state universities and after advice from the President, and in important matters, through the President, from the general faculty or a separate faculty; and if from a separate faculty, the same shall be presented only after due notice has been given to the members of the general faculty. Such advice from a faculty should be accompanied by a summary of reasons for and against the matter proposed.

Section 2. The Board of Regents shall elect a President and, upon his recommendation, other necessary officers.

Section 3. Upon the advice of the President, the Board shall establish colleges, schools, divisions, and departments; shall determine offices, professorships, and other positions; and shall fix salaries, confer degrees, and grant diplomas. ¹

¹Revised Civil Statutes of Texas, 1925, Article 2586 (page 693).

Appointment, Tenure, and Promotions

Section 4. All appointments, promotions, and dismissals, except as otherwise specifically provided herein, shall be made by the Board upon recommendation of the President. The Board of Regents will not appoint or retain anyone whose conduct or views are contrary to good morals, and may inquire into family history and moral character. The Board will not make appointments contrary to the Constitution and Statutes of Texas.
The Board shall have power 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 term of service of instructors and of adjunct professors shall be one and two years, respectively. But the Board will desire to retain those rendering efficient service and will expect to promote them as merits and circumstances warrant. Unless otherwise stipulated, associate professors and professors shall be permanent officers, continuing during good behavior and satisfactory service unless dismissed for cause.

An associate professor or a professor may not be dismissed against his will until a committee of the faculty appointed by the President for the purpose shall have heard him and made investigation. The Regents before acting will have their Grievance Committee review the findings of such faculty committee, which findings shall be submitted in writing and referred to the Board.

Section 5. Expenditures shall be made only upon appropriations made by the Board based upon a budget prepared by the President from reports of chairman of departments and other officers, submitted to the President through the proper Dean or head of a subdivision, showing the proposed expenses to be incurred for the year.
Section 6. All rules and regulations, including requirements for degrees, adopted for the conduct of the University by the general faculty or by any subdivision thereof must be approved by the Board of Regents.

Section 7. All University positions shall be kept strictly upon the merit basis, and whenever an appointment is made, it shall be made solely with regard to the special fitness of the appointee. Appointment of a relative of a member of the Board will not be considered. The appointment of a relative of any other person occupying an influential position in the University is disapproved, in particular, the appointment of the son or daughter of a professor. In minor cases and in emergencies the administration of this rule shall be in the hands of the Administrative Council.

Section 8. Regular University positions are mainly on a twelve-months or a nine-months basis. Appointees employed on a twelve-months basis are allowed short vacations not to exceed four weeks; those on a nine-months basis are ordinarily on duty from September 15 to June 15. During the other three months those regarded as on a nine-months basis shall perform only such duties as are necessarily connected with the nine months of service.

Section 9. No member of the University staff may be employed in any outside work during his term of service without the approval of the Board of Regents.
ARTICLE II

OFFICERS OF ADMINISTRATION

Section 1. The President of the University shall be the expert adviser and responsible agent of the Board of Regents and the chief executive of the University. He shall be held responsible by the Board for the carrying out of its policies, and his discretionary powers shall be broad enough to enable him to meet his extensive responsibility. All other officers, teachers, and employees shall be responsible to and under the direction of the President, and all communications between them and the Regents relating to the University shall pass through his hands with any endorsements he may deem it proper to make. He shall recommend suitable persons to fill vacancies, and 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 be prepared to give the Board information regarding the competence and loyalty of officers, teachers, and employees; shall hold all of them to the full discharge of their duties; and, if in his judgment the necessity arise, shall initiate steps for the removal of any of them. He shall be a member and chairman ex officio of the general faculty, and of the faculty of each school and college, and shall see to the execution of all regulations. 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 it lays down. At a regular meeting of the Board of Regents he shall present an annual report embodying a survey of the year in all departments, together with estimates and recommendations for the succeeding year.
Section 2. The Deans of the several colleges and schools shall, in the absence of the President, preside at the meetings of their respective faculties; shall see to the execution of the regulations affecting their colleges and schools; shall concern themselves with the scholastic welfare of individual students, commending, reproving, and dismissing, in accordance with the scholastic regulations; and shall see that the courses of instruction are as well correlated as practicable. They shall receive from each department the reports herein-after provided for, and shall transmit the same to the President with such recommendations and suggestions as they may deem wise. They shall make careful investigation of all nominations for promotions and appointments to their respective faculties, and shall transmit these nominations to the President, together with such information and recommendations as may enable him to make intelligent decisions.

The Deans shall certify for graduation or for other scholastic honors the candidates from their respective schools and colleges.

Each Dean shall present to the President on the first day of November of each year a complete written report of the condition of the college or school under his supervision, containing a detailed statement of the activities for the past year and of plans and projects for the current year, appropriate statistical tables, and such other information and constructive suggestions as may be necessary for the best conduct and development of the college or school. In addition to the foregoing annual report, each Dean shall not later than the first day of April of each even-numbered year present to the President a detailed estimate of the needs of his college or school for the next succeeding legislative biennium, and not later than the first day of April of each year he shall make recommendations for promotions and appointments in the faculty for the
The Deans shall be elected biennially by the Board of Regents, upon the nomination of the President, and shall serve for two years. In case of the resignation or the death of a Dean during the two-year term, the President shall appoint his successor for the unexpired term. In case of the disability of a Dean, or his absence on leave, the President shall appoint an Acting Dean. Each Dean shall serve on a twelve-months basis with a month's vacation, the time of the vacation to be agreed upon between the Dean and the President. The Dean of the Medical Branch and the Dean of the College of Mines and Metallurgy shall each perform the duties of the deans of colleges and schools and shall represent the President in appropriate matters during the latter's absence from Galveston and El Paso.

Section 3. 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 by the Board of Regents upon the recommendation of the President. He shall be qualified for professorial rank. He shall be elected at the beginning of each biennium as are deans of schools and colleges and shall be on duty for twelve months. He shall keep in sympathetic touch with the students, and shall personally and in cooperation with other officers and teachers help them to become loyal, useful, and efficient citizens.

The Dean of Student Life as ex officio Dean of Men shall exercise general oversight with respect to the general conduct of men students. It shall be his duty to aid and advise students concerning important social and other relations growing out of their membership in the University community, encouraging them to develop a high sense of responsibility for the good name of the University, as well as a sound public opinion which gives proper recognition to the conduct becoming a gentleman.
The Dean of Student Life shall be charged with the administering of discipline in the University. He shall have the assistance of the faculty committees in charge of discipline, which will make their reports to him, he being charged with the administration of penalties recommended by the committees.

The Dean of Student Life shall be responsible for the general conduct and discipline among women students. As far as possible, however, he shall exercise all authority and control over women students through the Dean of Women.

The Dean of Student Life shall have the assistance of the following faculty committees, of which he shall be a member or which shall report directly to him:

1. Committee on Discipline.
2. Committee on Student Living Accommodations.
3. Committee on Sick Students (men and women).
4. Committee on Student Social Organizations.
5. Committee on Student Social Affairs.

The student self-government association shall make its reports to the Dean of Student Life.

Under the Dean of Student Life there shall be the University Physicians, a board composed of such physicians and nurses as the Board of Regents may find necessary. The University physicians shall serve full time and shall be nominated to the President by the Dean of Student Life.

The Dean of Women shall be appointed by the Board of Regents upon the recommendation of the Dean of Student Life. She shall be a sitting member of the faculty. She shall have general oversight of all women students. In the formulation and administration of policies she shall act with the advice and consent of the Dean of Student Life. For her own
use and for the use of others directly concerned, she shall keep on file such data concerning each of the women students as will be serviceable in the administration of the Office of the Dean of Women. She shall make an annual report to the Dean of Student Life.

Section 4. The Dean of the Extension Division shall be the administrative head of all those extramural activities of the University which are now or may hereafter be assigned by the Board of Regents to the Division of Extension, and shall in general perform such duties as are assigned to the deans of colleges and schools in so far as the same may be applicable, and in particular shall endeavor to carry the benefits of the University to the people of Texas to such an extent as the resources of the University may permit. He shall be appointed biennially by the Board of Regents, upon the nomination of the President, and shall serve for two years on a twelve-months basis and make reports as do the deans of schools and colleges. He shall be qualified for professional rank.

Section 5. CHAIRMAN OF THE DIVISION OF THE CONSERVATION AND DEVELOPMENT OF THE NATURAL RESOURCES OF TEXAS. Each biennium the President shall designate as Chairman of the Division of the Conservation and Development of the Natural Resources of Texas one of the following: The Director or the Associate Director of the Bureau of Economic Geology; the Director of the Engineering Experiment Station; or the Director of the Industrial Chemistry Experiment Station.
Section 6. DIRECTORS OF PHYSICAL TRAINING. The Director of Physical Training for Men shall have charge of physical training for men required by the general faculty. He shall be responsible directly to the President. He shall also have charge of intercollegiate athletics for men.

The Director of Physical Training for Women shall have charge of physical training for women required by the general faculty. She shall be responsible directly to the President. There shall be no intercollegiate athletics for women.

The Chairman of the Faculty Committee on Athletics shall pass upon the scholastic and non-scholastic eligibility of each candidate for official athletic teams and squads (having the assistance of the Registrar's Office in collecting information), certifying a list of eligibles in quadruplicate to the Dean of Student Life, the Director of Physical Training for Men, the coach concerned of the University, and the coach of the competing institution. At the close of each Long Session, all the records of the intercollegiate athletics shall be filed in his office for future reference.

Teacher-training in physical education shall be administered as a department within the School of Education.

Section 7. The Director of the Summer Session, as the representative of the President, shall administer the Summer Session. His duties shall be as follows to study and watch over the general policy of the Summer Session to the end that it may offer the best services to the greatest number of Texas students; to see to the formulation and submission of the annual budget; to see that information is sent out to prospective students in regard to the courses obtainable; to have general supervision over the Summer Session; to transmit to the President with his comments the recommendations of the Executive Committee of the Summer Session and their conclusions as to the recommendations of the Deans of the several schools and colleges of men and women for the summer school faculty; and to assist the full professors in each department, or the ranking professor in case there be no full professor, shall make nominations to the appropriate Dean for appointments to the Summer School faculty of the department concerned. The Deans shall bring these nominations, together with their own recommendations, to the Director and Executive Committee of the Summer Session. The Director shall then submit all recommendations for the complete staff of the Summer Session to the President for his approval or disapproval.
Section 8. The Registrar shall see to the execution of all regulations dealing with the admission of students to all colleges and schools of the University, and shall have charge of the examinations not otherwise provided for, the removal of admission conditions, and the registration of students. He shall keep permanent, systematic, and convenient records, containing the class grades of each student and all other recordable information about him that he or the University may at any time need. The records shall be so kept as to enable authorized persons to obtain from them the maximum of legitimate information about the students with the minimum expenditure of time and effort. The Registrar is authorized to call upon other officers and upon teachers and students for such information as he may need for the performance of these duties. He shall be ex officio chairman of the Registration Committee and shall call upon such, and as many, members of the faculty to assist in registration as he may require. 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, and shall assign space for office and classroom purposes with a view to maximum efficiency and economy.

Section 9. STATISTICIAN TO THE PRESIDENT. The Statistician to the President, in addition performing the usual duties of that office, shall be a member of the Publications Committee of the general faculty and shall, under the regulations of the faculty, edit and supervise the preparation of all official series bulletins, including the Long Session and the Summer Session catalogues, the annual directory, and the final announcement of courses. It shall be his duty to see that the official publications are in conformity with the rules and regulations adopted by the Board of Regents.

Section 10. The Auditor shall be the receiving and disbursing agent of the University for all moneys, and shall have charge of the accounting department of the institution. He shall be responsible directly to the President. He shall
degise and have kept a complete set of double-entry books, embracing the voucher
system, which shall show all the financial transactions of the University of
Texas and its branches, and in such books, under proper and appropriate headings,
shall be entered and kept a full, complete, and properly classified system of
accounts, showing all properties of the University of Texas, and in such manner
and at all times setting forth clearly, truthfully, and fully all the assets and
liabilities of the University. He shall sign and keep a carbon duplicate of all
purchase requisitions. He shall audit the accounts of all expenditures, and
see that they are charged to and covered by proper appropriations, that all
items for such expenditures are clearly for the purpose for which the ap-
propriations have been made by the Board of Regents, and that they have been
properly approved by the persons responsible for such expenditures; but in no
case shall the Auditor approve bills or pay out funds except upon the previous
authorization of the Board of Regents or other officially designated authority,
and he shall be responsible for the proper accounting of every cent received or
disbursed by him. He shall return to the Comptroller, before payment, all ex-
 pense 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.

He shall prepare proper books and blanks for keeping a record of the re-
cceipts and disbursements of all moneys for which the University itself or any
officer as agent for the University shall be responsible, such as the University
Commons, the Woman's Building, the University Hall, rents from property belonging
to the University, fees and deposits, gate receipts, et cetera, and shall have
authority to require the managers to furnish him such reports and statements as
may be necessary to give him a clear insight into their financial condition.
The Auditor shall enter into a bond in the sum of one hundred and fifty thousand dollars ($150,000) 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 for all the financial and property accounts, transactions, and dealings of the University with all persons, as required by the Board.

The Auditor shall deposit all accumulated land income in the State Treasury at intervals of not more than thirty days.

Section 10. The Comptroller shall serve as the representative of the President in the supervision of all strictly business operations of all branches of the University not specifically designated 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 the approval of the President and the Board of Regents. He shall approve, before payment by the Auditor, all bills against the institution.

Purchase of Supplies.

The Comptroller shall supervise the purchasing of all general supplies and all materials for use in the University except materials and equipment for
departments and laboratories or other purchases specifically assigned to some other officer, such as the purchase of books by the Librarian and of technical equipment by departmental chairmen; but no purchases shall be made except upon an order signed by the Comptroller, of which the latter 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 let on the basis of competitive bids. The Purchasing Agent, under the supervision of the Comptroller and in cooperation with the State Board of Control, shall determine and specify standard types of equipment such as desks, chairs, black-boards, 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 shops and agents under his charge, and give them out on proper requisition to the various individuals entitled thereto.

The Comptroller, as superintendent of buildings and grounds, shall care for all buildings and grounds occupied by the University and for all residences and other leased buildings in Austin, Galveston, and El Paso, owned by the University, and shall supervise all minor improvements and repairs in connection therewith. He shall be responsible for the expenditure of funds provided for these purposes and shall arrange by contract or otherwise for such expenditure. Within the limit of the appropriations made by the Board, it shall be his duty to have repairs made in time to prevent, as far as possible, depreciation of University property. He shall also 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 necessary carpenters, cabinet makers, machinists, plumbers, painters, electricians, and other repair men either under direct employ or under
contract; (3) the janitors, watchmen, police, and firemen for the care and protection of the buildings of the University; (4) all physical plant and equipment belonging to the University; (5) superintendence of the grounds, roads, walks, and athletic field. In the performance of these duties, he shall advise freely with the President and with the appropriate standing committees of the general faculty.

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

The Comptroller shall have general charge of the University lands bordering on the Colorado River, known as the Brackenridge lands. He or his representative shall care for and make such leases of the same as the Chairman of the Land Committee may endorse, but all rents therefor shall be payable to the Auditor. He shall also have charge of all residences or other property of the University in Austin which may be for lease, making leases therefor, and assuming responsibility for prompt payment to the Auditor of all rents. All leases shall be kept in the Office of the Comptroller, and shall be available for inspection by the Auditor.

The Comptroller shall have supervision over the construction of buildings on the campus. In such construction he shall be assisted by the following:

1. The Building Committee of the Faculty, which shall be appointed by the President and shall include a member of the Department of Architecture and the
Comptroller. It shall be the duty of this Committee to hold necessary hearings and make proper investigations regarding the building needs of the University and to report from time to time to the President concerning its conclusions, and to recommend to the President the order and the location for specific buildings, together with its reasons for these recommendations.

During the planning and construction of new buildings, the Building Committee of the Faculty shall advise with the Comptroller in carrying out the construction of the buildings for the best interests of the University. Any changes in the plans of any building or of its permanent equipment shall be presented to the Committee for its advice and report before being approved by the Comptroller, the Committee to report within the time fixed by the Comptroller therefor.

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 advice from the Comptroller, may approve.

5. The 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.
(1) To make minor adjustments when the same are necessary in order not to delay progress on the building.

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

(3) To notify the architects immediately when subcontractors report for their part of the work.

(4) 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 a copy.

(5) 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).

(6) State Inspector of Masonry in the official discharge of his duties.

During the planning of new buildings, the Comptroller shall advise with and aid the architects, as well as the State Inspector of Masonry. He shall receive the reports of the University architect and consulting architect, and after consultation with the Chairman of the Faculty Building Committee, and, when necessary, with the executives of the departments concerned, shall transmit such reports, together with his recommendations, to the President. The supervision of construction shall be conducted in accordance with existing or future contracts between the Board of Regents and the University architect. Whether the supervision be by the architect or by a supervisor other than the architect, appointed by the Comptroller, the report shall be made directly to the Office of the Comptroller.

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The Comptroller shall have control of and be responsible for the operation of the Stenographic Bureau.

The Comptroller shall have general supervision of the University Press, and shall assist in determining what printing shall be performed by the University directly, and what shall be performed by the University under contract.

The Comptroller shall make nominations to the President for positions in his division.

Section 12. The Librarian shall have charge of and be responsible for the proper use and condition of the library. All books, pamphlets, maps, etc. (other than account books of record), belonging to the University, shall be deemed to belong to the University library. All reference books and current periodicals, magazines, and newspapers shall be made as easy of access as practicable to all patrons of the library, and no limitations not necessary to their preservation shall be placed upon their free use. Other books, except such as are referred to in the next paragraph, shall be delivered for use only upon a proper call.

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

The Librarian shall have and enforce such rules for the government of the library as are approved by the President. The Librarian shall make an annual report to the President on the first day of April, and shall present biennial estimates on the first day of April of each even-numbered year.

Section 13. The Administrative Council shall consist of (1) administrative members, at least four being deans.
tive officers of the University, to be chosen and appointed by the President, to serve for not more than one year, their terms expiring on the thirty-first day of August next following the date of their appointment, and (2) such other member or members of the faculty as may be summoned by the President to a particular meeting of the Council. Those appointed for a year shall be designated as annual members of the Council; those summoned to a particular meeting but not designated as annual members shall be known as invited members. At any meeting both annual and invited members shall in the case of each individual member have voice and vote. The committee shall hold regular semi-monthly meetings during the Long Session of the University and at other times by the call of the President or on the request of two members. The officers of the Council shall be the President as chairman ex officio and a secretary to be elected by the committee, both of whom shall perform the usual duties of such officers. The secretary shall keep minutes of the meetings and after each meeting shall furnish a copy thereof to each member of the Council and shall file a copy in the Office of the President.

From term to term, or quarter to quarter, the President shall designate one of the annual members of the Council to serve as Acting President in the absence of the President during such term or quarter.

It is not the intention of the Board of Regents to define in detail the duties of the Administrative Council further than that it shall act in an advisory capacity to the President upon matters of University policy and in matters relating to the best interests and development of the University as a whole. In addition to these duties, the Administrative Council shall act as the executive committee of the general faculty. The Administrative Council for the Medical Branch and the College of Mines and Metallurgy shall consist of the respective executive committees of these branches, appointed by the President after nominations by the deans.
ARTICLE III

GENERAL FACULTIES

Section 1. Subject to the general control of the Board of Regents and the authority it has vested in administrative officers, the general charge of the Main University is entrusted to the general faculty of the Main University and its appropriate subdivisions; the general charge of the Medical Branch, to the faculty of that branch; and the general charge of the College of Mines and Metallurgy, to the faculty of that college. Each of these bodies shall consist of all those giving instruction and carrying on the work incident to instruction and investigation. Within the general faculty there shall be members with vote and members without vote. Members with vote shall be those of the rank of professor or above, and such officers as may be designated by the Regents upon recommendation of the President.

Section 2. Each college or school of the Main University, including the College of Arts and Sciences, shall be under the immediate charge of its college or school faculty. The faculty of the College of Arts and Sciences shall consist of the members of the general faculty who belong to this college, and of such other persons as the Board of Regents may designate. The faculty of the Graduate School shall consist of those appointed thereto by the President upon recommendation and with the full advice of the full professors within the department concerned, transmitted through the appropriate undergraduate Dean and through the Dean of the Graduate School. In choosing members of the graduate faculty, the President and all called upon herein to advise him shall consider (1) graduate training, (2) length and character of teaching experience, (3) publications, par-
particularly those following the doctor's thesis, (4) membership in learned societies, (5) invitations to address learned societies, (6) aids received from research grants, etc.

The faculty of each of the other colleges or schools of the Main University shall consist of the members of the college or school who are members of the general faculty; of other teachers with the rank of instructor in the department who have served as such for a year or more; of one teacher, to be designated by the President, for each full course required from outside the college or school for any degree offered in the college or school; and of such other persons as the Board of Regents may designate. All members of each faculty shall have a voice in its deliberations; but only those shall have a right to vote who have a right to vote in the general faculty. Legislation exclusively affecting any college or school shall originate in the faculty of that college or school; legislation affecting more than one college or school shall originate in the general faculty or in the faculty of any college or school concerned; but no legislation shall be effective until approved by the general faculty (or, at its discretion, by its executive committee), or, within the scope of its jurisdiction, by the graduate faculty, and where necessary by the Board of Regents.

The graduate faculty shall have exclusive jurisdiction over the requirements for the degrees of Master of Arts, Master of Business Administration, Master of Science in Education, Master of Journalism, Master of Science in Engineering, and Doctor of Philosophy, and other graduate degrees subsequently authorized by the Board of Regents. The graduate faculty shall have jurisdiction over such matters as requirements for admission to graduate standing and to candidacy for graduate degrees, the requirements for graduate degrees, the awarding of scholarships and fellowships to graduate students, research publications,
research grants, and other matters properly within the scope of the graduate faculty. The graduate faculty may determine what committees it will require, to be appointed by the President. The graduate faculty shall adopt and publish necessary regulations. It shall set and publish dates for regular meetings, at which the President, and in his absence the Dean, shall preside.

The instructional staff of the graduate school shall include, in addition to the members of the graduate faculty, all members of the general faculty and of the faculty of the Medical Branch who give courses of instruction which are accepted by the graduate faculty for graduate degrees.

ARTICLE IV

DEPARTMENTS

Section 1. The faculties of the various colleges and schools shall consist of such departments as may from time to time be created by the Board of Regents.

Departmental Staff.

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

Departmental Chairman.

Section 3. The Chairman of each department, appointed by the Board of Regents to serve for two years, shall preside at its meetings, transmit its recommendations to the President through the Dean of the college or school, prepare under its direction the annual report of the department, and, in general, serve as the department's chief executive. It shall be the duty of all faculty members to carry out the policies of the department and the College or School.
Section 4. The faculty of each department shall hold stated meetings at least once each term, and may meet at other times by the call of the Chairman, or on written request of a majority of its members. It shall have power to pass regulations (subject to the rules passed by the Regents and the general faculty and to the approval of the President) to govern the internal working of the department, propose new courses to the Course Committee, and make recommendations touching equipment and such other matters as may affect the welfare of the department, except in respect to salaries and promotions.

Section 5. Salaries and Promotions. It shall be the duty of all the full professors of a department conjointly, or of its ranking professor in case there is no full professor, to make annually to the President, through the Dean of the college or school, such recommendations touching salaries and promotions in the department as may be deemed wise, and to recommend, after conference with the other members of the department staff, suitable persons for appointment to vacant positions, both for the Long Session faculty and the Summer Session faculty.

ARTICLE V

FISCAL YEAR

Section 1. The fiscal year of the University shall begin on the first day of September in each year, and shall end on the thirty-first day of August next ensuing.

PROPERTY INVENTORIES

Section 2. The Chairman of each department shall keep an inventory book on file containing a list in detail of all apparatus and other property belonging to the department. In addition to keeping this book, the Chairman of each department shall present to the Comptroller, at least annually and often if necessary, a complete inventory of all apparatus and other property belonging to the department, together with a statement of the condition thereof.

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Section 3. 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.

Section 4. Since the number of courses offered by a department materially affects the budget, courses may not be announced without the approval of the President. In general, a Freshman or Sophomore class or section should not be continued (given) unless it has a registration of fifteen, a Junior class unless it has twelve, nor a Senior class unless it has eight. Exception should be made in those cases where only one Freshman, Sophomore, or Senior course is offered by a department. Strictly Graduate courses should not be announced so numerously as to compete with one another within a department but should otherwise not be restricted in reference to number registered in each course. If, however, the President is convinced that the registration under changed conditions will exceed the above limits, he may permit the announcement of courses for the next session, provided that, in the event the registration does not come up to his expectations, he may within two weeks of the beginning of the term order the course discontinued.

Subject to the approval of the department, the dean concerned, and the President, a professor may, in addition to his regular work, conduct a course in which the registration falls below the limits set above.
Section 5. SCHEDULE OF CLASSES. In order to meet the demand for space and to secure economy in the future building program of the University, the Schedule Committee of the general faculty, in so far as is possible, shall list the same number of lectures and of laboratory periods in the afternoon as in the forenoons, the forenoon to be from eight inclusive to 12 M. and the afternoon to be from 1 to 5 P.M.

Section 6. OFFICE HOURS. Each full-time member of the teaching staff shall be in his office, available to students, not less than one hour each day. Office shall be announced in the directory and in the final announcement of courses, and shall be posted on the office door. It is as important to keep office hours promptly and regularly as it is to meet classes.

Section 7. EMPLOYEES OF STUDENT ORGANIZATIONS. All people employed by student organizations on salary shall be approved by the Board of Regents both as to salary and as to qualifications.
RULES AND REGULATIONS

ARTICLE 1.

BOARD OF REGENTS

Section 1. Subject only to the federal and the state constitutions and laws, all University policies shall be determined by the Board of Regents, following in the main the practices of the best state universities and after advice from the president, and in important matters, through the president, from the general or a separate faculty; and if from a separate faculty, the same shall be presented only after due notice has been given to the members of the general faculty. Such advice from a faculty should be accompanied by a summary of reasons for and against the matter proposed.

Section 2. The Board of Regents shall elect a president, and, upon his recommendation, other necessary officers.

Section 3. Upon the advice of the president, colleges, schools, divisions, and departments shall be established, offices, professorships and other positions, shall be fixed, salaries fixed, degrees conferred, and diplomas granted, exclusively by the Board.

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1 Revised Civil Statutes of Texas, 1923, Article 2586 (page 685).

Section 4. All appointments, promotions, and dismissals, except as otherwise specifically provided herein, shall be made by the Board upon recommendation of the president. The Board of Regents will not appoint or retain anyone whose conduct or views are contrary to good morals, and will inquire into family history and moral character. The Board will not make appointments contrary to the Constitution and Statutes of Texas.
The Board shall have power 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 term of service of instructors and of adjunct professors shall be one and two years, respectively. But the Board will desire to retain those rendering efficient service and will expect to promote them as merits and circumstances warrant. Unless otherwise stipulated, associate professors and professors shall be permanent officers, continuing during good behavior and satisfactory service unless dismissed for cause.

An associate professor or a professor may not be dismissed against his will until a committee of the faculty appointed by the president for the purpose shall have heard him and made investigation. The agents before acting will have their grievance committee review the findings of such faculty committee, which findings shall be submitted in writing and referred to the Board.

Section 5. Expenditures shall be made only upon appropriations made by the Board based upon a budget prepared by the president from reports of chairman of departments and other officers, submitted to the president through the proper dean or head of subdivision, showing the proposed expenses to be incurred for the year.
Section 6. All rules and regulations, including requirements for degrees, adopted for the conduct of the University by the general faculty or any subdivision thereof must be approved by the Board of Regents.

Section 7. All University positions shall be kept strictly upon the merit basis, and whenever an appointment is made, it shall be made solely with regard to the special fitness of the appointee. Appointment of a relative of a member of the Board will not be considered. The appointment of a relative of any other person occupying an influential position in the University is disapproved, in particular, the appointment of the son or daughter of a professor. In minor cases and emergencies the Board places the administration of this rule in the hands of the Administrative Council.

Section 8. Regular University positions are mainly on a twelve-months or a nine-months basis. The former are allowed short vacations not to exceed four weeks; those on a nine-months basis are ordinarily on duty from September 15 to June 15. During the other three months those regarded as on a nine-months basis shall perform only such duties as are necessarily connected with the nine months of service.

Section 9. No member of the University staff may be employed in any outside work during his term of service without the approval of the Board of Regents.
ARTICLE II

OFFICERS OF ADMINISTRATION

Section 1. 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 be held responsible by the Board for the carrying out of its policies, and his discretionary powers shall be broad enough to enable him to meet his extensive responsibility. All other officers, teachers, and employees shall be responsible to and under the direction of the president, and all communications between them and the Regents relating to the University shall pass through his hands with any endorsements he may deem it proper to make. He shall recommend suitable persons to fill vacancies, and is authorized to fill vacancies temporarily and make other arrangements in all emergencies between the meetings of the Board, so that the work of the University shall not suffer.

He shall be prepared to give the Board information regarding the competence and loyalty of officers, teachers, and employees; shall hold all of them to the full discharge of their duties; and, if in his judgment the necessity arise, shall initiate steps for a change of any of them. He shall be a member and chairman ex-officio of the general faculty and of the faculty of each school and college, and shall see to the execution of all regulations. 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 it lays down. At a regular meeting of the Board of Regents he shall present an annual report embodying a survey of the year in all departments, together with estimates and recommendations for the succeeding year.
Section 2. The Deans of the several colleges and schools shall, in the absence of the president, preside at the meetings of their respective faculties; shall see to the execution of the regulations affecting their colleges and schools; shall concern themselves with the scholastic welfare of individual students, recommending, reprobating, and dismissing in accordance with the scholastic regulations; and shall see that the courses of instruction are as well correlated as practicable. They shall receive from each department the reports herein-after provided for, and shall transmit the same to the president with such recommendations and suggestions as they may deem wise. They shall make careful investigation of all nominations for promotions and appointments to their respective faculties, and shall transmit these nominations to the president, together with such information and recommendations as may enable him to make intelligent decisions.

It is the duty of the deans to certify for graduation or for other scholastic honors the candidates from the respective schools and colleges.

It shall be the duty of each dean to present to the president on the first day of November of each year a complete written report of the condition of the college or school under his supervision, containing a detailed statement of the activities for the past year and of plans and projects for the current year, appropriate statistical tables, and such other information and constructive suggestions as may be necessary for the best conduct and development of the college or school.

In addition to the foregoing annual report, each dean shall not later than the first day of April of each even-numbered year present to the president a detailed estimate of the needs of his college or school for the next succeeding legislative biennium, and not later than the first day of April of each year to make recommendations for promotions and appointments in the faculty for the succeeding year.
The deans shall be elected biennially by the Board of Regents, upon the nomination of the president, and shall serve for two years. In case of the resignation or the death of a dean during the two-year term, the president shall appoint his successor for the unexpired term. In case of the disability of a dean, or his leave of absence, the president shall appoint an acting dean. Each dean shall serve on a twelve-months basis with a month's vacation, the time of the vacation to be agreed upon between the dean and the president. The deans of the College of Mines and Metallurgy shall each perform the duties of the deans of colleges and schools and shall represent the president in appropriate matters during the latter's absence from Galveston and El Paso.

Section 3. The dean of student life shall be the head of the student life staff and in charge of all extra-curricular activities not assigned to some other officer. He shall be appointed by the Board of Regents upon the recommendation of the president. He shall be qualified for professorial rank. He shall be elected at the beginning of each term as are deans of schools and colleges and shall be on duty for twelve months. He shall keep in sympathetic touch with the students, and shall personally and in cooperation with other officers and teachers help them to become loyal, useful, and efficient citizens.

The dean of student life as ex officio dean of men shall exercise general oversight with respect to the general conduct of men students. It shall be his duty to aid and advise students concerning important social and other relations growing out of their membership in the University community, encouraging them to develop a high sense of responsibility for the good name of the University, as well as a sound public opinion, which gives proper recognition to the conduct becoming a gentleman.

The dean of student life shall be charged with the administering of
discipline in the University. He shall have the assistance of the faculty committee on discipline, which will make their reports to him, he being charged with the administration of penalties recommended by the committees.

The dean of student life shall be responsible for the general conduct and discipline among women students. As far as possible, however, he shall exercise all authority and control over women students through the dean of women.

The dean of student life shall have the assistance of the following faculty committees, of which he shall be a member or which shall report directly to him:

1. Committee on discipline.
2. Committee on student living accommodations.
3. Committee on sick students (men and women).
4. Committee on student social organizations.
5. Committee on student social affairs.

The student self-government association shall make its reports to the dean of student life.

Under the dean of student life there shall be the University Health Service, composed of such physicians and nurses as the Board of Regents may find necessary. The University physicians shall serve full time and shall be nominated to the president by the dean of student life.

The dean of women shall be appointed by the Board of Regents upon the nomination of the dean of student life and the recommendation of the president. She shall be a voting member of the faculty. She shall have general oversight of all women students. In the formulation and administration of policies she shall act with the advice and consent of the dean of student life. For her own use and for the use of others directly concerned, she shall keep on file such data concerning each of the women students as will be serviceable in the ad-
administration of the office of the dean of women. She shall make an annual report to the dean of student life.

Section 4. The dean of the Extension Division shall be the administrative head of all those extramural activities of the University which are now or may hereafter be assigned by the Board of Regents to the Division of Extension, and shall in general perform such duties as are assigned to the deans of colleges and schools in so far as the same may be applicable, and in particular shall endeavor to carry the benefits of the University to the people of Texas to such an extent as the resources of the University may permit. He shall be employed on a twelve-months' basis, and make reports as other deans.

Section 5. The Division of Development and Conservation of Natural Resources of Texas shall include the Engineering Experiment Station with its director, the Industrial Chemistry Experiment Station with its director, and the Bureau of Economic Geology with the director and associate director. One of these directors each biennium shall be designated by the president as chairman of the Division.

Section 6. The director of physical training, who shall be an official director of physical training for men, shall have charge of physical training required by the general faculty, which shall be divided into physical training for men and physical training for women. He shall be responsible directly to the president.

The director of physical training shall have general charge of inter-collegiate athletics for men and women, as part of his administrative duties. Assisted by a member of the general faculty, appointed by the president, he shall pass upon the scholastic and non-scholastic eligibility of each candidate for official athletic teams and squads, certifying a list of eligibles in quadruplicate to the president, and each concerned of the University and of the
He shall be appointed temporarily by the Board of Regents, upon the nomination of the President, and shall serve for two years on a twelve-months basis and make annual reports as to the progress of schools and colleges.
competing institution. At the close of each long session, all the records of the director of physical training relating to the inter-collegiate athletics shall be filed in his office for future reference.

Teacher-training in physical education shall be administered as a department within the School of Education.

Section 7. The director of the summer session, as the representative of the president, shall administer the summer session. His duties shall be as follows:

To study and watch over the general policy of the summer session in order that it may offer the best services to the greatest number of Texas students; to see to the formulation and submission of the annual budget; to see that information is sent out to prospective students in regard to the courses obtainable; to have general supervision over the summer session, public lectures, social affairs, etc.; to transmit to the president with his comments the recommendations of the executive committee of the summer school and their conclusions as to the recommendations of the heads of the several schools and colleges of men and women for the summer school faculty.

The director shall be assisted by the Executive Committee of the Summer Session composed of the deans of the schools and colleges of the University, or of a member from each school and college, nominated by the dean and approved by the president. This committee shall make up the summer school faculty, the members of which shall be certified by the committee, through its chairman, the director, to the president, for his approval or disapproval.

Section 8. The registrar shall see to the execution of all regulations dealing with the admission of students to all colleges and schools of the University, and shall have charge of examinations not otherwise provided for, the removal of admission conditions, and the registration of students. He shall
keep permanent, systematic, and convenient records, containing the class grades of each student and all other recordable information about him that he or the University may at any time need. The records shall be so kept as to enable unauthorized persons to get from them the maximum of legitimate information about the students with the minimum expenditure of time and effort. The Registrar is authorized to call upon other officers and upon teachers and students for such information as he may need for the performance of these duties. He shall be an active chairman of the Registration Committee and shall call upon such, and as many, members of the faculty as may be necessary to assist in registration as he may require.

The registrar shall be a member of the Publications Committee of the general faculty and shall, under the regulations of the faculty, edit and supervise the preparation of all official series bulletins, including the long session and summer session catalogues, the annual directory, and the final announcement of courses. He shall 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, and shall assign space for office and class-room purposes with a view to maximum efficiency and economy.

Section 9. The auditor shall be the receiving and disbursing agent for the University for all money, and shall have charge of the accounting department of the institution. He shall be responsible directly to the president. He shall devise and keep a complete set of double-entry books, embracing the voucher system, which shall show all the financial transactions of the University of Texas and its branches, and in such books, under proper and appropriate headings, shall be entered and kept a full, complete, and properly classified system of accounts, showing all properties of the University of Texas, and in such manner and at all times to be forth clearly, truthfully, and fully all the assets and liabilities of the University. He shall sign and keep a carbon
duplicate of all purchase requisitions. He shall audit the accounts of all expenditures, and see that they are charged to and covered by proper appropriations, that all items for such expenditures are clearly for the purpose for which the appropriations have been made by the Board of Regents, and that they have been properly approved by the persons responsible for such expenditures; but in no case shall the auditor approve bills or pay out funds except upon the previous authorization of the Board of Regents or other officially designated authority, and he shall be responsible for the proper accounting of every cent received or disbursed by him. He shall return to the controller, before 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 regents action of the Regents.

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

The auditor shall enter into a bond in the sum of one hundred and fifty thousand dollars ($150,000) executed by an acceptable surety company authorized to do business in Texas, that he will duly 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.

The auditor shall deposit all accumulated land income in the State Treasury at intervals of not more than thirty days.

Section 10. The comptroller shall serve as the representative of the president in the supervision of all strictly business operations of all branches of the University not specifically designated 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 the approval of the president and the Board of Regents. He shall approve, before payment by the auditor, all bills against the institution.

The comptroller shall supervise the purchasing of all general supplies and all materials for use in the University except materials and equipment for departments and laboratories or other purchases specifically assigned to some other officer, such as the purchase of books by the librarian and technical equipment by departmental chairmen; but no purchases shall be made except upon an order signed by the comptroller, of which the latter 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 let on the basis of competitive bids. The purchasing agent, under the supervision of the comptroller and in cooperation with the State Board of Control, shall determine and
specify standard types of equipment, such as desks, chairs, black-boards, 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 shops and agents under his charge, and give them out on proper requisition to the various individuals entitled thereto.

The comptroller, as superintendent of buildings and grounds, shall care for all buildings and grounds occupied by the University and for all residences and other leased buildings in Austin, Galveston and El Paso, owned by the University, and shall supervise all minor improvements and repairs in connection therewith. He shall be responsible for the expenditure of funds provided for these purposes and shall arrange by contract or otherwise for such expenditure. Within the limit of the appropriations made by the Board, it shall be his duty to have repairs made in time to prevent, as far as possible, depreciation of University property. He shall also 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 shop and general store-rooms, including necessary carpenters, cabinet makers, machinists, plumbers, painters, electricians, and other repair men either under direct employ or under contract; (3) the janitors, watchmen, police, and firemen for the care and protection of the buildings of the University; (4) all physical plant and equipment belonging to the University; (5) superintendent of the grounds, roads, walks, and athletic field. In the performance of these duties, he shall advise freely with the president and with the appropriate standing committees of the general faculty.

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 true and correct inventory thereof and present the same to the president before the
October meeting of the Board of Regents; and shall have the authority to require of the chairman of the departments, special agents, and employees, at least annually, and oftener if necessary, a full statement of the property in their immediate possession belonging to the University.

The comptroller shall have general charge of the University lands bordering on the Colorado River, known as the Brackenridge islands. He or his representative shall care for and make such leases of the same as the chairman of the land committee may endorse, but all rents therefore shall be payable to the auditor. He shall also have charge of all residences or other property of the University in Austin which may be for lease, making leases therefor, and assuming responsibility for prompt payment to the auditor of all rents. All leases shall be kept in the office of the comptroller, and shall be available for inspection by the auditor.

The comptroller shall have supervision over the construction of buildings on the campus. In such construction he shall be assisted by the following:

a. The building committee of the faculty, which shall be appointed by the president and shall include a member of the department of architecture and the comptroller. It shall be the duty of this committee to hold necessary hearings and make proper investigations regarding the building needs of the University and to report from time to time to the president concerning its conclusions, and to recommend to the president the order and the location for specific buildings, together with its reasons for these recommendations.

During the planning and construction of new buildings, the building committee of the faculty shall advise with the comptroller in carrying out the construction of the buildings for the best interests of the University. Any changes in the plans of the building or of its permanent equipment shall be presented to the committee for its advice and report before being approved by the
(comptroller, the committee to report within the time fixed by the comptroller therefor.

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 shall have charge of repairs and modification of existing buildings, and such designing and construction as the president, with advice from the comptroller, may approve.

e. The 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. Promptly to report in writing to the architects for their decision any changes, adjustments, or alterations necessary or required with the reason for the same fully explained.

3. To make minor adjustments when same 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 brick work.

5. To notify the architects immediately when subcontractors report for their part of the work.

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

f. State Inspector of Masonry in the official discharge of his duties.

During the planning of new buildings, the comptroller shall advise with and aid the architects as well as the State Inspector of Masonry. He shall receive the reports of the University architect and consulting architect, and after consultation with the chairman of the faculty building committee, and, when necessary, with the executives of the departments concerned, shall transmit such reports together with his recommendations to the president. The supervision of construction shall be conducted in accordance with existing or future contracts between the Board of Regents and the University architect. Whether the supervision be by the architect or by a supervisor other than the architect, appointed by the comptroller, the report shall be made directly to the office of the comptroller.

The comptroller shall have control of and be responsible for the operation of the stenographic bureau.

The comptroller shall have general supervision of the University Press, and shall assist in determining what printing shall be performed by the University directly, and what shall be performed by the University under contract.

The comptroller shall make nominations to the president for positions in his division.

Section 11. The librarian shall have charge of and be responsible for the proper use and condition of the library. All books, pamphlets, maps, etc. (other than account books of record), belonging to the University, shall be deemed
to belong to the University library. All reference books and current periodicals, magazines, and newspapers shall be made as easy of access as practicable to all patrons of the library, and no limitations not necessary to their preservation shall be placed upon their free use. Other books, except such as are referred to in the next paragraph, shall be delivered for use only upon a proper call.

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

The librarian may make and enforce such rules for the government of the library as are approved by the president. The librarian shall make an annual report to the president on the first day of April, and shall present biennial estimates on the first day of April of each even-numbered year.

Section 12. The Administrative Council shall consist of (1) administrative officers of the University, to be chosen and appointed by the president, to serve for not more than one year, their terms expiring on August 31 next following the date of their appointment, and (2) such other member or members of the faculty as may be summoned by the president to a particular meeting of the Council. Those appointed for a year shall be designated as annual members of the Council; those summoned to a particular meeting but not designated as annual members, shall be known as invited members. At any meeting both annual and invited members shall in the case of each individual member have voice and vote. The committee shall hold regular semi-monthly meetings during the long session of the University and at other times by the call of the president or on the request of two members. The officers of the Council shall be the president as chairman ex-officio and a secretary to be elected by the committee, all of whom shall perform the usual duties of such officers.
From term to term, or quarter to quarter, the President shall designate one of the annual members of the Council to serve as Acting President in the absence of the President during such term or quarter.

It is not the intention of the Board of Regents to define in detail the duties of the Administrative Council further than that it shall act in an advisory capacity to the President upon matters of University policy and in matters relating to the best interests and development of the University as a whole. In addition to these duties, the Administrative Council shall act as the executive committee of the general faculty, the secretary shall keep minutes and distribute them among the members of the Council and after each meeting have a copy filed in the Office of the President.

Section 12. The Administrative Councils for the Medical Branch and the College of Mines and Metallurgy shall consist of their respective executive committees appointed by the President after nominations by the deans.

**ARTICLE III**

**FACULTIES**

Section 1. Subject to the general control of the Board of Regents and the authority it has vested in administrative officers, the general charge of the Main University is entrusted to the general faculty of the Main University and its appropriate subdivisions; the general charge of the Medical Branch, to the faculty of that branch; and the general charge of the College of Mines and Metallurgy, to the faculty of that college. Each of these bodies shall consist of all those giving instruction and carrying on the work incident to instruction and investigation. Within the general faculty there shall be members with vote and members without vote. Members with vote shall be those of the rank of adjunct professor or above and such officers as may be designated by the Regents upon
recommendation of the president.

Section 2. Each college or school of the Main University, including the College of Arts and Sciences, shall be under the immediate charge of its college or school faculty. The faculty of the College of Arts and Sciences shall consist of the members of the general faculty who belong to this college, and of such other persons as the Board of Regents may designate. The faculty of the Graduate School shall consist of those appointed thereto by the president upon recommendation and with the full advice of the full professors within the department concerned, transmitted through the appropriate undergraduate dean and through the dean of the graduate school. In choosing members of the graduate faculty, the president and all called upon herein to advise him shall consider (1) graduate training, (2) length and character of teaching experience, (3) publications, particularly those following the doctor’s thesis, (4) membership in learned societies, (5) invitations to address learned societies, (6) aids received from research grants, etc.

The faculty of each of the other colleges or schools of the Main University shall consist of the members of the college or school who are members of the general faculty; of other teachers with the rank of instructor in the department who have served as such for a year or more; of one teacher, to be designated by the president, for each full course required from outside the college or school for any degree offered in the college or school; and of such other persons as the Board of Regents may designate. All members of each faculty shall have a voice in its deliberations, but only those shall have a right to vote who have a right to vote in the general faculty. Legislation exclusively affecting any college or school shall originate in the faculty of that college or school; legislation affecting more than one college or school shall originate in the general faculty or in the faculty of any college or school concerned;
but no legislation shall be effective until approved by the general faculty (or, at its discretion, by its executive committee), or, within the scope of its jurisdiction, by the graduate faculty, and where necessary by the Board of Regents.

The graduate faculty shall have exclusive jurisdiction over the requirements for the degrees of Master of Arts, Master of Business Administration, Master of Science in Education, Master of Journalism, Master of Science in Engineering, and Doctor of Philosophy, and other graduate degrees subsequently created by the Board of Regents. The graduate faculty shall have jurisdiction over such matters as requirements for admission to graduate standing and to candidacy for graduate degrees, the requirements for graduate degrees, the awarding of scholarships and fellowships to graduate students, research publications, research grants, and other matters properly within the scope of the graduate faculty. The graduate faculty may determine what committees it will require. Upon request the president will appoint a committee. The graduate faculty shall adopt and publish necessary regulations. It shall set and publish dates for regular meetings, at which the president, and in his absence the dean, shall preside.

The instructional staff of the graduate school shall include, in addition to the members of the graduate faculty, all members of the general faculty and of the faculty of the Medical Branch who give courses of instruction which are accepted by the graduate faculty for graduate degrees.

ARTICLE IV
DEPARTMENTS

Section 1. The faculties of the various colleges and schools shall consist of such departments as may from time to time be created by the Board of Regents.

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

Section 5. The chairman of each department, appointed by the Board of Regents to serve for two years, shall preside at its meetings, transmit its recommendations to the president through the dean of the college or school, prepare under its direction the annual report of the department, and, in general, serve as the department’s chief executive. It shall be the duty of all of the full professors of a department conjointly, or of its ranking professors, in case there is no full professor, to make annually to the president, through the dean of the college or school, such recommendations touching salaries and promotions in the department as may be deemed wise, and to recommend, after conference with the other members of the department staff, suitable persons for appointment to vacant positions, both for the long session faculty and the summer session faculty.

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

ARTICLE V

MISCELLANEOUS

Section 1. The fiscal year of the University shall begin on the first
day of September in each year, and shall end on the thirty-first day of August next ensuing.

Section 2. The chairman of each department shall keep an inventory book in which to enter in detail all apparatus and other property belonging to the department. In addition to keeping this book, the chairman of each department shall present to the comptroller, at least annually and oftener if necessary, a complete inventory of all apparatus and other property belonging to the department, together with a statement of the condition thereof.

Section 3. 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.

Section 4. Since the number of courses offered by a department materially affects the budget, courses may not be announced without the approval of the president. With the exception of graduate courses he should not approve the announcement of any course in which the registration at the last term it was offered did not exceed ten, unless he is convinced that the registration under changed conditions will exceed ten, and in the event the registration does not come up to his expectation he may within two weeks of the beginning of the term order the course closed. A possible exception may be made if a professor desires and the department, the dean concerned, and the president agree it is desirable that such a course be given in addition to the regular work of the professor.
RULES AND REGULATIONS

ARTICLE I.

BOARD OF REGENTS

Section 1. Subject only to the federal and the state constitutions and laws, all University policies shall be determined by the Board of Regents, following in the main the practices of the best state universities and after advice from the president, and in important matters, through the president, from the general or a separate faculty; and if from a separate faculty, the same shall be presented only after due notice has been given to the members of the general faculty. Such advice from a faculty should be accompanied by a summary of reasons for and against.

Section 2. The Board of Regents shall elect a president, and upon his recommendation other necessary officers.

Section 3. Upon the advice of the president, colleges, schools, divisions, and departments shall be established; offices, professorships, and other positions determined; salaries fixed, degrees conferred, and diplomas granted, exclusively by the Board.

Section 4. All appointments, promotions, and dismissals, except as otherwise specifically provided herein, shall be made by the Board upon recommendation of the president. The Board of Regents will not appoint or retain anyone whose conduct or views are contrary to good morals, and will inquire into family history and moral character. The Board will not make appointments contrary to the Constitution and Statutes of Texas.\(^1\)

\(^1\) Revised Civil Statutes of Texas, 1925, Article 2585, (page 682).
The Board shall have power 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 term of service of instructors and of adjunct professors shall be one and two years, respectively. But the Board will desire to retain those rendering efficient service and will expect to promote them as merit and circumstances warrant. Unless otherwise stipulated, associate professors and professors shall be permanent officers, continuing during good behavior and satisfactory service unless dismissed for cause.

An associate professor or a professor may not be dismissed against his will until a committee of the faculty appointed by the president for the purpose shall have heard him and made investigation. The Regents before acting will have their grievance committee review the findings of such faculty committee, which findings shall be submitted in writing and referred to the Board.

Section 5. Expenditures shall be made only upon appropriations made by the Board based upon a budget prepared by the president from reports of chairman of departments and other officers, submitted to the president through the proper dean or head of subdivision, showing the proposed expenses to be incurred for the year.
Section 6. All rules and regulations, including requirements for degrees, adopted for the conduct of the University by the general faculty or any subdivision thereof must be approved by the Board of Regents.

Section 7. All University positions shall be kept strictly upon the merit basis, and whenever an appointment is made, it shall be made solely with regard to the special fitness of the appointee. Appointment of a relative of a member of the Board will not be considered. The appointment of a relative of any other person occupying an influential position in the University, is disapproved, in particular, the appointment of the son or daughter of a professor. In minor cases and emergencies the Board places the administration of this rule in the hands of the Administrative Council.

Section 8. Regular University positions are mainly on a twelve-months or nine-months basis. The former are allowed short vacations not to exceed four weeks; those on a nine-months basis are ordinarily on duty from September 15 to June 15. During the other three months those regarded as on a nine-months basis shall perform only such duties as are necessarily connected with the nine months of service.

Section 9. No member of the University staff may be employed in any outside work during his term of service without the approval of the Board of Regents.
ARTICLE II

OFFICERS OF ADMINISTRATION

Section 1. The president of the University shall be the expert adviser and responsible agent of the Board of Regents and the chief executive of the University. He shall be held responsible by the Board for the carrying out of its policies, and his discretionary powers shall be broad enough to enable him to meet his extensive responsibility. All other officers, teachers, and employees shall be responsible to and under the direction of the president, and all communications between them and the Regents relating to the University shall pass through his hands with any endorsements he may deem it proper to make. He shall recommend suitable persons to fill vacancies, and is authorized to fill vacancies temporarily and make other arrangements in all emergencies between the meetings of the Board, so that the work of the University shall not suffer. He shall be prepared to give the Board information regarding the competence and loyalty of officers, teachers, and employees; shall hold all of them to the full discharge of their duties; and, if in his judgment the necessity arise, shall initiate steps for the removal of any of them. He shall be a member and chairman ex-officio of the general faculty and of the faculty of each school and college and shall see to the execution of all regulations. 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 it lays down. At a regular meeting of the Board of Regents he shall present an annual report embodying a survey of the year in all departments, together with estimates and recommendations for the succeeding year.
Section 2. The deans of the several colleges and schools shall, in the absence of the president preside at the meetings of their respective faculties; shall see to the execution of the regulations affecting their colleges and schools; shall concern themselves with the scholastic welfare of individual students, commending, reproving, and dismissing in accordance with the scholastic regulations; and shall see that the courses of instruction are as well correlated as practicable. They shall receive from each department the reports herein-after provided for, and shall transmit the same to the president with such recommendations and suggestions as they may deem wise. They shall make careful investigation of all nominations for promotions and appointments to their respective faculties, and shall transmit these nominations to the president, together with such information and recommendations as may enable him to make intelligent decisions.

It is the duty of the deans to certify for graduation or for other scholastic honors the candidates from the respective schools and colleges.

It shall be the duty of each dean to present to the president on November 1 of each year a complete written report of the condition of the college or school under his supervision, containing a detailed statement of the activities for the past year and of plans and projects for the current year, appropriate statistical tables, and such other information and constructive suggestions as may be necessary for the best conduct and development of the college or school. In addition to the foregoing annual report, each dean shall not later than the first day of April of each even numbered year present to the president a detailed estimate of the needs of his college or school for the next succeeding legislative biennium, and not later than the first day of April of each year to make recommendations for promotions and appointments in the faculty for the succeeding year.
The deans shall be elected biennially by the Board of Regents, upon the nomination of the president, and shall serve for two years. In case of the resignation or the death of a dean during the two-year term, the president shall appoint his successor for the unexpired term. In case of the disability of a dean, or his leave of absence, the president shall appoint an acting dean.

Each dean shall serve on a twelve-months basis with a month's vacation, the time of the vacation to be agreed upon between the dean and the president. The deans of the Medical Branch and of the College of Mines and Metallurgy shall perform the duties of the deans of colleges and schools and shall represent the president in appropriate matters during the latter's absence from Galveston and El Paso.

Section 5. 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 by the Board of Regents upon the recommendation of the president. He shall be qualified for professorial rank. He shall be elected at the beginning of each biennium as are deans of schools and colleges and shall be on duty for twelve months. He shall keep in sympathetic touch with the students, and shall personally and in cooperation with other officers and teachers help them to become loyal, useful, and efficient citizens.

The dean of student life as ex officio dean of men shall exercise general oversight with respect to the general conduct of men students. It shall be his duty to aid and advise students concerning important social and other relations growing out of their membership in the University community, encouraging them to develop a high sense of responsibility for the good name of the University, as well as a sound public opinion, which gives proper recognition to the conduct becoming a gentleman.

The dean of student life shall be charged with the administering of
discipline in the University. He shall have the assistance of the faculty committees on discipline, which will make their reports to him, he being charged with the administration of penalties recommended by the committees.

The dean of student life shall be responsible for the general conduct and discipline among women students. As far as possible, however, he shall exercise all authority and control over women students through the dean of women.

The dean of student life shall have the assistance of the following faculty committees, of which he shall be a member or which shall report directly to him:

1. Committee on discipline.
2. Committee on student living accommodations.
3. Committee on sick students (men and women).
4. Committee on student social organizations.
5. Committee on student social affairs.

The student self-government association shall make its reports to the dean of student life.

Under the dean of student life there shall be the University Health Service, composed of such physicians and nurses as the Board of Regents may find necessary. The University physicians shall serve full time and shall be nominated to the president by the dean of student life.

The dean of women shall be appointed by the Board of Regents upon the nomination of the dean of student life and the recommendation of the president. She shall be a voting member of the faculty. She shall have general oversight of all women students. In the formulation and administration of policies she shall act with the advice and consent of the dean of student life. For her own use and for the use of others directly concerned, she shall keep on file such data concerning each of the women students as will be serviceable in the ad-
Section 4. The dean of the Extension Division shall be the administrative head of all those extramural activities of the University which are now or may hereafter be assigned by the Board of Regents to the Division of Extension, and shall in general perform such duties as are assigned to the deans of colleges and schools in so far as the same may be applicable, and in particular shall endeavor to carry the benefits of the University to the people of Texas to such an extent as the resources of the University may permit. He shall be employed on a twelve-months basis, and make reports as other deans.

Section 5. The Division of Development and Conservation of Natural Resources of Texas shall include the Engineering Experiment Station with its director, the Industrial Chemistry Experiment Station with its director, and the Bureau of Economic Geology with the director and associate director. One of these directors each biennium shall be designated by the president as chairman of the Division.

Section 6. The director of physical training, who shall be ex officio director of physical training for men, shall have charge of physical training required by the general faculty, which shall be divided into physical training for men and physical training for women. He shall be responsible directly to the president.

The director of physical training shall have general charge of inter-collegiate athletics for men and women, as part of his administrative duties, assisted by a member of the general faculty, appointed by the president, he shall pass upon the scholastic and non-scholastic eligibility of each candidate for official athletic teams and squads, certifying a list of eligibles in quadruplicate to the president and coach concerned of the University and of the
competing institution. At the close of each long session, all the records of the director of physical training relating to the inter-collegiate athletics shall be filed in his office for future reference.

Teacher-training in physical education shall be administered as a department within the School of Education.

Section 7. The director of the summer session, as the representative of the president, shall administer the summer session. His duties shall be as follows:

To study and watch over the general policy of the summer session to the end that it may offer the best services to the greatest number of Texas students; to see to the formulation and submission of the annual budget; to see that information is sent out to prospective students in regard to the courses obtainable; to have general supervision over the summer session, public lectures, social affairs, etc.; to transmit to the president with his comments the recommendation of the executive committee of the summer school and their conclusions as to the recommendations of the deans of the several schools and colleges of men and women for the summer school faculty.

The director shall be assisted by the Executive Committee of the Summer Session composed of the deans of the schools and colleges of the Main University, or of a member from each school and college, nominated by the dean and approved by the president. This Committee shall make up the summer school faculty, the members of which shall be certified by the committee, through its chairman, the director, to the president, for his approval or disapproval.

Section 8. The registrar shall see to the execution of all regulations dealing with the admission of students to all colleges and schools of the University, and shall have charge of examinations not otherwise provided for, the removal of admission conditions, and the registration of students. He shall
keep permanent, systematic, and convenient records, containing the class grades of each student and all other recordable information about him that he or the University may at any time need. The records shall be so kept as to enable authorized persons to get from them the maximum of legitimate information about the students with the minimum expenditure of time and effort. The registrar is authorized to call upon other officers and upon teachers and students for such information as he may need for the performance of these duties. He shall be ex officio chairman of the Registration Committee and shall call upon such members of the faculty and as many to assist in registration as he may require.

The registrar shall be a member of the Publications Committee of the general faculty and shall, under the regulations of the faculty, edit and supervise the preparation of all official series bulletins, including the long session and summer session catalogues, the annual directory, and the final announcement of courses. He shall 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, and shall assign space for office and class-room purposes with a view to maximum efficiency and economy.

Section 9. The auditor shall be the receiving and disbursing agent for the University for all moneys, and shall have charge of the accounting department of the institution. He shall be responsible directly to the president. He shall devise and have kept a complete set of double entry books, embracing the voucher system, which shall show all the financial transactions of the University of Texas and its branches, and in such books, under proper and appropriate headings, shall be entered and kept a full, complete, and properly classified system of accounts, showing all properties of the University of Texas, and in such manner and at all times to be set forth clearly, truthfully, and fully all the assets and liabilities of the University. He shall sign and keep a carbon
duplicate of all purchase requisitions. He shall audit the accounts of all expenditures, and see that they are charged to and covered by proper appropriations, that all items for such expenditures are clearly for the purpose for which the appropriations have been made by the Board of Regents, and that they have been properly approved by the persons responsible for such expenditures; but in no case shall the auditor approve bills or pay out funds except upon the previous authorization of the Board of Regents or other officially designated authority, and he shall be responsible for the proper accounting of every cent received or disbursed by him. He shall return to the comptroller, before 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 regental action.

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

The auditor shall enter into a bond in the sum of one hundred and fifty thousand dollars ($150,000) 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.

The auditor shall deposit all accumulated land income in the State Treasury at intervals of not more than thirty days.

Section 10. The comptroller shall serve as the representative of the president in the supervision of all strictly business operations of all branches of the University not specifically designated 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 the approval of the president and the Board of Regents. He shall approve, before payment by the auditor, all bills against the institution.

The comptroller shall supervise the purchasing of all general supplies and all materials for use in the University except materials and equipment for departments and laboratories or other purchases specifically assigned to some other officer, such as the purchase of books by the librarian and technical equipment by departmental chairmen; but no purchases shall be made except upon an order signed by the comptroller, of which the latter 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 let on the basis of competitive bids. The purchasing agent, under the supervision of the comptroller and in cooperation with the State Board of Control, shall determine and
specify standard types of equipment, such as desks, chairs, black-boards, 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-shops and agents under his charge, and give them out on proper requisition to the various individuals entitled thereto.

The comptroller, as superintendent of buildings and grounds, shall care for all buildings and grounds occupied by the University and for all residences and other leased buildings in Austin, Galveston, and El Paso owned by the University, and shall supervise all minor improvements and repairs in connection therewith. He shall be responsible for the expenditure of funds provided for these purposes and shall arrange by contract or otherwise for such expenditure. Within the limit of the appropriations made by the Board, it shall be his duty to have repairs made in time to prevent, as far as possible, depreciation of University property. He shall also 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 and general store-rooms, including necessary carpenters, cabinet makers, machinists, plumbers, painters, electricians, and other repair men either under direct employ or under contract; (3) the janitors, watchmen, police, and firemen for the care and protection of the buildings of the University; (4) all physical plant and equipment belonging to the University; (5) superintendents of the grounds, roads, walks, and athletic field. In the performance of these duties, he shall advise freely with the president and with the appropriate standing committees of the general faculty.

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 true and correct inventory thereof and present the same to the president before the
October meeting of the Board of Regents; and shall have the authority to require of the chairmen of the departments, special agents, and employees, at least annually, and oftener if necessary, a full statement of the property in their immediate possession belonging to the University.

The comptroller shall have general charge of the University lands bordering on the Colorado River, known as the Brackenridge lands. He or his representative shall care for and make such leases of the same as the chairman of the land committee may endorse, but all rents therefor shall be payable to the auditor. He shall also have charge of all residences or other property of the University in Austin which may be for lease, making leases therefor, and assuming responsibility for prompt payment to the auditor of all rents. All leases shall be kept in the office of the comptroller, and shall be available for inspection by the auditor.

The comptroller shall have supervision over the construction of buildings on the campus. In such construction he shall be assisted by the following:

a. The building committee of the faculty, which shall be appointed by the president and shall include a member of the department of Architecture and the comptroller. It shall be the duty of this committee to hold necessary hearings and make proper investigations regarding the building needs of the University and to report from time to time to the president concerning its conclusions, and to recommend to the president the order and the location for specific buildings, together with its reasons for these recommendations.

During the planning and construction of new buildings, the Building Committee of the Faculty shall advise with the comptroller in carrying out the construction of the buildings for the best interests of the University. Any changes in the plans of the building or of its permanent equipment shall be presented to the Committee for its advice and report before being approved by the
comptroller, the committee to report within the time fixed by the comptroller therefor.

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 shall have charge of repairs and modification of existing buildings, and such designing and construction as the president, with advice from the comptroller, may approve.

e. The 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 and specifications and such instructions as may be given by the architects.

(2) Promptly to report in writing to the architects for their decision any changes, adjustments, or alterations necessary or required, with the reason for the same fully explained.

(3) To make minor adjustments when same 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 brick work.

(5) To notify the architects immediately when subcontractors report for their part of the work.

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

f. State Inspector of Masonry in the official discharge of his duties.

During the planning of new buildings, the comptroller shall advise with and aid the architects as well as the state inspector of masonry. He shall receive the reports of the University architect and consulting architect, and after consultation with the chairman of the faculty building committee, and, when necessary, with the executives of the departments concerned, shall transmit such reports together with his recommendations to the president. The supervision of construction shall be conducted in accordance with existing or future contracts between the Board of Regents and the University architect. Whether the supervision be by the architect or by a supervisor other than the architect, appointed by the comptroller, the report shall be made directly to the office of the comptroller.

The comptroller shall have control of and be responsible for the operation of the stenographic bureau.

The comptroller shall have general supervision of the University Press, and shall assist in determining what printing shall be performed by the University directly, and what shall be performed by the University under contract.

The comptroller shall make nominations to the president for positions in his division.

Section 11. The librarian shall have charge of and be responsible for the proper use and condition of the library. All books, pamphlets, maps, etc. (other than account books of record), belonging to the University, shall be deemed
to belong to the University library. All reference books and current periodicals, magazines, and newspapers shall be made as easy of access as practicable to all patrons of the library, and no limitations not necessary to their preservation shall be placed upon their free use. Other books, except such as are referred to in the next paragraph, shall be delivered for use only upon a proper call.

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

The librarian may make and enforce such rules for the government of the library as are approved by the president. The librarian shall make an annual report to the president on the first day of April, and shall present biennial estimates on the first day of April of each even numbered year.

Section 12. The Administrative Council shall consist of (1) administrative officers of the University, to be chosen and appointed by the president, to serve for not more than one year, their terms expiring on August 31 next following the date of their appointment, and (2) such other member or members of the faculty as may be summoned by the president to a particular meeting of the Council. Those appointed for a year shall be designated as annual members of the Council; those summoned to a particular meeting but not designated as annual members, shall be known as invited members. At any meeting both annual and invited members shall in the case of each individual member have voice and vote. The committee shall hold regular semi-monthly meetings during the long session of the University and at other times by the call of the president or on the request of two members. The officers of the Council shall be the president as chairman ex-officio and a secretary, to be elected by the committee, all of whom shall perform the usual duties of such officers.
From term to term, or quarter to quarter, the president shall designate one of the annual members of the Council to serve as Acting President in the absence of the president during such term or quarter.

It is not the intention of the Board of Regents to define in detail the duties of the Administrative Council further than that it shall act in an advisory capacity to the president upon matters of University policy and in matters relating to the best interests and development of the University as a whole. In addition to these duties, the Administrative Council shall act as the executive committee of the general faculty. The secretary shall keep minutes and distribute them among the members of the Council and after each meeting keep a copy in the president's office.

Section 12. The Administrative Councils for the Medical Branch and the College of Mines and Metallurgy shall consist of the respective executive committees appointed by the president after nominations by the deans.

ARTICLE III
FACULTIES

Section 1. Subject to the general control of the Board of Regents and the authority it has vested in administrative officers, the general charge of the Main University is entrusted to the general faculty of the Main University and its appropriate subdivisions; the general charge of the Medical Branch, to the faculty of that branch; and the general charge of the College of Mines and Metallurgy, to the faculty of that college. Each of these bodies shall consist of all those giving instruction and carrying on the work incident to instruction and investigation. Within the general faculty there shall be members with vote and members without vote. Members with vote shall be those of the rank of adjunct professor or above and such officers as may be designated by the Regents upon
recommendation of the president.

Section 2. Each college or school of the Main University, including the College of Arts and Sciences, shall be under the immediate charge of its college or school faculty. The faculty of the College of Arts and Sciences shall consist of the members of the general faculty who belong to this college, and of such other persons as the Board of Regents may designate. The faculty of the graduate school shall consist of those appointed thereto by the president upon recommendation and with the full advice of the full professors within the department concerned, transmitted through the appropriate undergraduate dean and through the dean of the graduate school. In choosing members of the graduate faculty, the president and all called upon herein to advise him shall consider (1) graduate training, (2) length and character of teaching experience, (3) publications, particularly those following the doctor's thesis, (4) membership in learned societies, (5) invitations to address learned societies, (6) aid received from research grants, etc.

The faculty of each of the other colleges or schools of the Main University shall consist of the members of the college or school who are members of the general faculty; of other teachers with the rank of instructor in the department who have served as such for a year or more; of one teacher, to be designated by the president, for each full course required from outside the college or school for any degree offered in the college or school; and of such other persons as the Board of Regents may designate. All members of each faculty shall have a voice in its deliberations; but only those shall have a right to vote who have a right to vote in the general faculty. Legislation exclusively affecting any college or school shall originate in the faculty of that college or school; legislation affecting more than one college or school shall originate in the general faculty or in the faculty of any college or school concerned;
but no legislation shall be effective until approved by the general faculty (or, at its discretion, by its executive committee), or, within the scope of its jurisdiction, by the graduate faculty, and where necessary by the Board of Regents.

The graduate faculty shall have exclusive jurisdiction over the requirements for the degrees of Master of Arts, Master of Business Administration, Master of Science in Education, Master of Journalism, Master of Science in Engineering, and Doctor of Philosophy, and other graduate degrees subsequently created by the Board of Regents. The graduate faculty shall have jurisdiction over such matters as requirements for admission to graduate standing and to candidacy for graduate degrees, the requirements for graduate degrees, the awarding of scholarships and fellowships to graduate students, research publications, research grants, and other matters properly within the scope of the graduate faculty. The graduate faculty may determine what committees it will require. Upon request the president will appoint a committee. The graduate faculty shall adopt and publish necessary regulations. It shall set and publish dates for regular meetings, at which the president, and in his absence the dean, shall preside.

The instructional staff of the graduate school shall include, in addition to the members of the graduate faculty, all members of the general faculty and of the faculty of the Medical Branch who give courses of instruction which are accepted by the graduate faculty for graduate degrees.

ARTICLE IV
DEPARTMENTS

Section 1. The faculties of the various colleges and schools shall consist of such departments as may from time to time be created by the Board of Regents.

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

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

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

ARTICLE V

MISCELLANEOUS

Section 1. The fiscal year of the University shall begin on the first
day of September in each year, and shall end on the thirty-first day of August next ensuing.

Section 2. The chairman of each department shall keep an inventory book in which to enter in detail all apparatus and other property belonging to the department. In addition to keeping this book, the chairman of each department shall present to the comptroller, at least annually and oftener if necessary, a complete inventory of all apparatus and other property belonging to the department, together with a statement of the condition thereof.

Section 3. 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.

Section 4. Since the number of courses offered by a department materially affects the budget, courses may not be announced without the approval of the president. With the exception of graduate courses he should not approve the announcement of any course in which the registration at the last term it was offered did not exceed ten, unless he is convinced that the registration under changed conditions will exceed ten, and in the event the registration does not come up to his expectation, he may within two weeks of the beginning of the term order the course closed. A possible exception may be made if a professor desires and the department, the dean concerned, and the president agree it is desirable that such a course be given in addition to the regular work of the professor.
RULES AND REGULATIONS

ARTICLE I.

BOARD OF REGENTS

Section 1. Subject only to federal and state constitutions and laws, all University policies shall be determined by the Board of Regents, following in the main the practices of the best state universities and after advice from the president; and in important matters, through the president, from the General or a separate Faculty. Such advice from a faculty should be accompanied by a summary of reasons for and against.

Section 2. The Board of Regents shall elect a president, and upon his recommendation other necessary officers.

Section 3. Upon the advice of the president, colleges, schools and departments shall be established; offices, professorships and other positions determined; salaries fixed, degrees conferred, and diplomas granted, exclusively by the Board.¹

¹Revised Civil Statutes of Texas, 1925, Article 2595, (page 685).

Section 4. All appointments, promotions, and dismissals, except as otherwise specifically provided herein, shall be made by the Board upon recommendation of the president. The Board of Regents will not appoint or retain anyone whose conduct or views are contrary to good morals, and will inquire into family history and moral character. The Board will not make appointments contrary to the Constitution and Statutes of Texas.²

²
The term of service of instructors and of adjunct professors shall be one and two years, respectively. But the Board will desire to retain those rendering efficient service and will expect to promote them as merits and circumstances warrant. Unless otherwise stipulated, associate professors and professors shall be permanent officers, continuing during good behavior and satisfactory service unless dismissed for cause. An associate professor or professor may not be dismissed against his will until a committee of the faculty appointed by the president for the purpose shall have heard him and made investigation. The Regents before acting will have their grievance committee review the findings of such faculty committee, which findings shall be submitted in writing and referred to the Board.

Section 5. Expenditures shall be made only upon appropriations made by the Board based upon a budget prepared by the president from reports of chairmen of departments and other officers, submitted to the president through the proper dean or head of subdivision, showing the necessary expenses to be incurred for the year.

Section 6. All rules and regulations, including requirements for degrees, adopted for the conduct of the business of the University by the General Faculty or any subdivision thereof must be approved by the Board of Regents.

Section 7. All University positions shall be kept strictly upon the merit basis. No officer or employee shall be removed except for good cause.
and whenever an appointment is made it shall be made solely with regard to the special fitness of the appointee. Appointment of a relative of a member of the Board is prohibited by law. 4 The appointment of a relative of any other person occupying an influential position in the University, is disapproved, in particular the appointment of the son or daughter of a professor.

In order not to make this appointment rule so rigid as to hinder efficiency, the Board places the enforcement of the rule in the hands of the Administrative Council.

Section 7. The Board shall have power 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. 5

Revised Civil Statutes of Texas, 1925, Article 2586, (page 883).

Section 9. Regular University positions are mainly on a twelve-months or nine-months basis. The former are allowed short vacations not to exceed four weeks; those on a nine-months basis are ordinarily on duty from September 15 to June 15. During the other three months those regarded as on a nine months basis shall perform only such duties as are necessarily connected with the nine months of service.

Section 10. No member of the University staff shall be employed in any outside work without the approval of the Board of Regents.

ARTICLE II
OFFICERS OF ADMINISTRATION

Section 1. The President of the University shall be the expert
adviser and responsible agent of the Board of Regents and the chief executive of the University. He shall be held responsible by the Board for the carrying out of its policies, and his discretionary powers shall be broad enough to enable him to meet his extensive responsibility. All other officers, teachers, and employees shall be responsible to and under the direction of the President, and all communications between them and the Regents relating to the University shall pass through his hands for any endorsements he may deem it proper to make. He shall recommend suitable persons to fill vacancies, and is authorized to fill vacancies temporarily and make other arrangements in all emergencies between the meetings of the Board, so that the work of the University shall not suffer. He shall be prepared to give the Board information regarding the competence and loyalty of officers, teachers, and employees; shall hold all of them to the full discharge of their duties; and, if in his judgment the necessity arise, shall initiate steps for a change of any of them. He shall be a member and chairman ex-officio of the general faculty and of the University, and shall see to the execution of all regulations. He shall attend all meetings of the Board of Regents and shall follow its directions in any particular matter, but the Board will not undertake ordinarily to direct the details of executive action, and the President is expected to act with perfect freedom within the lines of the general policies it lays down. At a regular meeting of the Board of Regents he shall present a comprehensive annual report embodying a survey of the current year in all departments, together with estimates and recommendations for the succeeding year.

Section 2. The deans of the several colleges and schools shall, in the absence of the president, preside at the meetings of their respective faculties; shall see to the execution of the regulations affecting their colleges and schools; shall concern themselves with the scholastic welfare of individual students, commending, reproving, and dismissing in accordance with the scholastic
regulations; and shall see that the courses of instruction are as well cor-
related as practicable. They shall receive from each department the reports
hereinafter provided for, and shall transmit the same to the president with
such recommendations and suggestions as they may deem wise. They shall make
careful investigation of all nominations for promotions and appointments to
their respective faculties, and shall transmit these nominations to the presi-
dent, together with such information and recommendations as may enable him to
make intelligent decisions.

It is the duty of the deans to certify for graduation or for other
scholastic honors their respective candidates.

It shall be the duty of each dean to present to the president on
November 1 of each year a complete written report of the condition of the
college or school under his supervision, containing a detailed statement of the
activities for the past year and of plans and projects for the current year,
appropriate statistical tables, an estimate of the expenditures required for
the succeeding year for equipment, scholarships, etc., and such other information
and constructive suggestions as may be necessary for the best conduct and
development of the college or school. In addition to the foregoing annual


The deans shall be elected by the Board of Regents, upon the nomination of the president, and shall serve for two
years. In case of the resignation or death of a dean during the two-year
term, the president shall appoint his successor for the unexpired term. In
case of the disability of a dean, or his leave of absence, the president shall appoint
an acting dean. Each dean shall serve on a twelve-months basis with a month's vacation, the time of the vacation to be agreed upon between the dean and the president of the University.

Section 3. 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 by the Board of Regents upon the recommendation of the president, from the permanent staff. He shall be elected at the beginning of each biennium as are the deans of schools and colleges. He shall keep in sympathetic touch with the students, and shall personally and in cooperation with other officers and teachers help them to become loyal, useful, and efficient citizens.

The Dean of Student Life as ex officio dean of men shall exercise general oversight with respect to the general conduct of men students. It shall be his duty in reasonable and sympathetic manner to aid and advise students concerning important social and other relations growing out of their membership in the University community, encouraging them to develop a high sense of responsibility for the good name of the University, as well as a sound and militant public opinion, which gives proper recognition to the conduct becoming a gentleman.

The Dean of Student Life shall be charged with administering of discipline in the University. He shall have the assistance of the faculty committees on discipline, which will make reports to him, he being charged with the administration of penalties recommended by the committee.

The Dean of Student Life shall be responsible for the general conduct and discipline among women students. As far as possible, however, he shall exercise all authority and control over women students through the Dean of Women.

The Dean of Student Life shall have the assistance of the following
faculty committees, of which he shall be a member or which shall report
directly to him:
1. Committee on Student Living Accommodations
2. Committee on Sick Students (Men and Women)
3. Committee on Student Social Organizations
4. Committee on Student Social Affairs

The student self-government association shall make its reports to
the Dean of Student Life.

Under the Dean of Student Life there shall be the University Health
Service, composed of such physicians and nurses as the Board of Regents may
find necessary. The University physicians shall serve full time and shall be
nominated to the president by the Dean of Student Life.

Section 3. The Dean of Women shall be appointed by the Board of
Regents upon the nomination of the Dean of Student Life and the recommendation
of the president. She shall be a voting member of the faculty. She shall have
general oversight of all women students. In the formulation and administra-
tion of policies she is to act with the advice and consent of the Dean of
Student Life. For her own use and for the use of others directly concerned,
she shall keep on file such data concerning each of the women students as will
be serviceable in the administration of the office of the Dean of Women. She
shall make an annual report to the Dean of Student Life.

Section 4. The Dean of the Extension Division shall be the ad-
ministrative head of all those extramural activities of the University which
are now or may hereafter be assigned by the Board of Regents to the Division
of Extension, and shall in general perform such duties as are assigned to the
deans of colleges and schools in so far as the same may be applicable, and in
particular shall endeavor to carry the benefits of the University to the people
of Texas to such an extent as the resources of the University may permit. He shall be employed on a twelve-months’ basis, and make reports on other duties.

Section 5 The Division of Conservation and Development of Natural Resources of Texas shall include the Engineering Experiment Station with its director, the Industrial Chemistry Experiment Station with its director, and the Bureau of Economic Geology with the director and associate director. One of these directors shall be designated by the president as chairman of the Division.

Section 6 The director of physical training, who shall be ex officio director of physical training for men, shall have charge of physical training required by the general faculty, which shall be divided into physical training for men and physical training for women. He shall be responsible directly to the president.

The director of physical training shall have general charge of inter-college athletics for men and women, as part of his administrative duties. Assisted by a member of the general faculty, appointed by the president, he shall pass upon the scholastic and non-scholastic eligibility of each candidate for official athletic teams and squads, certifying a list of eligibles in quadruplicate to the president, and coach concerned of the University and of the competing institution. At the close of each long session, all the records of the Director of physical training relating to the inter-collegiate athletics shall be filed in his office for future reference.

Teacher-training in physical education shall be administered as a department within the School of Education.

Section 7 The director of the Summer Session, as the representative of the president, shall administer the summer session. His duties shall be as follows:

To study and watch over the general policy of the Summer Session to
the end that it may offer the best services to the greatest number of Texas students; to see to the formulation and submission of the annual budget; to see that information is sent out to prospective students in regard to the courses obtainable; to have general supervision over the Summer Session, extra general session over the summer session Congress, public lectures, social affairs, etc; to transmit to the president with his comments the recommendations of the executive committee of the Summer School and their conclusions as to the recommendations of the deans of the several schools and colleges of men and women for the Summer School faculty.

The director shall be assisted by the Executive Committee of the Summer Session composed of the deans of the schools and colleges of the main University, or of a member from each school and college, nominated by the dean and approved by the president. This Committee shall make up the Summer School Faculty, the members of which shall be certified by the Committee, through its chairman, the director, to the president, for his approval or disapproval.

Section 3. The registrar shall see to the execution of all regulations dealing with the admission of students to all colleges and schools of the University, and shall have charge of the examinations, the removal of admission conditions, and the registration of students. He shall keep permanent, systematic, and convenient records, containing the class grades of each student and all other recordable information about him that he or the University may at any time need. The records shall be so kept as to enable authorized persons to get from them the maximum of legitimate information about the students with the minimum expenditure of time and effort. The registrar is authorized to call upon other officers and upon teachers and students for such information as he may need for the performance of these duties. He shall be ex officio chairman of the Registration Committee and shall call upon
such members of the faculty and as many to assist in registration as he may require.

(The chairman of the faculty committee on student aid shall pass upon all candidates for scholarships and all applications for loans, and shall keep a complete record of all scholarships and loans.)

The registrar shall be a member of the Publications Committee of the general faculty, and shall, under the regulations of the faculty, edit and supervise the preparation of all official series bulletins, including the long session and summer session catalogues, the annual directory, and the final announcement of courses. He shall 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, and shall assign space for office and classroom purposes with a view to maximum efficiency and economy.

Section 14. The auditor shall be the receiving and disbursing agent for the University for all moneys, and shall have charge of the accounting department of the institution. He shall be responsible directly to the president. He shall devise and have kept a complete set of double entry books, embracing the voucher system, which shall show all the financial transactions of the University of Texas and its branches, and in such books, under proper and appropriate headings, shall be entered and kept a full, complete, and properly classified system of accounts, showing all properties of the University of Texas, and in such manner and at all times to set forth clearly, truthfully, and fully all the assets and liabilities of the University. He shall sign and keep a carbon duplicate of all purchase requisitions. He shall audit the accounts of all expenditures, and see that they are charged to and covered by proper appropriations, that all items for such expenditures are clearly for the purpose for which the appropriations have been made by the Board of Regents, and that they have been properly approved by the persons responsible for such expenditures; but in no case shall the auditor approve bills or pay
out funds except upon the previous authorization of the Board of Regents or other officially designated authority, and he shall be responsible for the proper accounting of every cent received or disbursed by him. He shall to the comptroller, before payment, all expense accounts of those connected with the University and all other bills against the institution whenever any of the items seem to him.

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

The auditor shall enter into a bond in the sum of one hundred and fifty thousand dollars ($150,000), with four or more good and sufficient sureties, of an acceptable surety company authorized to do business in Texas, that he will fully and faithfully perform all the duties now required of him or which may hereafter be required of him by the rules, regulations, and resolutions of the Board of Regents; that he will faithfully and honestly keep, account for, and turn over to his successor, or to such person as the Board of Regents shall direct, and according to the direction of the Board, all the moneys, property, vouchers, and papers belonging to the University, for which he is responsible; and that he will keep a full set of books which shall correctly set forth all the financial and property accounts, transactions, and dealings of the University with all persons, as required by the Board.

The auditor shall deposit all accumulated land income in the State
Section 10. The comptroller shall serve as the representative of the president in the supervision of all strictly business operations of all branches of the University not specifically designated 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 the approval of the president and the Board of Regents. He shall approve, before payment by the auditor, all bills against the institution.

Section 11. The Comptroller shall supervise the purchasing of all general supplies and all materials for use in the University except materials and equipment for departments and laboratories or other purchases specifically assigned to some other officer, such as the purchase of books by the librarian and technical equipment by departmental chairman; but no purchases shall be made except upon an order signed by the comptroller, of which the latter 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 lot on the basis of competitive bids. The purchasing agent, under the supervision of the comptroller and in cooperation with the State Board of Control, shall determine and specify standard types of equipment, such as desks, chairs, black-boards, 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 shops
and agents under his charge, and give them out on proper requisition to
the various individuals entitled thereto.

Sec. 5. The comptroller, as superintendents of buildings and grounds,
shall care for all buildings and grounds occupied by the University
and for all residences and other leased buildings in Austin, Galveston
and El Paso owned by the University, and shall supervise all minor
improvements and repairs in connection therewith. He shall be respon-
sible for the expenditure of funds provided for these purposes and
shall arrange by contract or otherwise for such expenditure. Within
the limit of the appropriations made by the Board, it shall be his
duty to have repairs made in time to prevent, as far as possible,
deroeciation of University property. He shall also 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 jobs and general store rooms, including
necessary carpenters, cabinet makers, machinists, plumbers, painters,
electricians, and other repair men either under direct employ or
under contract; (3) the janitors, watchmen, police, and firemen for
the care and protection of the buildings of the University; (4) all
physical plant and equipment belonging to the University; (5) super-
intendents of the grounds, roads, walks, and athletic field. In the
performance of these duties, he shall advise freely with the president
and with the appropriate standing committees of the general faculty.
Sec. 4. The comptroller shall have general charge of the University lands bordering on the Colorado River, known as the Brackenridge lands. He or his representative shall care for and make such leases of the same as the chairman of the land committee may endorse, but all rents therefor shall be payable to the auditor. He shall also have charge of all residences or other property of the University in Austin which may be for lease, making leases therefor, and assuming responsibility for prompt payment to the auditor of all rents. All leases shall be kept in the office of the comptroller, and shall be available for inspection by the auditor.

Sec. 5. 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 true and correct inventory thereof and present the same to the president before the October meeting of the Board of Regents; and shall have the authority to require of the chairman of the departments, special agents, and employees, at least annually, and oftener if necessary, a full statement of the property in their immediate possession belonging to the University.

Sec. 6. The comptroller shall have supervision over the construction of buildings on the campus. In such construction he shall be assisted by the following:

a. The building committee of the faculty, which shall be appointed by the President and shall include a member of the Department of Architecture, and the comptroller. It shall be the duty of this committee to hold necessary hearings and make proper investigations regarding the building needs of the University and to report from time to time to the president concerning its conclusions, and to recommend to the president the order and the location for specific buildings together with its reasons for these recommendations.

During the planning and construction of new buildings, the Building Committee of the Faculty shall advise with the comptroller
in carrying out the construction of the buildings for the best interest of the University. Any changes in the plans of the building or of its permanent equipment shall be presented to the Committee for its advice and report before being approved by the comptroller, the committee to report within the time fixed by the comptroller therefor:

d. The University architect, whose duties shall be defined by his contract with the University of Texas.

c. A consulting architect whose duties shall be defined by his contract with the University of Texas.

d. A supervising architect, who shall have charge of repairs and modification of existing buildings, and such designing and constructing as the president, with advice from the comptroller, may approve.

e. The 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, and specifications and such instructions as may be given by the architects.

(2) Promptly to report in writing to the architects for their decision any changes, adjustments or alterations necessary or required with the reason for the same fully explained.

(3) To make minor adjustments when same 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 brick work.

(5) To notify the architects immediately when subcontractors report for their part of the work.
(6) 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 a copy.

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

f. State Inspector of Masonry in the official discharge of his duties.

Sec. 7. During the planning of new buildings, the comptroller shall advise with and aid the architects as well as the state inspector of masonry. He shall receive therports of the University architect and consulting architect and after consultation with the chairman of the faculty building committee, and, when necessary, with the executives of the departments concerned, shall transmit such reports together with his recommendations to the president. The supervision of construction shall be conducted in accordance with existing or future contracts between the Board of Regents and the University architect. Whether the supervision be by the architect or by a supervisor other than the architect, appointed by the comptroller, the report shall be made directly to the office of the comptroller.

Sec. 8. The comptroller shall have control of and be responsible for the operation of the Stenographic Bureau.
§ 8. The comptroller shall have general supervision of the University Press, and shall assist in determining what printing shall be performed by the University directly, and what shall be performed by the University under contract.

§ 10. The comptroller shall make nominations to the president for positions in his division.
Weasmy at intervals of not more than thirty days.

Section 4. The comptroller shall serve as the representative of the president in the supervision of all strictly business operations of all branches of the University not specifically designated 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 the approval of the president and the Board of Regents. He shall approve, before payment by the auditor, all bills against the institution.

The Comptroller shall supervise the purchasing of all general supplies and all materials for use in the University except materials and equipment for departments and laboratories or other purchases specifically assigned to some other officer, such as the purchase of books by the librarian and technical equipment by departmental chairman; but no purchases shall be made except upon an order signed by the comptroller, of which the latter 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 let on the basis of competitive bids. The purchasing agent, under the supervision of the comptroller and in cooperation with the State Board of Control, shall determine and specify standard types of equipment, such as desks, chairs, black-boards, 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 shops and agents under his charge, and give them out on proper requisition to the various individuals entitled thereto.
The comptroller, as superintendent of buildings and grounds, shall care for all buildings and grounds occupied by the University and for all residences and other leased buildings in Austin, Galveston and El Paso owned by the University, and shall supervise all minor improvements and repairs in connection therewith. He shall be responsible for the expenditure of funds provided for these purposes and shall arrange by contract or otherwise for such expenditure. Within the limit of the appropriations made by the Board, it shall be his duty to have repairs made in time to prevent, as far as possible, depreciation of University property. He shall also 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 jobs and general store rooms, including necessary carpenters, cabinet makers, machinists, plumbers, painters, electricians, and other repair men either under direct employ or under contract; (3) the janitors, watchmen, police, and firemen for the care and protection of the buildings of the University; (4) all physical plant and equipment belonging to the University; (5) superintendents of the grounds, roads, walks, and athletic field. In the performance of these duties, he shall advise freely with the president and with the appropriate standing committees of the general faculty.

The supervising architect shall be under the jurisdiction of the comptroller and shall have charge of repairs and modifications of existing buildings, and such designing and construction as the president, with advice of the comptroller, may approve.

During the planning of new buildings, the comptroller shall advise with and aid the architects as well as the state inspector of masonry. He shall receive the reports of the University architect and consulting architect and after consultation with the chairman of the faculty building committee, and, when necessary, with the executives of the departments concerned, shall transmit
such reports together with his recommendations to the president. The supervision of construction shall be conducted in accordance with existing or future contracts between the Board of Regents and the University architect. Whether the supervision be by the architect or by a supervisor other than the architect, appointed by the comptroller, the report shall be made directly to the office of the comptroller.

The comptroller shall have control of and be responsible for the operation of the Stenographic Bureau. He shall have general supervision of the University Press, and shall assist in determining what printing shall be performed by the University directly, and what shall be performed by the University under contract.

The comptroller shall have general charge of the University lands bordering on the Colorado River, known as the Brackenridge Lands. He or his representative shall care for and make such leases of the same as the chairman of the land committee may endorse, but all rents therefor shall be payable to the auditor. He shall also have charge of all residences or other property of the University in Austin which may be for lease, making leases therefor, and assuming responsibility for prompt payment to the auditor of all rents. All leases shall be kept in the office of the comptroller, and shall be available for inspection by the auditor.

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 true and correct inventory thereof and present the same to the president before the October meeting of the Board of Regents; and shall have the authority to require of the chairman of the departments, special agents, and employees, at least annually, and oftener if necessary, a full statement of the property in their immediate possession belonging to the University.
The comptroller shall make nominations to the president for positions in his division.

Section 1. The Building Committee of the Faculty shall be appointed by the president and shall include a member of the Department of Architecture, and the comptroller. It shall be the duty of this committee to hold necessary hearings and make proper investigations regarding the building needs of the University and to report from time to time to the president concerning its conclusions, and to recommend to the president the order and the location for specific buildings together with its reasons for these recommendations.

During the planning and construction of new buildings, the Building Committee of the Faculty shall advise with the comptroller in carrying out the construction of the buildings for the best interests of the University. Any changes in the plans of the building or of its permanent equipment shall be presented to the Committee for its advice and report before being approved by the comptroller, the committee to report within the time fixed by the comptroller therefor.

Section 1. Without relieving the University Architect of any of his duties or his responsibility as set out in his contract with the Board of Regents, the following is a statement of the duties of the Board's Clerk of the Works or Superintendent of Construction:

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

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

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

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

e. To notify the architects immediately when subcontractors report for their part of the work.

f. To send the architects daily written reports regarding the progress of the work, the same to be on forms provided by the architects, the superintendent keeping a copy thereof with a copy of each progress photograph, and furnishing the comptroller a copy.

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

Section 14. The librarian shall have charge of and be responsible for the proper use and condition of the library. All books, pamphlets, maps, etc. (other than account books of record), belonging to the University, shall be deemed to belong to the University library. All reference books and current periodicals, magazines, and newspapers shall be made as easy of access as practicable to all patrons of the library, and no limitations not necessary to their preservation shall be placed upon their free use. Other books, except such as are referred to in the next paragraph, shall be delivered for use only upon a proper call.

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

The librarian may make and enforce such rules for the government of the library as are approved by the president. The librarian shall make an annual report to the president on April 1, and shall present biennial estimates on April 1 of each even numbered year.
Section 15. The Administrative Council shall consist of (1) administrative officers of the University, to be chosen and appointed by the president, to serve for not more than one year, their terms expiring on August 31 next following the date of their appointment, and (2) such other member or members of the faculty as may be summoned by the president to a particular meeting of the Council. Those appointed for a year shall be designated as annual members of the Council; those summoned to a particular meeting but not designated as annual members, shall be known as invited members. At any meeting both annual and invited members shall in the case of each individual member have voice and vote. The committee shall hold regular semi-monthly meetings during the long session of the University and at other times by the call of the president or on the request of two members. The officers of the Council shall be the president as chairman ex officio and a secretary, to be elected by the committee, all of whom shall perform the usual duties of such officers.

From term to term, or quarter to quarter, the president shall designate one of the annual members of the Council to serve as Acting President in the absence of the President during such term or quarter.

It is not the intention of the Board of Regents to define in detail the duties of the Administrative Council further than that it shall act in an advisory capacity to the President upon matters of University policy, in the reallocation of the resources of the University among its various departments and activities, and in matters relating to the best interests and development of the University as a whole. In addition to these duties, the Administrative Council shall act as the executive committee of the general faculty. The secretary shall keep minutes and distribute them among the members of the Council and after each meeting have a copy filed in the president's office.

Section 17. The deans of the Medical Branch and of the College of Mines and Metallurgy shall perform the duties of the deans of colleges and schools,
and shall represent the president in appropriate matters during the latter's absence from Galveston and El Paso. The Administrative Councils for these branches shall consist of their respective executive committees appointed by the president after nominations by the deans.

ARTICLE III
FACULTIES

Section 1. Subject to the general control of the Board of Regents and the authority it has vested in administrative officers, the general charge of the Main University is entrusted to the general faculty of the Main University and its appropriate subdivisions; the general charge of the Medical Branch, to the faculty of that branch; and the general charge of the College of Mines and Metallurgy, to the faculty of that college. Each of these bodies shall consist of all those giving instruction and carrying on the work incident to instruction and investigation. Within the general faculty there shall be members with vote and members without vote. Members with vote shall be those of the rank of adjunct professor or above and such officers as may be designated by the Regents upon recommendation of the president.

Section 2. Each college or school of the Main University, including the College of Arts and Sciences, shall be under the immediate charge of its college or school faculty. The faculty of the College of Arts and Sciences shall consist of the members of the general faculty who belong to this college, and of such other persons as the Board of Regents may designate. The faculty of the graduate school shall consist of those appointed thereto by the president upon recommendation and with the full advice of the full professors within the department concerned transmitted through the appropriate graduate dean and through the dean of the graduate school. In choosing members of the graduate faculty, the president and
all called upon herein to advise him shall consider (1) graduate training, (2) length and character of teaching experience, (3) publications, particularly those following the doctor's thesis, (4) membership in learned societies, (5) invitations to address learned societies, (6) aids received from research grants, etc. cetera.

The faculty of each of the other colleges or schools of the Main University shall consist of the members of the college or school who are members of the general faculty; of other teachers with the rank of instructor in the department who have served as such for a year or more; of one teacher, to be designated by the president, for each full course required from outside the college or school for any degree offered in the college or school; and of such other persons as the Board of Regents may designate. All members of each faculty shall have a voice in its deliberations; but only those shall have a right to vote who have a right to vote in the general faculty. Legislation exclusively affecting any college or school shall originate in the faculty of that college or school; legislation affecting more than one college or school shall originate in the general faculty or in the faculty of any college or school concerned; but no legislation shall be effective until approved by the general faculty (or, at its discretion, by its executive committee), or, within the scope of its jurisdiction, by the graduate faculty, and where necessary by the Board of Regents.

The graduate faculty shall have exclusive jurisdiction over the requirements for the degrees of Master of Arts, Master of Business Administration, Master of Science in Education, Master of Journalism, Master of Science in Engineering, and Doctor of Philosophy, and other graduate degrees subsequently created by the Board of Regents. The graduate faculty shall have jurisdiction over such matters as requirements for admission to graduate standing and to candidacy for graduate degrees, the requirements for graduate degrees, the awarding of scholarships and fellowships to graduate students, research publications, research grants,
and other matters properly within the scope of the graduate faculty. The graduate faculty may determine what committees it will require. Upon request the president will appoint a committee. The graduate faculty shall adopt and publish necessary regulations. It shall set and publish dates for regular meetings, at which the president, and in his absence the dean, shall preside.

The instructional staff of the graduate school shall include, in addition to the members of the graduate faculty, all members of the general faculty and of the faculty of the Medical Branch who give courses of instruction which are accepted by the graduate faculty for graduate degrees.

**ARTICLE IV**

**DEPARTMENTS**

Section 1. The faculties of the various colleges and schools shall consist of such departments as may from time to time be created by the Board of Regents.

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

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

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

ARTICLE V
MISCELLANEOUS

Section 1. The fiscal year of the University shall begin on the first
day of September in each year, and shall end on the thirty-first day of August
next ensuing.

Section 2. The chairman of each department shall keep an inventory book
in which to enter in detail all apparatus and other property belonging to the
department. In addition to keeping this book, the chairman of each department shall
present to the comptroller, at least annually and oftener if necessary, a complete
inventory of all apparatus and other property belonging to the department, together
with a statement of the condition thereof.

Section 3. 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.

Section 4. Since the number of courses offered by a department materially affects the budget, courses may not be announced without the approval of the president. With the exception of Graduate courses he should not approve the announcement of any course in which the registration at the last term it was offered did not exceed ten, unless he is convinced that the registration under changed conditions will exceed ten, and in the event the registration does not come up to his expectation he may within two weeks of the beginning of the term order the course closed. A possible exception may be made if a professor desires and the department, dean concerned, and president agree it is desirable that such a course be given in addition to the regular work of the professor.
RULES AND REGULATIONS

ARTICLE I

BOARD OF REGENTS

Section 1. Subject only to federal and state constitutions
and laws, all university policies shall be determined by the Board of
Regents, and in them shall be included such policies of the past
after those from the president and important matters
State universities as are consistent with those adopted by the board.
The president, officers, and the faculty, such advice from
a faculty council to be accompanied by a majority of members for a majority.

Section 2. The president of the University shall be selected
and upon his recommendation after necessary officers
by the board and shall hold his office during good behavior and while
he renders efficient and satisfactory service.

Section 3. Departments shall be established, offices,
prosectorships and other positions determined, salaries fixed, degrees
conferred, and diplomas granted, exclusively by the board.

Section 5. Expenditures shall be made only upon appropri-
ations made by the board based upon a budget prepared by the president
from reports of chairmen of schools and other officers, showing the
necessary expenses to be incurred for the year.

Section 6. Requirements for degrees shall be prescribed
by the board, and the various faculties are expected to make recom-
mandations at their discretion.

Section 5a. No rules or regulations dealing with the con-
duct of faculty or students shall be put into operation until they have first been approved by the Board of Regents.

Section 1 All appointments, promotions, and dismissals, except as otherwise specifically provided herein, shall be made by the Board upon recommendation of the President, but after two nominations by the President have been declined, it shall then be optional with the Board to initiate movements of this kind, should the Board so desire.

Section 2 All University positions shall be kept upon the merit basis. No officer or employee shall be removed except for good cause; and whenever an appointment is made it shall be made solely with regard to the special fitness of the appointee. Appointment of a relative of a member of the Board or any other person occupying an influential position in the University, is strictly disapproved. In order, however, not to make this anti-nepotism rule so rigid as to hinder efficiency, the Board places the application of the rule in the hands of the Executive Committee, trusting the Committee's good judgment to avoid complications. In order of the President.

No person who does not believe in God as the Supreme Being and the Ruler of this institution, or in the Bible, or in the Christian system of belief, shall ever be required or allowed to act in any way as in the Commission, or be elected or appointed to any position in this institution, or in any part of the University, or its branches or connected organizations.
No enemy alien shall be employed in any capacity by the University. Other things being equal, American citizens are to be preferred to friendly aliens, though the latter may be employed.

Section 7a. All members of the faculty and other persons employed by the Board, or whose employment is sanctioned by the budget adopted, are subject to all the rules and regulations of the Board of Regents.

Section 8. The board shall have power 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, and all contracts now existing between the University and professors, instructors, tutors, and other officers and employees thereof, and those that may thereafter be made, are subject to this provision.
Section 1. The President of the University shall be the expert adviser and responsible agent of the Board of Regents and the chief executive of the University. He shall be held responsible by the Board for the carrying out of its policies, and his discretionary powers shall be broad enough to enable him to meet his extensive responsibility. All other officers, teachers, and employees shall be responsible to and under the direction of the President, and all communications between them and the Regents relating to the University shall pass through his hands for any endorsements he may deem it proper to make. He shall recommend suitable persons to fill vacancies, and is authorized to fill vacancies temporarily and make other arrangements in all emergencies between the meetings of the Board, so that the work of the University shall not suffer. He shall be prepared to give the Board information regarding the competence and loyalty of officers, teachers, and employees; shall hold all of them to the full discharge of their duties; and, if in his judgement the necessity arise, shall initiate steps for a change of any or them. He shall be a member and chairman ex-officio of the general faculty, and shall see to the execution of all regulations, originating work. He shall keep in sympathetic touch with the students, so far as their number...
He shall attend all meetings of the Board of Regents and shall follow its directions in any particular matter, but the Board will not undertake, ordinarily, to direct the details of executive action, and the President is expected to act with perfect freedom within the lines of the general policies it lays down. At the regular meeting of the Board of Regents in connection with the Commencement at the Main University, he shall present a comprehensive annual report embodying a survey of the academic year in all departments, together with estimates and recommendations for the succeeding year.

Section 2. The deans of the several colleges and schools shall preside at the meetings of their respective faculties; shall plan for and see to the execution of the regulations affecting their colleges and schools; shall concern themselves with the interests and attention to duty or individual students; and shall see that the courses of instruction are as well correlated as practicable. They shall receive from each department the reports hereinafter provided for, and shall transmit the same to the President with such recommendations and suggestions as they may deem wise. They shall make careful investigation of all nominations for promotions and appointments to their respective faculties, and shall transmit these nominations to the President, together with such information and recommendations as may enable him to make intelligent decisions.

It shall be the duty of each dean to present to the President on November 1 of each year a complete written report of the condition of the college or school under his supervision, containing a detailed statement of the activities for the current year, an estimate of the
expenditures required for the succeeding year for equipment, salaries, etc., recommendations for promotions and appointments in the faculty, and such other information and constructive suggestions as may be necessary for the best conduct and development of the college or school.

In addition to the foregoing annual report, each dean shall on April 1 or each even numbered year present to the President a detailed estimate of the needs of his college or school for the next succeeding legislative biennium, (adopted April 27, 1920.)

The deans shall be elected at the beginning of each biennium by the Board or Regents, upon the nomination of the president, and shall serve for two years. In case of the resignation or the death of a dean during the two year term, the president shall appoint his successor for the unexpired term. In case of the disability of a dean, or his leave of absence, the president shall appoint an acting dean. Each dean shall serve on a twelve months basis with a months vacation, the time of the vacation to be agreed upon between the dean and the president.

Section 28. The Dean of Student Life shall be the head of the student life staff in charge of all extra-curricular activities not designated to some other officer. He shall be appointed by the Board or Regents upon the recommendation of the President. The tenure of his office shall be subject to the same regulations as to the deans of colleges, schools of colleges, tenure of the office of the full professor. He shall be a voting member of the general faculty and shall teach at least one full course each long session. He shall keep in sympathetic touch with the authorities of the institution and shall personally and in consultation with the deans of the faculty and teachers help them to become loyal, useful, and efficient citizens.

The dean of student life as ex officio dean of men shall exercise general oversight with respect to the conduct of men students.
It shall be his duty in reasonable and sympathetic manner, to aid
and advise students concerning important social and other relations
growing out of their membership in the University community, encourag-
ing them to develop a high sense of responsibility for the good name
of the University, as well as a sound and militant public opinion,
which gives proper recognition to the conduct becoming a gentleman.

The dean or student life shall be charged with administering
discipline in the University. He shall have the assistance of
the faculty committee on discipline, which will make its reports to
him, he being charged with the administration of penalties recommended
by the committee. In the discharge of his duties he shall act as
the friend of the student, not as a police officer sent on bringing
the offender to justice. In the consideration of cases before the
Students' Councils or before the Discipline Committee, he shall serve
neither as a prosecuting attorney nor as the attorney for the student;
but he shall assist these bodies in developing facts, in order that
a just decision may be rendered in each case.

The dean of student life shall be responsible for the gen-
eral conduct and discipline among women students. As far as pos-
sible, however, he shall exercise all authority and control over women
students through the Dean of Women.

The dean of student life shall have the assistance of the
following faculty committees, which shall report directly to him:

1. Committee on Student Living Accommodations
2. Committee on Sick Students (Men and Women)
3. Committee on Student Social Organizations
4. Committee on Student Social Affairs.
The student self-government association shall make its reports to the dean of student life.

Under the dean of student life there shall be the University health service, composed of such physicians and nurses as the board of Regents may find necessary. The University physicians shall serve full time and shall be nominated through the president by the dean of student life.

For his own use and for the use of others directly concerned the dean of student life shall keep on file such data concerning each of the men students as will be serviceable in the administration of his office. On April 1 of each year he shall make an annual report in writing to the president, together with recommendations for positions on his staff, and shall submit biennial estimates on April 1 of each even numbered year.

Section 4. The Dean of Women shall be appointed by the Board of Regents upon the recommendation of the dean of student life and the president. The tenure of office of the Dean of Women shall be subject to the same regulations as is the tenure of office of the full professor. She shall be a voting member of the faculty. She shall have general oversight of all women students. In the formulation and administration of policies she is to act with the advice and consent of the Dean of Student Life. For her own use and for the use of others directly concerned, she shall keep on file such data concerning each of the women students as will be serviceable in the administration of the office of the Dean of Women. She shall make an annual report to the Dean of Student Life.
Section 4. The dean of the Extension Division shall be the administrative head of all those extramural activities of the University which are now or may hereafter be assigned by the Board of Regents to the Division of Extension, and shall in general perform duties assigned to the deans of colleges and schools in so far as the same may be applicable, and in particular shall endeavor to carry the benefits of the University to the people of Texas to such an extent as the resources of the University may permit. He shall be employed on a twelve months basis as a full-time extension agent.

Under the Extension Division, besides the various Bureaus, shall be included the Engineering Experiment Station with its director, the Industrial Chemistry Experiment Station with its director, and the Bureau of Economic Geology with its director and associate director. One of those directors shall be designated by the President as chairman of the Division.

The dean of Extension shall be employed on a twelve months basis as are other deans. He shall make an annual report to the President on November 1, and shall present biennial estimates, as required, of the deans, on April 1 of each even numbered year.

Section 5. The director of physical training, who shall be ex officio director of physical training for men, shall have charge of physical training required by the general faculty, which shall be divided into physical training for men and physical training for women. He shall be responsible directly to the President.

The Director of Physical Training shall have general charge of official athletics for men and women, as part of his administrative duties. Assisted by a member of the general faculty, appointed by the President, he shall pass upon the scholastic and non-scholastic eligibility of each candidate for official athletic teams and squads, certi-
fying a list of eligibles in quadruplicate to the president, and coach concerned of the University and of the competing institution. At the close of each long session, all the records of the Director of Physical Training relating to the inter-collegiate athletics shall be filed in his office for future reference.

It shall be the duty of the director to present to the president on April 1 of each year a complete written report of the condition of the departments under his supervision, containing a detailed statement of the activities for the current year; an estimate of the expenditures required for the succeeding year for equipment, salaries, etc., recommendations for promotions and appointments in the staff, and such other information and constructive suggestions as may be necessary for the best conduct and development of the departments. In addition to the foregoing annual report, he shall on April 1 of each even numbered year present to the President a detailed estimate of the needs of his departments for the next succeeding legislative biennium.

The director of physical training for women shall report annually through the director of physical training to the president.

Teacher-training in physical education shall be administered as a department within the School of Education.

Section 6. The director of the Summer Session shall administer the summer session. His duties shall be as follows:

To study and watch over the general policy of the Summer Session to the end that it may offer the best services to the greatest number of Texas students; to formulate and submit the annual budget; to
see that information is sent out to prospective students in regard
to the courses obtainable; to have general supervision over the Summer
Session, and have general direction over the Summer Session Catalogue, public,
lectures, social affairs, etc; to the Executive Committee of the Summer
School, their conclusions as to the recommendation of the Dean of each school or college of arts
and women for the Summer School faculty.

The director shall be assisted by the Executive Committee
of the Summer Session composed of the deans of the schools and colleges
of the Main University, or of a member from each school and college,
nominated by the dean and approved by the president. This Committee shall
make up the Summer School Faculty. The supervision of such shall be directed by the Committee through its Chairman and Director to
the President, for his approval or direction.

Section 6. The registrar shall see to the execution of all
regulations dealing with the admission of students to all colleges
and schools of the University, and shall have charge of the admission
examinations, the removal of admission conditions, and the registration
of students. He shall keep permanent, systematic, and convenient records,
containing the class grades of each student and all other recordable
information about him that he or the University may at any time need.
The records shall be so kept as to enable authorized persons to get
from them the maximum of legitimate information about students with
the minimum expenditure of time and effort. The registrar is authorized
to call upon other officials and upon teachers and students for such in-
formation as he may need for the performance of these duties. The Chairman of the Faculty Council shall, in consultation with the
Registrar, call three members of the Faculty, not one of whom is any faculty officer, to pass upon all candidates
for scholarships and all applications for loans, and shall keep a com-
plete record of all scholarships and loans. He shall
of the Publications Committee of the general faculty, and shall, under
the regulations of the Committee, edit and supervise the preparation of
all official series bulletins, including the long session and summer session catalogues, the annual directory, and the final announcement of courses. He shall 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, and shall assign space for office and classroom purposes with a view to maximum efficiency and economy. He shall serve as a member of the committee. He shall make an annual report to the President on April 1, and shall present financial estimates of April 1 of each even numbered year. (Adopted April 27, 1920.)

Section 1. The auditor shall be the receiving and disbursing agent for the University for all moneys, and shall have charge of the accounting department of the institution. He shall be responsible directly to the president. He shall devise and have kept a complete set of double entry books, embracing the voucher system, which shall show all the financial transactions of the University of Texas and its branches; and in such books, under proper and appropriate headings, shall be entered and kept a true, complete, and properly classified system of accounts, showing all properties of the University of Texas, and in such manner and at all times to set forth clearly, truthfully, and fairly all the assets and liabilities of the University. He shall sign and keep a carbon duplicate of all purchase requisitions. He shall audit the accounts of all expenditures, and see that they are charged to and covered by proper appropriations, that all items for such expenditures are clearly for the purpose for which the appropriations have been made by the Board of Regents, and that they have been properly approved by the persons responsible for such expenditures; but in no case shall the auditor approve bills or pay out funds except upon the
previous authorization of the Board of Regents or other officially designated authority, and he shall be responsible for the proper accounting of every cent received or disbursed by him. He shall submit to the comptroller, before payment, all expense accounts of those connected with the University and all other bills against the institution whenever any of the items seem to him excessive.

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

The auditor shall enter into a bond in the sum of fifty thousand dollars ($50,000), with four or more good and sufficient sureties or a satisfactory bond from an acceptable surety company authorized to do business in Texas, that he will faithfully and honestly perform all the duties now required of him or which may hereafter be required of him by the rules, regulations, and resolutions of the Board of Regents; that he will faithfully and honestly keep, account for, and turn over to his successor, or to such person as the Board of Regents shall direct, and according to the direction of the Board, all the moneys, property, vouchers, and papers belonging to the University, for which he is responsible; and that he will keep a full set of books which shall correctly set forth all the financial and property accounts, transactions, and dealings of the University with all persons, as required by the Board.
The auditor shall deposit all accumulated land income in the State Treasury at intervals of not more than thirty days.

The auditor shall be required to present to the President of the University and the Chairman of the Board of Regents a detailed annual report of all monies handled by his office for incorporation in their published reports, and such other financial statements as shall be required by them. He shall present biennial estimates for his department on April 1 of even numbered years and shall make nominations for positions on his staff.

Section 6. The comptroller shall serve as the representative of the President in the supervision of all strictly business operations or all branches of the University not specifically designated 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 the approval of the President and the Board of Regents. He shall approve, before payment by the auditor, all bills against the institution, whenever any of the items in the judgment of the auditor, are excessive.

The Comptroller shall supervise the purchasing of all general supplies and all materials for use in the University except materials and equipment for departments and laboratories or other purchases specifically assigned to some other officer, such as the purchase of...
books by the librarian and technical equipment by departmental chairman; but no purchases shall be made except upon an order signed by the comptroller, of which the latter shall keep a carbon duplicate. All purchases or work of consequence, certainly if involving as much as $1,000, shall be made on contract let on the basis of competitive bids. The purchasing agent, under the supervision of the comptroller and in 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 shops and agents under his charge, and give them out on proper requisition to the various individuals entitled thereto.

The comptroller, as superintendent of buildings and grounds, shall care for all buildings and grounds occupied by the University and

for all residences and other leased buildings in Austin owned by the University, and shall supervise all minor improvements and repairs in connection therewith. He shall be responsible for the rooms provided for these purposes and shall arrange by contract or otherwise for their expenditure. Within the limit of the appropriations made by the Board, it shall be his duty to have repairs made in time to prevent, as far as possible, depreciation of University property. He shall also 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 jobs and general store rooms, including necessary carpenters, cabinet makers, machinists, plumbers, painters, electricians, and other repair men either under direct employ or under contract; (3) the janitors, watchmen, police, and firemen for the care and protection of the buildings on the University; (4) all physical
plant and equipment belonging to the University; (5) superintendents
of the grounds, roads, walks, and athletic field. In the performance
of these duties, he shall advise freely with the President and with
the standing committees of the general faculty.

The resident architect shall be under the jurisdiction of the
comptroller and shall have charge of repairs and modifications of ex-
isting buildings, and such designing and construction as the President,
upon advice of the comptroller, may approve.

During the planning of new buildings, the comptroller shall
advise with and aid the architects as well as the state inspector of
masonry. He shall receive the reports of the University architect and
consulting architect and, after consultation with the President, and, when
necessary, with the executives of the departments concerned, shall trans-
mit such reports together with his recommendations to the chairman of
the building committee; and he shall act as said chairman in each
matter as the latter may direct. The supervision of construction
shall be conducted in accordance with existing or future contracts be-
 tween the Board of Regents and the University architect. Whether the
supervision be by the architect or by a supervisor other than the archi-
tect, appointed by the comptroller, the preport shall be made directly to
the office of the comptroller.

The comptroller shall have control of and be responsible for
the operation of the Stenographic Bureau. He shall have general supervi-
sion of the University Press, and shall assist in determining what
shall be performed by the University directly, and what shall be performed
by the University under contract.

The comptroller shall have general charge of the University lands bordering on the Colorado River, known as the Brackenridge Lands. He or his representative shall care for and make such leases on the same as the chairman of the land committee may endorse, but all rents therefor shall be collected by the auditor. He or his representative shall also have charge of all residences or other property on the University in Austin which may be for lease, making leases therefor, and assuming responsibility for prompt payment to the auditor of all rents. Copy of all leases shall be deposited with the auditor.

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 true and correct inventory thereof and present the same to the Board of Regents at the October meeting; and shall have the authority to require the chairmen of the departments, special agents, and employees, at least annually, and oftener if necessary, a full statement of the property in their immediate possession belonging to the University.

The business manager shall enter into a bond in an amount to be fixed by the Board of Regents that he will faithfully and faithfully perform all the duties required of him or which may hereafter be required of him by the rules, regulations, and resolutions of the Board of Regents, and that he will faithfully and honestly keep, account for, and turn over to his successor or to such persons as the Board of Regents shall direct, and according to the direction of the Board, all the property, vouchers, and papers belonging to the University, for which he is responsible.
The comptroller shall make nominations to the President for
positions in his division, the head of each division having first made
nominations to the comptroller for subordinate positions within their
respective departments.

The comptroller shall make an annual report to the President
on April 1, and shall present biennial estimates on April 1 of each
even numbered years.

Section 12. The Building Committee of the Faculty shall be
appointed by the Board of Regents and shall include a member of the
Department of Architecture and such other members as the Board shall
designate. It shall be the duty of this committee to hold necessary
hearings and make proper investigations regarding the building needs of
the University and to report from time to time to the President and the
Board of Regents concerning its conclusions, and to recommend to the
President and to the Board of Regents the order and the location for
specific buildings together with its reasons for these recommendations.

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

The President, Business Manager shall be ex-officio member.

submitted by him to the President for approval.

g. When the floor plan sketches have been approved by the President, the Architect shall prepare sketch elevations and submit them to the Faculty Building Committee with the written recommendations as to the materials to be used. When approved by the Committee, the sketch elevations and recommendations shall be submitted by the Architect to the President. In no case shall the faculty committee accept plans which require such elevations, unless it shall be extended for time to the President.

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

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

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

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

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

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

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

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

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

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

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

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

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

e. To notify the architects immediately when subcontractors report for their part of the work.

f. To send the architects daily written reports regarding the
progress or 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 forwarding the completion copy.

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

Section 7. The librarian shall have charge of and be responsible for the proper use and condition of the library. All books, pamphlets, maps, etc. (other than account books or records), belonging to the University, shall be deemed to belong to the University library. All reference books and current periodicals, magazines, and newspapers shall be made as easy of access as practicable to all patrons of the library, and no limitations not necessary to their preservation shall be placed upon their free use. Other books, except such as are referred to in the next paragraph, shall be delivered for use only upon a proper call.

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

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

Section 4. The Executive Committee (formerly called the Administrative Council) shall consist of administrative officers of the University, to be chosen and appointed by the President, to serve for not more than one year, their terms expiring on August 31 next following the date of their appointment, and (2) such other members or members of the faculty as may be summoned by the President to a particular meeting of the Council. Those appointed for a year shall be designated as annual members of the Council; those summoned to a particular meeting but not designated as annual members, shall be known as invited members. At any meeting both annual and invited members shall in the case of each individual member have voice and vote. The Committee shall hold regular semi-monthly meetings during the long session of the University and at other times by the call of the President or on the request of two members. The officers of the Council shall be the president, as chairman, ex-officio, and a secretary, to be elected by the committee, all of whom shall perform the usual duties of such officers.

From term to term, or quarter to quarter, the President shall designate one of the annual members of the Council to serve as Acting President in the absence of the President during such term or quarter.

It is not the intention of the Board of Regents to define in detail the duties of the Administrative Council further than that it shall act in an advisory capacity to the President upon matters of University
policy, in the equitable distribution of the resources of the University among its various departments and activities, and in matters relating to the best interests and development of the University as a whole. In addition to these duties, the Administrative Council shall act as the executive committee of the general faculty. The secretary shall keep the distribution among the members of the Council of the minutes of each meeting and a copy filed in the President's office.

Section 10. The deans of the Medical Branch and of the College of Mines and Metallurgy shall perform the duties of the deans of colleges and schools, and shall represent the President in appropriate matters during the latter's absence from Galveston and El Paso. The Administrative Councils for these branches shall consist of their respective executive committees appointed by the President after nominations by the deans.
ARTICLE III

FACULTIES

Section 1. Subject to the supervision of the Board of Regents and the authority it has vested in administrative officers, the general charge of the Main University is entrusted to the general faculty of the Main University; the general charge of the Medical Branch, to the faculty of that branch; and the general charge of the College of Mines and Metallurgy, to the faculty of that college. Each of these bodies shall consist of all those giving instruction, and carrying on the work incident to instruction and investigation. Within the general faculty there shall be members with vote and members without vote. Members with vote shall be those of the rank of adjunct professor or above and such officers as may be designated by the Regents upon recommendation of the president.

Section 2. Each college or school of the Main University, including the College of Arts and Sciences, shall be under the immediate charge of its college or school faculty. The faculty of the College of Arts and Sciences shall consist of the members of the general faculty who belong to this college, and of such other persons as the Board of Regents may designate. The faculty of the graduate School shall consist of those appointed thereto by the president upon recommendation and with the full advice of the department concerned transmitted through the appropriate undergraduate dean and through the dean of the graduate school. In choosing members of the graduate faculty, the president and all called upon herein to advise him shall consider (1) graduate training, (2) length and character of teaching experience,
publications, particularly those following the doctor's thesis, membership in learned societies, invitations to address learned societies, aids received from research grants, etc.

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

The graduate faculty shall have exclusive jurisdiction over the requirements for the degrees of Master of Arts, Master of Business Administration, Master of Journalism, Master of Science in Engineering, and Doctor of Philosophy, and other graduate degrees subsequently created by the Board of Regents. The graduate faculty shall have jurisdiction over such matters as requirements for admission to graduate standing.
and to candidacy for graduate degrees, the requirements for graduate
degrees, the awarding of scholarships and fellowships to graduate
students, research publications, research grants, and other matters
properly within the scope of the graduate faculty. The graduate
faculty may determine what committees it will require. Upon request
the president will appoint a committee. The graduate faculty, the
other faculties shall adopt and publish necessary regulations or shall set
such dates for regular meetings, at which the president and the him
absence the dean or shall absent

ARTICLE IV
DEPARTMENTS AND DIVISIONS

Section 1. The faculties of the various colleges and schools
shall consist of such departments as may from time to time be created
by the Board of Regents.

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

The instructional staff of the graduate school shall include,
in addition to the members of the graduate faculty, all members of the
genreal faculty and of the faculty of the Medical branch who give courses
of instruction which are accepted by the graduate faculty for graduate
degrees.

Section 3. The chairman of each department, appointed by the
Board of Regents to serve for two years, shall preside at its meetings,
transmit its recommendations to the President thru the dean of the college

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or school; prepare under its direction the annual report of the department, and in general, serve as the department's chief executive.

It shall be the duty of all of the full professors of a department jointly, or of its ranking professor, in case there is no full professor, to make annually to the President, thru the dean of the college or school, such recommendations touching salaries and promotions in the department as may be deemed wise, and to recommend, after conference with the other members of the department staff, suitable persons for appointment to vacant positions, both for the long session faculty and the summer session faculty.

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

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

Section 6. To secure properly coordinated action between related departments in the College of Arts and Sciences, they shall be
grouped conveniently into divisions by the Board of Regents.

Section 7. The faculty of each division shall consist of the faculties of the departments comprising it. All members of these faculties shall have a voice in its deliberations, but only those members shall have a vote who have a vote in the general faculty. Each division shall elect its own chairman to serve for two years. Stated meetings shall be held at least once each term, and meetings may be held at other times by the call of the chairman, or on written request of a majority of the division faculty.

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

ARTICLE V
MISCELLANEOUS

Section 1. The fiscal year of the University shall begin on the first day of September in each year, and shall end on the thirty-first day of August next ensuing.

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

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

Section 4. Since the number of courses offered by a department materially affects the load of courses which may be announced without the approval of the President, with the exception of Graduate courses, he should not approve the announcement of any course in which the registration at the last term is more than the registration under changed conditions will support, and in the event the registration does not come up to his expectation he may within two weeks of the beginning of the term, refuse the course.
RULES AND REGULATIONS

ARTICLE I

BOARD OF REGENTS

Section 1. Subject only to the federal and the state constitutions and laws, all University policies shall be determined by the Board of Regents, following in the main the practices of the best state universities and after advice from the President, and in important matters, through the President, from the general faculty or a separate faculty; and if from a separate faculty, the same shall be presented only after due notice has been given to the members of the general faculty. Such advice from a faculty should be accompanied by a summary of reasons for and against the matter proposed.

Section 2. The Board of Regents shall elect a President and, upon his recommendation, other necessary officers.

Section 3. Upon the advice of the President, the Board shall establish colleges, schools, divisions, and departments; shall determine offices, professorships, and other positions; and shall fix salaries, confer degrees, and grant diplomas. ¹

¹Revised Civil Statutes of Texas, 1925, Article 2585 (page 683).

Section 4. All appointments, promotions, and dismissals, except as otherwise specifically provided herein, shall be made by the Board upon recommendation of the President. The Board of Regents will not appoint or retain anyone whose conduct or views are contrary to good morals, and may inquire into family history and moral character. The Board will not make appointments contrary to the Constitution and Statutes of Texas. ²
The Board shall have power 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 term of service of instructors and of adjunct professors shall be one and two years, respectively. But the Board will desire to retain those rendering efficient service and will expect to promote them as merits and circumstances warrant. Unless otherwise stipulated, associate professors and professors shall be permanent officers, continuing during good behavior and satisfactory service unless dismissed for cause.

An associate professor or a professor may not be dismissed against his will until a committee of the faculty appointed by the President for the purpose shall have heard him and made investigation. The Regents before acting will have their Grievance Committee review the findings of such faculty committee, which findings shall be submitted in writing and referred to the Board.

Section 5. Expenditures shall be made only upon appropriations made by the Board based upon a budget prepared by the President from reports of chairman of departments and other officers, submitted to the President through the proper Dean or head of a subdivision, showing the proposed expenses to be incurred for the year.
Section 6. All rules and regulations, including requirements for degrees, adopted for the conduct of the University by the general faculty or by any subdivision thereof must be approved by the Board of Regents.

Section 7. All University positions shall be kept strictly upon the merit basis, and whenever an appointment is made, it shall be made solely with regard to the special fitness of the appointee. Appointment of a relative of a member of the Board will not be considered. 5 The appointment of a relative of any other person occupying an influential position in the University is disapproved, in particular, the appointment of the son or daughter of a professor. In minor cases and in emergencies the administration of this rule shall be in the hands of the Administrative Council.

Section 8. Regular University positions are mainly on a twelve-months or a nine-months basis. Appointees employed on a twelve-months basis are allowed short vacations not to exceed four weeks; those on a nine-months basis are ordinarily on duty from September 15 to June 15. During the other three months those regarded as on a nine-months basis shall perform only such duties as are necessarily connected with the nine months of service.

Section 9. No member of the University staff may be employed in any outside work during his term of service without the approval of the Board of Regents.

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4 Revised Civil Statutes of Texas, 1925, Article 2594 (page 685).

5 Revised Criminal Statutes of Texas, 1925, Articles 432 and 433 (page 93).
Section 1. The President of the University shall be the expert adviser and responsible agent of the Board of Regents and the chief executive of the University. He shall be held responsible by the Board for the carrying out of its policies, and his discretionary powers shall be broad enough to enable him to meet his extensive responsibility. All other officers, teachers, and employees shall be responsible to and under the direction of the President, and all communications between them and the Regents relating to the University shall pass through his hands with any endorsements he may deem it proper to make. He shall recommend suitable persons to fill vacancies, and 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 be prepared to give the Board information regarding the competence and loyalty of officers, teachers, and employees; shall hold all of them to the full discharge of their duties; and, if in his judgment the necessity arise, shall initiate steps for the removal of any of them. He shall be a member and chairman ex officio of the general faculty, and of the faculty of each school and college, and shall see to the execution of all regulations. 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 it lays down. At a regular meeting of the Board of Regents he shall present an annual report embodying a survey of the year in all departments, together with estimates and recommendations for the succeeding year.
Section 2. The Deans of the several colleges and schools shall, in the absence of the President, preside at the meetings of their respective faculties; shall see to the execution of the regulations affecting their colleges and schools; shall concern themselves with the scholastic welfare of individual students, commending, reproving, and dismissing, in accordance with the scholastic regulations; and shall see that the courses of instruction are as well correlated as practicable. They shall receive from each department the reports herein-after provided for, and shall transmit the same to the President with such recommendations and suggestions as they may deem wise. They shall make careful investigation of all nominations for promotions and appointments to their respective faculties, and shall transmit these nominations to the President, together with such information and recommendations as may enable him to make intelligent decisions.

The Deans shall certify for graduation or for other scholastic honors the candidates from their respective schools and colleges.

Each Dean shall present to the President on the first day of November of each year a complete written report of the condition of the college or school under his supervision, containing a detailed statement of the activities for the past year and of plans and projects for the current year, appropriate statistical tables, and such other information and constructive suggestions as may be necessary for the best conduct and development of the college or school. In addition to the foregoing annual report, each Dean shall not later than the first day of April of each even-numbered year present to the President a detailed estimate of the needs of his college or school for the next succeeding legislative biennium, and not later than the first day of April of each year to make recommendations for promotions and appointments in the faculty for the
The Deans shall be elected biennially by the Board of Regents, upon the nomination of the President, and shall serve for two years. In case of the resignation or the death of a Dean during the two-year term, the President shall appoint his successor for the unexpired term. In case of the disability of a Dean, or his absence on leave, the President shall appoint an Acting Dean. Each Dean shall serve on a twelve-months basis with a month's vacation, the time of the vacation to be agreed upon between the Dean and the President. The Dean of the Medical Branch and the Dean of the College of Mines and Metallurgy shall each perform the duties of the deans of colleges and schools and shall represent the President in appropriate matters during the latter's absence from Galveston and El Paso.

Section 3. 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 by the Board of Regents upon the recommendation of the President. He shall be qualified for professorial rank. He shall be elected at the beginning of each biennium as are deans of schools and colleges and shall be on duty for twelve months. He shall keep in sympathetic touch with the students, and shall personally and in cooperation with other officers and teachers help them to become loyal, useful, and efficient citizens.

The Dean of Student Life as ex officio Dean of Men shall exercise general oversight with respect to the general conduct of men students. It shall be his duty to aid and advise students concerning important social and other relations growing out of their membership in the University community, encouraging them to develop a high sense of responsibility for the good name of the University, as well as a sound public opinion which gives proper recognition to the conduct becoming a gentleman.
The Dean of Student Life shall be charged with the administering of discipline in the University. He shall have the assistance of the faculty committees in charge of discipline, which will make their reports to him, he being charged with the administration of penalties recommended by the committees.

The Dean of Student Life shall be responsible for the general conduct and discipline among women students. As far as possible, however, he shall exercise all authority and control over women students through the Dean of Women.

The Dean of Student Life shall have the assistance of the following faculty committees, of which he shall be a member or which shall report directly to him:

1. Committee on Discipline.
2. Committee on Student Living Accommodations.
3. Committee on Sick Students (men and women).
4. Committee on Student Social Organizations.
5. Committee on Student Social Affairs.

The student self-government association shall make its reports to the Dean of Student Life.

Under the Dean of Student Life there shall be the University Health Service, composed of such physicians and nurses as the Board of Regents may find necessary. The University physicians shall serve full time and shall be nominated to the President by the Dean of Student Life.

The Dean of Women shall be appointed by the Board of Regents upon the nomination of the Dean of Student Life and the recommendation of the President. She shall be a voting member of the faculty. She shall have general oversight of all women students. In the formulation and administration of policies she shall act with the advice and consent of the Dean of Student Life. For her own
use and for the use of others directly concerned, she shall keep on file such
data concerning each of the women students as will be serviceable in the adminis-
tration of the Office of the Dean of Women. She shall make an annual report to
the Dean of Student Life.

Section 4. The Dean of the Extension Division shall be the administrative
head of all those extramural activities of the University which are now or may
hereafter be assigned by the Board of Regents to the Division of Extension, and
shall in general perform such duties as are assigned to the deans of colleges
and schools in so far as the same may be applicable, and in particular shall
endeavor to carry the benefits of the University to the people of Texas to such
an extent as the resources of the University may permit. He shall be appointed
biennially by the Board of Regents, upon the nomination of the President, and
shall serve for two years on a twelve-months basis and make reports as do the
deans of schools and colleges.

Section 5. The Division of Development and Conservation of Natural Re-
sources of Texas shall include the Engineering Experiment Station with its
Director, the Industrial Chemistry Experiment Station with its Director, and the
Bureau of Economic Geology with the Director and Associate Director. One of
these directors each biennium shall be designated by the President as Chairman
of the Division.

Section 6. The Director of Physical Training, who shall be ex officio
Director of Physical Training for Men, shall have charge of physical training
required by the general faculty, which shall include physical training for men and
physical training for women. He shall be responsible directly to the President.

The Director of Physical Training shall have general charge of intercol-
legiate athletics for men and women, as part of his administrative duties.
The chairman of the faculty committee on athletics shall pass upon the scholastic and non-scholastic eligibility of each candidate for official athletic teams and squads, certifying a list of eligibles in duplicate to the Director of Physical Training for onward quadruplicate to the President, and to the coach concerned of the University and of the competing institution. At the close of each Long Session, all the records of the Director of Physical Training relating to the intercollegiate athletics shall be filed in his office for future reference.

Teacher-training in physical education shall be administered as a department within the School of Education.

Section 7. The Director of the Summer Session, under the President, shall administer the Summer Session. His duties shall be as follows:

To study and watch over the general policy of the Summer Session to the end that it may offer the best services to the greatest number of Texas students; to see to the formulation and submission of the annual budget; to see that information is sent out to prospective students in regard to the courses obtainable; to have general supervision over the Summer Session, public lectures, social affairs, etc.; to transmit to the President with his comments the recommendation of the Executive Committee of the Summer Session and their conclusions as to the recommendations of the Deans of the several schools and colleges of men and women for the summer school faculty.

The Director shall be assisted by the Executive Committee of the Summer Session, composed of the Deans of the schools and colleges of the Main University or of a member from each school and college nominated by the Dean and approved by the President. This Committee shall make up the summer school faculty, the members of which shall be certified by the Committee, through its chairman, the

The departments will nominate to this committee from

The departments will nominate to this committee from
Section 8. The Registrar shall see to the execution of all regulations dealing with the admission of students to all colleges and schools of the University, and shall have charge of examinations not otherwise provided for, the removal of admission conditions, and the registration of students. He shall keep permanent, systematic, and convenient records, containing the class grades of each student and all other recordable information about him that he or the University may at any time need. The records shall be so kept as to enable authorized persons to obtain from them the maximum of legitimate information about the students with the minimum expenditure of time and effort. The Registrar is authorized to call upon other officers and upon teachers and students for such information as he may need for the performance of these duties. He shall be ex officio chairman of the Registration Committee and shall call upon such, and as many, members of the faculty to assist in registration as he may require.

Section 9. The Recorder shall be a member of the Publications Committee of the general faculty and shall, under the regulations of the faculty, edit and supervise the preparation of all official series bulletins, including the Long Session and Summer Session catalogues, the annual directory, and the final announcement of courses. He shall 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, and shall assign space for office and classroom purposes with a view to maximum efficiency and economy.

Section 10. The Auditor shall be the receiving and disbursing agent of the University for all moneys, and shall have charge of the accounting department of the institution. He shall be responsible directly to the President. He shall
degise and have kept a complete set of double-entry books, embracing the voucher
system, which shall show all the financial transactions of the University of
Texas and its branches, and in such books, under proper and appropriate headings,
shall be entered and kept a full, complete, and properly classified system of
accounts, showing all properties of the University of Texas, and in such manner
and at all times setting forth clearly, truthfully, and fully all the assets and
liabilities of the University. He shall sign and keep a carbon duplicate of all
purchase requisitions. He shall audit the accounts of all expenditures, and
see that they are charged to and covered by proper appropriations, that all
items for such expenditures are clearly for the purpose for which the ap-
propriations have been made by the Board of Regents, and that they have been
properly approved by the persons responsible for such expenditures; but in no
case shall the Auditor approve bills or pay out funds except upon the previous
authorization of the Board of Regents or other officially designated authority,
and he shall be responsible for the proper accounting of every cent received or
disbursed by him. He shall return to the Comptroller, before payment, all ex-
pense 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.

He shall prepare proper books and blanks for keeping a record of the re-
ceipts and disbursements of all monies for which the University itself or any
officer as agent for the University shall be responsible, such as the University
Commons, the Woman's Building, the University Hall, rents from property belonging
to the University, fees and deposits, gate receipts, et cetera, and shall have
authority to require the managers to furnish him such reports and statements as
may be necessary to give him a clear insight into their financial condition.
The Auditor shall enter into a bond in the sum of one hundred and fifty thousand dollars ($150,000) 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.

The Auditor shall deposit all accumulated land income in the State Treasury at intervals of not more than thirty days.

Section XX. The Comptroller shall serve as the representative of the President in the supervision of all strictly business operations of all branches of the University not specifically designated 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 the approval of the President and the Board of Regents. He shall approve, before payment by the Auditor, all bills against the institution.

The Comptroller shall supervise the purchasing of all general supplies and all materials for use in the University except materials and equipment for
departments and laboratories or other purchases specifically assigned to some other officer, such as the purchase of books by the Librarian and of technical equipment by departmental chairmen; but no purchases shall be made except upon an order signed by the Comptroller, of which the latter shall keep a carbon duplicate. All purchases or work of consequence, certainly if involving as much as $1,000, shall wherever practicable be made on contract let on the basis of competitive bids. The Purchasing Agent, under the supervision of the Comptroller and in cooperation with the State Board of Control, shall determine and specify standard types of equipment such as desks, chairs, black-boards, 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 shops and agents under his charge, and give them out on proper requisition to the various individuals entitled thereto.

The Comptroller, as superintendent of buildings and grounds, shall care for all buildings and grounds occupied by the University and for all residences and other leased buildings in Austin, Galveston, and El Paso, owned by the University, and shall supervise all minor improvements and repairs in connection therewith. He shall be responsible for the expenditure of funds provided for these purposes and shall arrange by contract or otherwise for such expenditure. Within the limit of the appropriations made by the Board, it shall be his duty to have repairs made in time to prevent, as far as possible, depreciation of University property. He shall also 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 store-rooms, including necessary carpenters, cabinet makers, machinists, plumbers, painters, electricians, and other repair men either under direct employ or under
contract; (3) the janitors, watchmen, police, and firemen for the care and protection of the buildings of the University; (4) all physical plant and equipment belonging to the University; (5) superintendence of the grounds, roads, walks, and athletic field. In the performance of these duties, he shall advise freely with the President and with the appropriate standing committees of the general faculty.

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

The Comptroller shall have general charge of the University lands bordering on the Colorado River, known as the Brackenridge lands. He or his representative shall care for and make such leases of the same as the Chairman of the Land Committee may endorse, but all rents therefor shall be payable to the Auditor. He shall also have charge of all residences or other property of the University in Austin which may be for lease, making leases therefor, and assuming responsibility for prompt payment to the Auditor of all rents. All leases shall be kept in the Office of the Comptroller, and shall be available for inspection by the Auditor.

The Comptroller shall have supervision over the construction of buildings on the campus. In such construction he shall be assisted by the following:

a. The Building Committee of the Faculty, which shall be appointed by the President and shall include a member of the Department of Architecture and the
Comptroller. It shall be the duty of this Committee to hold necessary hearings and make proper investigations regarding the building needs of the University and to report from time to time to the President concerning its conclusions, and to recommend to the President the order and the location for specific buildings, together with its reasons for these recommendations.

During the planning and construction of new buildings, the Building Committee of the Faculty shall advise with the Comptroller in carrying out the construction of the buildings for the best interests of the University. Any changes in the plans of any building or of its permanent equipment shall be presented to the Committee for its advice and report before being approved by the Comptroller, the Committee to report within the time fixed by the Comptroller therefor.

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 shall have charge of repairs and modification of existing buildings, and such designing and construction as the President, with advice from the Comptroller, may approve.

e. The 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 required, with the reason for the same fully explained.
(3) To make minor adjustments when the same 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 brick work.

(5) To notify the architects immediately when subcontractors report for their part of the work.

(6) 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 a copy.

(7) 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).

f. State Inspector of Masonry in the official discharge of his duties.

During the planning of new buildings, the Comptroller shall advise with and aid the architects as well as the State Inspector of Masonry. He shall receive the reports of the University architect and consulting architect, and after consultation with the Chairman of the Faculty Building Committee, and, when necessary, with the executives of the departments concerned, shall transmit such reports, together with his recommendations, to the President. The supervision of construction shall be conducted in accordance with existing or future contracts between the Board of Regents and the University architect. Whether the supervision be by the architect or by a supervisor other than the architect, appointed by the Comptroller, the report shall be made directly to the Office of the Comptroller.
The Comptroller shall have control of and be responsible for the operation of the Stenographic Bureau.

The Comptroller shall have general supervision of the University Press, and shall assist in determining what printing shall be performed by the University directly, and what shall be performed by the University under contract.

The Comptroller shall make nominations to the President for positions in his division.

Section 10. The Librarian shall have charge of and be responsible for the proper use and condition of the library. All books, pamphlets, maps, etc. (other than account books of record), belonging to the University, shall be deemed to belong to the University library. All reference books and current periodicals, magazines, and newspapers shall be made as easy of access as practicable to all patrons of the library, and no limitations not necessary to their preservation shall be placed upon their free use. Other books, except such as are referred to in the next paragraph, shall be delivered for use only upon a proper call.

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

The Librarian may make and enforce such rules for the government of the library as are approved by the President. The Librarian shall make an annual report to the President on the first day of April, and shall present biennial estimates on the first day of April of each even-numbered year.

Section 11. The Administrative Council shall consist of (1) all
The Officers of the University, to be chosen and appointed by the President, to serve for not more than one year, their terms expiring on the thirty-first day of August next following the date of their appointment, and (2) such other member or members of the faculty as may be summoned by the President to a particular meeting of the Council. Those appointed for a year shall be designated as annual members of the Council; those summoned to a particular meeting but not designated as annual members shall be known as invited members. At any meeting both annual and invited members shall in the case of each individual member have voice and vote. The committee shall hold regular semi-monthly meetings during the Long Session of the University and at other times by the call of the President or on the request of two members. The officers of the Council shall be the President as chairman ex officio and a secretary to be elected by the committee, both of whom shall perform the usual duties of such officers. The secretary shall keep minutes of the meetings and after each meeting shall furnish a copy thereof to each member of the Council and shall file a copy in the Office of the President.

From term to term, or quarter to quarter, the President shall designate one of the annual members of the Council to serve as Acting President in the absence of the President during such term or quarter.

It is not the intention of the Board of Regents to define in detail the duties of the Administrative Council further than that it shall act in an advisory capacity to the President upon matters of University policy and in matters relating to the best interests and development of the University as a whole. In addition to these duties, the Administrative Council shall act as the executive committee of the general faculty.

Section 25. The Administrative Councils for the Medical Branch and the College of Mines and Metallurgy shall consist of the respective executive committees of these branches, appointed by the President after nominations by the deans.
ARTICLE III

FACULTIES

Section 1. Subject to the general control of the Board of Regents and the authority it has vested in administrative officers, the general charge of the Main University is entrusted to the general faculty of the Main University and its appropriate subdivisions; the general charge of the Medical Branch, to the faculty of that branch; and the general charge of the College of Mines and Metallurgy, to the faculty of that college. Each of these bodies shall consist of all those giving instruction and carrying on the work incident to instruction and investigation. Within the general faculty there shall be members with vote and members without vote. Members with vote shall be those of the rank of Professor or above and such officers as may be designated by the Regents upon recommendation of the President.

Section 2. Each college or school of the Main University, including the College of Arts and Sciences, shall be under the immediate charge of its college or school faculty. The faculty of the College of Arts and Sciences shall consist of the members of the general faculty who belong to this college, and of such other persons as the Board of Regents may designate. The faculty of the Graduate School shall consist of those appointed thereto by the President upon recommendation and with the full advice of the full professors within the department concerned, transmitted through the appropriate undergraduate Dean and through the Dean of the Graduate School. In choosing members of the graduate faculty, the President and all called upon herein to advise him shall consider (1) graduate training, (2) length and character of teaching experience, (3) publications, par-
particularly those following the doctor's thesis, (4) membership in learned societies, (5) invitations to address learned societies, (6) aids received from research grants, etc.

The faculty of each of the other colleges or schools of the Main University shall consist of the members of the college or school who are members of the general faculty; of other teachers with the rank of instructor in the department who have served as such for a year or more; of one teacher, to be designated by the President, for each full course required from outside the college or school for any degree offered in the college or school; and of such other persons as the Board of Regents may designate. All members of each faculty shall have a voice in its deliberations; but only those shall have a right to vote who have a right to vote in the general faculty. Legislation exclusively affecting any college or school shall originate in the faculty of that college or school; legislation affecting more than one college or school shall originate in the general faculty or in the faculty of any college or school concerned; but no legislation shall be effective until approved by the general faculty (or, at its discretion, by its executive committee), or, within the scope of its jurisdiction, by the graduate faculty, and where necessary by the Board of Regents.

The graduate faculty shall have exclusive jurisdiction over the requirements for the degrees of Master of Arts, Master of Business Administration, Master of Science in Education, Master of Journalism, Master of Science in Engineering, and Doctor of Philosophy, and other graduate degrees subsequently authorized by the Board of Regents. The graduate faculty shall have jurisdiction over such matters as requirements for admission to graduate standing and to candidacy for graduate degrees, the requirements for graduate degrees, the awarding of scholarships and fellowships to graduate students, research publications,
research grants, and other matters properly within the scope of the graduate faculty. The graduate faculty may determine what committees it will require. Upon request, the President will appoint a committee. The graduate faculty shall adopt and publish necessary regulations. It shall set and publish dates for regular meetings, at which the President, and in his absence the Dean, shall preside.

The instructional staff of the graduate school shall include, in addition to the members of the graduate faculty, all members of the general faculty and of the faculty of the Medical Branch who give courses of instruction which are accepted by the graduate faculty for graduate degrees.

ARTICLE IV

DEPARTMENTS

Section 1. The various colleges and schools shall consist of such departments as may from time to time be created by the Board of Regents.

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

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

Section 6. The faculty of each department shall hold stated meetings at least once each term, and may meet at other times by the call of the Chairman, or on written request of a majority of its members. It shall have power to pass regulations (subject to the rules passed by the Regents and the general faculty and to the approval of the President) governing the internal working of the department, propose new courses to the Course Committee, and make recommendations touching equipment and such other matters as may affect the welfare of the department, except in respect to salaries and promotions.

Section 5. Salaries and Promotions.

ARTICLE V

MISCELLANEOUS

Section 1. The fiscal year of the University shall begin on the first day of September in each year, and shall end on the thirty-first day of August next ensuing.

Section 2. The Chairman of each department shall keep an inventory book or file in which to enter in detail all apparatus and other property belonging to the department. In addition to keeping this book, the Chairman of each department shall present to the Comptroller, not later than July 1 of each year, at least annually and oftener if necessary, a complete inventory of all apparatus and other property belonging to the department, together with a statement of the condition thereof.
All people employed by student organizations on salary shall be approved by the Regents both as to salary and as to qualifications.
Section 3. 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.

Section 4. Since the number of courses offered by a department materially affects the budget, courses may not be announced without the approval of the President. With the exception of graduate courses he should not approve the announcement of any course in which the registration at the last term it was offered did not exceed ten, unless he is convinced that the registration under changed conditions will exceed ten, and in the event the registration does not come up to his expectation he may within two weeks of the beginning of the term order the course withdrawn. A possible exception may be made if a professor desires and the department, the Dean concerned, and the President agree it is desirable that such a course be given in addition to the regular work of the professor.

Section 5. Due to demand for space each department shall list or have listed twenty-five percent of the lecture periods for the afternoon hours, beginning at 2:00 p.m. for those lesions of lecture periods in the forenoon or afternoon. The forenoon 8:00 A.M. and shall finish.

Section 5. Each full-time member of the teaching staff shall be in his office, available to students, not less than one hour each day. Office hours shall be announced in the Directory and in the Final Announcement of Courses, and shall be posted on the office door. It is as important to keep office hours promptly and regularly as it is to meet classes.
August 31, 1926.

Dr. W. E. V. Slaun, President,
The University.

Dear Dr. Slaun:

I hand you herewith the first draft of a compilation of the Regents' Rules. In addition to all the rules already in force, I have included all changes in the list adopted at the last meeting, except the following:

1. The salaries to be paid the respective deans and the provision for the part of the Regents come from the Summer School budget. These were omitted because they were considered budgetary items and not matters for the "statutes."

2. Nothing was said about the junior college to be organized within the College of Arts. This can be included when the organization is actually effected.

3. The sixty-five year age limit was not put in. This was because I did not know just how to put the rule in.

I notice in reading over the paper that the capitalization is not uniform. I shall of course correct this and any errors of omissions or conflicts of statements that I can discover before we go into print.

Respectfully,

G. B. Simmons
BY-LAWS OF THE BOARD OF REGENTS

ARTICLE I

TIME, PLACE, AND MANNER OF HOLDING

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

Section 2. If, not less than twenty days after a regular meeting, 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, he shall call the desired meeting by causing written notification of the time, purposes, and place thereof to be mailed to each member 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.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. At the first meeting after its appointment by the governor, the board shall elect a chairman, who shall hold his office for two years and until his successor is duly elected. In case of the death, resignation, or disqualification of the
chairman before the expiration of his term of office, the board shall, as soon as practicable, elect another chairman, and, until such election is had, the vice-chairman shall perform the duties of the chairman.

Section 2. 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 devolved upon him by the board. Under the direction of the board he shall prepare the report to the Board of Education and Legislature 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.

Section 3. At the time of election of the chairman, a vice-chairman shall also be elected, who 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 4. The board shall, at the time of the election of the chairman, also elect a secretary whose term of office shall be two years, and whose duty it shall be to keep a record of the proceedings of the board, to file and preserve carefully all papers and documents pertaining to the business and proceedings of the board, and to perform such other cognate duties as shall be provided by the board. He shall receive such recompense as may be fixed by the board and shall be removable at the board's pleasure.
ARTICLE III
STANDING COMMITTEES AND THEIR DUTIES

Section 1. The following standing committees shall be appointed by the chairman, by and with the consent and advice of the board:

Executive Committee.
Committee on Finance.
Auditing Committee.
Committee on Buildings and Grounds.
Committee on Complaints and Grievances.
Land Committee.
Committee on the Medical Branch.
Legislative Committee.
Committee on College of Mines and Metallurgy.

Section 2. These committees shall remain as constituted (unless a vacancy shall be caused by death or refusal of some member of the committee to act) until the first meeting of the board after its appointment by the governor, at which time, and every two years thereafter, the said committees shall again be constituted by the chairman, as provided in the preceding section.

Section 3. 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. The executive Committee shall consist of the chairman of the board, 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 when the board is not in session and an emergency shall arise requiring immediate action, it shall take such temporary and immediate 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 action 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 other member of the board except in the case of transfer items amounting to only $500 or less.

Section 5. The Finance Committee shall consist of three members. To this committee shall be referred all questions involving the finances of the University and matters cognate thereto, which the board may desire to be referred.

Section 6. The Auditing Committee shall consist of two members. To this committee shall be referred the auditing of all accounts of receipts and expenditures on behalf of the University, and such other matters as the board may desire to have audited.

Section 7. The Committee on Buildings and Grounds shall consist of three members. To this committee shall be referred any question relating to the buildings and grounds, both of the Main University at Austin and of the Medical Department at Galveston,
and other cognate matters. It shall be the duty of this committee, on behalf 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 therefore, and to report its action, in writing, to 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 shall, from time to time, make report of his action in such matters to the board.

Section 8. The Committee on Complaints and Grievances 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 at Austin, 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 9. The Committee on the Medical Branch shall consist of three members. To this committee shall be referred all matters touching the conduct of the Medical Branch which have not, under these rules, been specially assigned to some other committee or to the president. It shall be clothed with the same powers and charged with the same duties with respect to the Medical Branch as have been assigned to the Committee on Complaints and Grievances. It shall report, in writing, at each regular meeting of the board, and at such other times as may be directed by the board, touching matters with which it is charged, or which have been referred to it, and make such recommendations as it may deem proper.

Section 10. 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 11. The Land Committee shall consist of three members. It shall have immediate supervision of the work of the land agent (who shall be appointed upon recommendation of the committee); it is authorized to make sales and leases of University lands, forwarding recommendations to the chairman of the board.
who will sign and execute all deeds and leases, and to cancel leases; it shall pass upon all rebates or refunds; it shall see that the records of the land agent are correctly and safely kept and that his reports are full and accurate and are promptly filed as directed by the board; and it shall make such recommendations for improving the management of the lands as it may see fit.

Section 12. The Committee on the College of Mines and Metallurgy shall consist of three members. To this committee shall be referred all matters touching the conduct of the College of Mines and Metallurgy which have not, under these rules, been specially assigned to some other committee or to the president. It shall be clothed with the same powers and charged with the same duties with respect to the College of Mines and Metallurgy as have been assigned to the Committee on Complaints and Grievances. It shall report, in writing, at each regular meeting of the board, and at such other times as may be directed by the board, touching matters with which it is charged, or which have been referred to it, and make such recommendations as it may deem proper.

ARTICLE IV

RULES OF PROCEDURE AND ORDER OF BUSINESS

Section 1. The rules laid down in Cushing's Manual of Parliamentary Law, when not in conflict with any of the provisions of this article, are hereby adopted as the law of procedure for the government of the board when in session.
Section 2. The order of business when the board shall meet in regular session shall be as follows:

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

Section 2a. All meetings of the board shall be regarded as executive unless announced by the Chairman to the contrary at the beginning of a meeting. The minutes of the board shall not be printed and publicity shall be given through the publicity committee only.

Section 3. 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 4. In the interest of clearness, to prevent misapprehension, and to secure accuracy of record, each maker of a motion or mover of a resolution, at the time of offering it, shall reduce it to writing and deliver it to the secretary of the board.

Section 5. All communications to the board from persons not members thereof, except in the case of the president, shall be
in writing, nor shall any person be allowed to address the board while in session unless by unanimous consent of all the members present.

The Board shall not consider matters not placed in the President's hands at least one week in advance of the meeting of the Board at which action is desired. (Adopted August 10, 1925.)

ARTICLE V

REPEAL AND AMENDMENT

Section 1. All rules, orders, and resolutions 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. 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; such 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.
RULES AND REGULATIONS

ARTICLE I

BOARD OF REGENTS

Section 1. Subject only to federal and state constitutions and laws, all University policies shall be determined by the Board of Regents, and in them shall be included such policies of the best State universities as are consistent with those adopted by the board.

Section 2. The president of the University shall be elected by the board and shall hold his office during good behavior and while he renders efficient and satisfactory service.

Section 3. Departments shall be established, offices, professorships and other positions determined, salaries fixed, degrees conferred, and diplomas granted, exclusively by the board.

Section 4. Expenditures shall be made only upon appropriations made by the board based upon a budget prepared by the president from reports of chairmen of schools and other officers, showing the necessary expenses to be incurred for the year.

Section 5. Requirements for degrees shall be prescribed by the board, but the various faculties are expected to make recommendations at their discretion.

Section 5a. No rules or regulations dealing with the con-
duct of faculty or students shall be put into operation until they have first been approved by the Board of Regents.

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

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

No infidel, atheist, or agnostic shall be employed in any capacity in the University of Texas, and while no sectarian qualification shall ever be required of persons now serving or who shall in the future be elected or appointed to positions in this institution, no person who does not believe in God as the Supreme Being and the Ruler of the Universe shall hereafter be employed or at any time continue in or be elected or appointed to any office or position of any character in this University.

In order not to make the anti-nepotism rule so rigid as to hinder efficiency, the Board places the application of the rule in the
hands of the Executive Committee, trusting the Committee's good
judgement to avoid complications.

No enemy alien shall be employed in any capacity by the
University. Other things being equal, American citizens are to be
preferred to friendly aliens, though the latter may be employed.

Section 7a. All members of the faculty and other persons
employed by the Board, or whose employment is sanctioned by the
budget adopted, are subject to all the rules and regulations of the
Board of Regents.

Section 8. The board shall have power to remove any pro-
fessor, instructor, tutor, or other officer or employee connected
with the University, when, in its judgment, the interests of the
University shall require it; and all contracts now existing be-
tween the University and professors, instructors, tutors, and other
officers and employees thereof, and those that may thereafter be
made, are subject to this provision.

Section 9a. The importance of rest and recreation to
teachers is recognized, and it is desired that all shall have reasona-
ble vacations, and shall use their vacations rationally to promote the
ends for which they were afforded; but it must not be supposed that
the vacation of the faculty extends from Commencement Day to the day on
which instruction begins in the fall. All members of the faculty are
expected to be in actual attendance up to the 15th day of June and on
and after the 15th day of September, except on leave extended for
special reasons by the President of the University; and during the
intervening time they shall keep the President notified of their where-
about and shall respond quickly for service.

Section 9. No member of the instruction force shall be employed in any work which does not come naturally within the scope of his duties, and for which additional compensation is expected, without the approval of the president and the board.

ARTICLE II
OFFICERS OF ADMINISTRATION

Section 1. The President of the University shall be the expert adviser and responsible agent of the Board of Regents and the chief executive of the University. He shall be held responsible by the Board for the carrying out of its policies, and his discretionary powers shall be broad enough to enable him to meet his extensive responsibility. All other officers, teachers, and employees shall be responsible to and under the direction of the President, and all communications between them and the regents relating to the University shall pass through his hands for any endorsements he may deem it proper to make. He shall recommend suitable persons to fill vacancies, and is authorized to fill vacancies temporarily and make other arrangements in all emergencies between the meetings of the Board, so that the work of the University shall not suffer. He shall be prepared to give the Board information regarding the competence and loyalty of officers, teachers, and employees; shall hold all of them to the full discharge of their duties; and, if in his judgment the necessity arise, shall initiate steps for a change of any of them. He shall be a member and chairman ex-officio of the general faculty, and shall see to the execution of all regulations originating therein. He shall keep in sympathetic touch with the students, so far as their number
permits, and shall personally and in cooperation with other officers and teachers help them to become loyal, useful, and efficient citizens. He shall attend all meetings of the Board of Regents and shall follow its directions in any particular matter, but the Board will not undertake, ordinarily, to direct the details of executive action, and the President is expected to act with perfect freedom within the lines of the general policies it lays down. At the regular meeting of the Board of Regents in connection with the Commencement at the Main University, he shall present a comprehensive annual report embodying a survey of the academic year in all departments, together with estimates and recommendations for the succeeding year.

Section 2. The deans of the several colleges and schools shall preside at the meetings of their respective faculties; shall plan for and see to the execution of the regulations affecting their colleges and schools; shall concern themselves with the interests and attention to duty of individual students; and shall see that the courses of instruction are as well correlated as practicable. They shall receive from each department the reports hereinafter provided for, and shall transmit the same to the President with such recommendations and suggestions as they may deem wise. They shall make careful investigation of all nominations for promotions and appointments to their respective faculties, and shall transmit these nominations to the President, together with such information and recommendations as may enable him to make intelligent decision.

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

The deans shall be elected at the beginning of each biennium by the Board of Regents, upon the nomination of the president, and shall serve for two years. In case of the resignation or the death of a dean during the two year term, the president shall appoint his successor for the unexpired term. In case of the disability of a dean, or his leave of absence, the president shall appoint an acting dean. Each dean shall serve on a twelve months basis with a months vacation, the time of the vacation to be agreed upon between the dean and the president.

Section 2a. The Dean of Student Life shall be the head of the student life staff in charge of all extra-curricular activities not designated to some other officer. He shall be appointed by the Board of Regents upon the recommendation of the President. The tenure of his office shall be subject to the same regulations as is the tenure of the office of the full professor. He shall be a voting member of the general faculty and shall teach at least one full course each long session.

The dean of student life as ex officio dean of men shall exercise general oversight with respect to the conduct of men students.
It shall be his duty in reasonable and sympathetic manner, to aid and advise students concerning important social and other relations growing out of their membership in the University community, encouraging them to develop a high sense of responsibility for the good name of the University, as well as a sound and militant public opinion, which gives proper recognition to the conduct becoming a gentleman.

The dean of student life shall be charged with administering discipline in the University. He shall have the assistance of the faculty committee on discipline, which will make its reports to him, he being charged with the administration of penalties recommended by the committee. In the discharge of his duties he shall act as the friend of the student, not as a police officer bent on bringing the offender to justice. In the consideration of cases before the Students' Councils or before the Discipline Committee, he shall serve neither as a prosecuting attorney nor as the attorney for the student, but he shall assist these bodies in developing facts, in order that a just decision may be rendered in each case.

The dean of student life shall be responsible for the general conduct and discipline among women students. As far as possible, however, he shall exercise all authority and control over women students through the Dean of Women.

The dean of student life shall have the assistance of the following faculty committees, which shall report directly to him:

1. Committee on Student Living Accommodations
2. Committee on Sick Students (Men and Women)
3. Committee on Student Social Organizations
4. Committee on Student Social Affairs.
The student self-government association shall make its reports to the dean of student life.

Under the dean of student life there shall be the University health service, composed of such physicians and nurses as the board of Regents may find necessary. The University physicians shall serve full time and shall be nominated through the president by the dean of student life.

For his own use and for the use of other directly concerned the dean of student life shall keep on file such data concerning each of the men students as will be serviceable in the administration of his office. On April 1 of each year he shall make an annual report in writing to the president, together with recommendations for positions on his staff, and shall submit biennial estimates on April 1 of each even numbered year.

Section 3. The Dean of Women shall be appointed by the Board of Regents upon the recommendation of the dean of student life and of the president. The tenure of office of the Dean of Women shall be subject to the same regulations as is the tenure of office of the full professor. She shall be a voting member of the faculty. She shall have general oversight of all women students. In the formulation and administration of policies she is to act with the advice and consent of the Dean of Student Life. For her own use and for the use of others directly concerned, she shall keep on file such data concerning each of the women students as will be serviceable in the administration of the office of the Dean of Women. She shall make an annual report to the Dean of Student Life.
Section 4. The dean of the Extension Division shall be the administrative head of all those extramural activities of the University which are now or may hereafter be assigned by the Board of Regents to the Division of Extension, and shall in general perform all the duties assigned to the deans of colleges and schools in so far as the same may be applicable, and in particular shall endeavor to carry the benefits of the University to the people of Texas to such an extent as the resources of the University may permit.

Under the Extension Division, besides the various Bureaus, shall be included the Engineering Experiment Station with its director, the Industrial Chemistry Experiment Station with its director, and the Bureau of Economic Geology with its director and associate director. The dean of Extension shall be employed on a twelve months basis as are other deans. He shall make an annual report to the President on April 1, and shall present biennial estimates, as required of the deans, on April 1 of each even numbered year.

Section 4a. The director of physical training, who shall be ex officio director of physical training for men, shall have charge of physical training required by the general faculty, which shall be divided into physical training for men and physical training for women. He shall be responsible directly to the president.

The Director of Physical Training shall have general charge of official athletics for men and women, as part of his administrative duties. Assisted by a member of the general faculty, appointed by the President, he shall pass upon the scholastic and non-scholastic eligibility of each candidate for official athletic teams and squads, certi-
filing a list of eligibles in quadruplicate to the president, and coach concerned of the University and of the competing institution. At the close of each long session, all the records of the Director of Physical Training relating to the inter-collegiate athletics shall be filed in his office for future reference.

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

The directors of physical training for women shall report through the director of physical training to the president.

Teacher-training in physical education shall be administered as a department within the School of Education.

Section 4b. The director of the Summer Session shall administer the summer session. His duties shall be as follows:

To study and watch over the general policy of the Summer Session to the end that it may offer the best services to the greatest number of Texas students; to formulate and submit the annual budget; to
see that information is sent out to prospective students in regard to the courses obtainable; to have general supervision over the Summer Session, coordinate the work of the various departments and officers, and have general direction over the Summer Session Catalogue, public lectures, social affairs, etc; to recommend to the Executive Committee the faculty of the Summer Normal.

The director shall be assisted by the Executive Committee of the Summer Session composed of the deans of the schools and colleges of the Main University, or of a member from each school and college, nominated by the dean and approved by the president.

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

Section 6. The auditor shall be the receiving and disbursing agent for the University for all moneys, and shall have charge of the accounting department of the institution. He shall be responsible directly to the president. He shall devise and have kept a complete set of double entry books, embracing the voucher system, which shall show all the financial transactions of the University of Texas and its branches, and in such books, under proper and appropriate headings, shall be entered and kept a full, complete, and properly classified system of accounts, showing all properties of the University of Texas, and in such manner and at all times to set forth clearly, truthfully, and fully all the assets and liabilities of the University. He shall sign and keep a carbon duplicate of all purchase requisitions. He shall audit the accounts of all expenditures, and see that they are charged to and covered by proper appropriations, that all items for such expenditures are clearly for the purpose for which the appropriations have been made by the Board of Regents, and that they have been properly approved by the persons responsible for such expenditures; but in no case shall the auditor approve bills or pay out funds except upon the
previous authorization of the Board of Regents or other officially
designated authority, and he shall be responsible for the proper accounting
of every cent received or disbursed by him. He shall submit to the
comptroller, before payment, all expense accounts of those connected
with the University and all other bills against the institution whenever any of the items seem to him excessive.

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

The auditor shall enter into a bond in the sum of fifty
thousand dollars ($50,000), with four or more good and sufficient sureties
or a satisfactory bond from an acceptable surety company authorized to
do business in Texas, that he will fully and faithfully perform all the
duties now required of him or which may hereafter be required of him
by the rules, regulations, and resolutions of the Board of Regents; that
he will faithfully and honestly keep, account for, and turn over to his
successor, or to such person as the Board of Regents shall direct, and
according to the direction of the Board, all the monies, property,
vouchers, and papers belonging to the University, for which he is re-
 sponsible; 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.
The auditor shall deposit all accumulated land income in the State Treasury at intervals of not more than thirty days.

The auditor shall be required to present to the President of the University and the Chairman of the Board of Regents a detailed annual report of all monies handled by his office for incorporation in their published reports, and such other financial statements as shall be required by them. He shall present biennial estimates for his department on April 1 of even numbered years and shall make nominations for positions on his staff.

Section 7. The comptroller shall serve as the representative of the President in the supervision of all strictly business operations of all branches of the University not specifically designated 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 the approval of the President and the Board of Regents. He shall approve, before payment by the auditor, all bills against the institution whenever any of the items, in the judgment of the auditor, are excessive.

The Comptroller shall supervise the purchasing of all general supplies and all materials for use in the University except materials and equipment for departments and laboratories or other purchases specifically assigned to some other officer, such as the purchase of...
books by the librarian and technical equipment by departmental chairman; but no purchases shall be made except upon an order signed by the auditor, of which the latter shall keep a carbon duplicate. All purchases or work of consequence, certainly if involving as much as $1,000, shall be made or contract let on the basis of competitive bids. The purchasing agent, under the supervision of the comptroller and in 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 shops and agents under his charge, and give them out on proper requisition to the various individuals entitled thereto.

The comptroller, as superintendent of buildings and grounds, shall care for all buildings and grounds occupied by the University and for all residences and other leased buildings in Austin owned by the University, and shall supervise all minor improvements and repairs in connection therewith. He shall be responsible for the funds provided for these purposes and shall arrange by contract or otherwise for their expenditure. Within the limit of the appropriations made by the Board, it shall be his duty to have repairs made in time to prevent, as far as possible, depreciation of University property. He shall also 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 jobs and general store rooms, including necessary carpenters, cabinet makers, machinists, plumbers, painters, electricians, and other repair men either under direct employ or under contract; (3) the janitors, watchmen, police, and firemen for the care and protection of the buildings of the University; (4) all physical
plant and equipment belonging to the University; (5) superintendents of the grounds, roads, walks, and athletic fields. In the performance of these duties, he shall advise freely with the President and with the standing committees of the general faculty appointed for that purpose.

The resident architect shall be under the jurisdiction of the comptroller and shall have charge of repairs and modifications of existing buildings, and such designing and construction as the President, upon advice of the comptroller, may approve.

During the planning of new buildings, the comptroller shall advise with and aid the architects as well as the state inspector of masonry. He shall receive the reports of the University architect and consulting architect and have consultation with the President, and, when necessary, with the executives of the departments concerned, shall transmit such reports together with his recommendations to the chairman of the building committee; and he shall act for said chairman in such matters as the latter may direct. The supervision of construction shall be conducted in accordance with existing or future contracts between the Board of Regents and the University architect. Whether the supervision be by the architect or by a supervisor other than the architect, appointed by the comptroller, the report shall be made directly to the office of the comptroller.

The comptroller shall have control of and be responsible for the operation of the Stenographic Bureau. He shall have general supervision of the University Press, and shall assist in determining what work shall be performed by the University directly, and what shall be performed
by the University under contract.

The comptroller shall have general charge of the University lands bordering on the Colorado River, known as the Brackenridge lands. He or his representative shall care for and make such leases of the same as the chairman of the land committee may endorse, but all rents therefor shall be collected by the auditor. He or his representative shall also have charge of all residences or other property of the University in Austin which may be for lease, making leases therefor, and assuming responsibility for prompt payment to the auditor of all rents. Copy of all leases shall be deposited with the auditor.

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 true and correct inventory thereof and present the same to the Board of Regents at their October meeting; and shall have the authority to require the chairmen of the departments, special agents, and employees, at least annually, and oftener if necessary, a full statement of the property in their immediate possession belonging to the University.

The (business manager) shall enter into a bond in an amount to be fixed by the Board of Regents that he will fully and faithfully perform all the duties required of him or which may hereafter be required of him by the rules, regulations and resolutions of the Board of Regents, and that he will faithfully and honestly keep, account for, and turn over to his successor or to such persons as the Board of Regents shall direct, and according to the direction of the Board, all the property, vouchers, and papers belonging to the University, for which he is responsible.
The comptroller shall make nominations to the President for positions in his division, the head of each division having first made nominations to the comptroller for subordinate positions within their respective departments.

The comptroller shall make an annual report to the President on April 1, and shall present biennial estimates on April 1 of each even numbered years.

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

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

The President and (Business Manager) shall be ex officio members
of the Building Committee of the Faculty.

Section 76. The following rules govern the relations of the Architect and the Building Committee of the Faculty to each other and to the President and the Board of Regents:

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

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

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

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

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

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

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submitted by him to the President for approval.

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

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

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

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

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

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

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

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

o. Throughout the progress of any building operation the work shall
Regents Rules

1. Are some of the committees to report at every meeting.

2. What are the duties of the Publicity Committee?
be inspected by a representative of the University who shall report to the Business Manager as to the carrying out of the specifications and any alterations made therein, copies of all reports being sent to the President and the Architect. For this purpose the Business Manager shall have copies of all plans and specifications and free access to necessary information.

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

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

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

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

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

e. To notify the architects immediately when subcontractors report for their part of the work.

f. To send the architects daily written reports regarding the
progress of the work, the same to be on forms provided by the architects, the superintendent keeping a copy thereof with a copy of each progress photograph.

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

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

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

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

Section 9. The Executive Committee (formerly called the
Administrative Council) shall consist of (1) seven administrative officers
of the University, including the Registrar, to be chosen and appointed
by the President, to serve for not more than one year, their terms expiring
on August 31 next following the date of their appointment, and (2) such
other member or members of the faculty as may be summoned by the President
to a particular meeting of the Council. Those appointed for a year shall
be designated as annual members of the Council; those summoned to a
particular meeting but not designated as annual members, shall be known as
invited members. At any meeting both annual and invited members shall
in the case of each individual member have voice and vote. The Committee
shall hold regular semi-monthly meetings during the long session of the
University and at other times by the call of the president or on the
request of two members. The officers of the Council shall be the president,
as chairman, ex-officio, a vice-chairman, and a secretary, to be elected
by the committee, all of whom shall perform the usual duties of such
officers.

From term to term, or quarter to quarter, the President shall
designate one of the annual members of the Council to serve as Acting
President in the absence of the President during such term or quarter.

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

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

Section 1. Subject to the supervision of the Board of Regents and the authority it has vested in administrative officers, the general charge of the Main University is entrusted to the general faculty of the Main University; the general charge of the Medical Branch, to the faculty of that branch; and the general charge of the College of Mines and Metallurgy, to the faculty of that college. Each of these bodies shall consist of all those giving instruction and carrying on the work incident to instruction and investigation. Within the general faculty there shall be members with vote and members without vote. Members with vote shall be those of the rank of adjunct professor or above and such instructors and officers as may be designated by the Regents upon recommendation of the president.

Section 2. Each college or school of the Main University, including the College of Arts and Sciences, shall be under the immediate charge of its college or school faculty. The faculty of the College of Arts and Sciences shall consist of the members of the general faculty who belong to this college, and of such other persons as the Board of Regents may designate. The faculty of the graduate School shall consist of those appointed thereto by the president upon recommendation and with the full advice of the department concerned, transmitted through the appropriate undergraduate dean and through the dean of the graduate school. In choosing members of the graduate faculty, the president and all called upon herein to advise him shall consider (1) graduate training, (2) length and character of teaching experience,
(3) publications, particularly those following the doctor's thesis, 
(4) membership in learned societies, (5) invitations to address 
learned societies, (6) aids received from research grants, et cetera.

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

The graduate faculty shall have exclusive jurisdiction over 
the requirements for the degrees of Master of Arts, Master of Business 
Administration, Master of Journalism, Master of Science in Engineering, 
and Doctor of Philosophy, and other graduate degrees subsequently created 
by the Board of Regents. The graduate faculty shall have jurisdiction 
over such matters as requirements for admission to graduate standing
Minutes of General Faculty
May 31, 1945

Request to amend Art. III, Sec. 2
& Art. III, Sec. 2 and 7

to provide that all instructors of 1 or more years standing may vote in the meeting of their respective departments, and divisions.
and to candidacy for graduate degrees, the requirements for graduate degrees, the awarding of scholarships and fellowships to graduate students, research publications, research grants, and other matters properly within the scope of the graduate faculty. The graduate faculty may determine what committees it will require. Upon request the president will appoint a committee. The graduate faculty, like other faculties, shall adopt and publish necessary regulations.

ARTICLE IV
DEPARTMENTS AND DIVISIONS

Section 1. The faculties of the various colleges and schools shall consist of such departments as may from time to time be created by the Board of Regents.

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

The instructional staff of the graduate school shall include, in addition to the members of the graduate faculty, all members of the general faculty and of the faculty of the Medical branch who give courses of instruction which are accepted by the graduate faculty for graduate degrees.

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

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

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

Section 6. To secure properly coordinated action between related departments in the College of Arts and Sciences, they shall be
grouped conveniently into divisions by the Board of Regents.

Section 7. The faculty of each division shall consist of the faculties of the departments comprising it. All members of these faculties shall have a voice in its deliberations, but only those members shall have a vote who have a vote in the general faculty. Each division shall elect its own chairman to serve for two years. Stated meetings shall be held at least once each term, and meetings may be held at other times by the call of the chairman, or on written request of a majority of the division faculty.

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

ARTICLE V
MISCELLANEOUS

Section 1. The fiscal year of the University shall begin on the first day of September in each year, and shall end on the thirty-first day of August next ensuing.

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

Section 3. 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 President or Business Manager of the University.
BY-LAWS OF THE BOARD OF REGENTS

ARTICLE I

Time, Place, and Manner of Meeting

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

Section 2. If, not less than twenty days after a regular meeting, 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, he shall call the desired meeting by causing written notification of the time, purposes, and place thereof to be mailed to each member 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.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. At the first meeting after its appointment by the governor, the board shall elect a chairman, who shall hold his office for two years and until his successor is duly elected. In case of the death, resignation, or disqualification of the chairman before the expiration of his term of office, the board shall, as soon as practicable, elect another chairman, and, until such election is had, the vice-chairman shall perform the duties of the chairman.

Section 2. 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
devolved upon him by the board. Under the direction of the board he shall prepare the reports to the Board of Education and Legislature 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.

SECTION 3. At the time of election of the chairman, a vice-chairman shall also be elected, who 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 4. The board shall, at the time of the election of the chairman, also elect a secretary whose term of office shall be two years, and whose duty it shall be to keep a record of the proceedings of the board, to file and preserve carefully all papers and documents pertaining to the business and proceedings of the board, and to perform such other cognate duties as shall be provided by the board. He shall receive such recompense as may be fixed by the board and shall be removable at the board's pleasure.

ARTICLE III

STANDING COMMITTEES AND THEIR DUTIES

SECTION 1. The following standing committees shall be appointed by the chairman, by and with the consent and advice of the board:

- Executive Committee.
- Committee on Finance.
- Auditing Committee.
- Committee on Buildings and Grounds.
- Committee on Complaints and Grievances.
- Land Committee.
- Committee on the Medical Department.
- Legislative Committee.
- Committee on College of Mines and Metallurgy.

SECTION 2. These committees shall remain as constituted (unless a vacancy shall be caused by death or refusal of some member of the committee to act) until the first meeting of the board after its appointment by the governor, at which time, and every two years thereafter, the said committees shall again be constituted by the chairman, as provided in the preceding section.
SECTIO\textsection 3. 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.

SECTIO\textsection 4. The Executive Committee shall consist of the chairman of the board, 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 when the board is not in session and an emergency shall arise requiring immediate action, it shall take such temporary and immediate 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 action taken by it.

\textit{\textbf{Note:}} The President is to be requested, in sending recommendations for the approval of the Executive Committee between meetings, to forward a copy to each other member of the board except in the case of transfer items amounting to only $500 or less. (Adopted May 1, 1903.)

SECTIO\textsection 5. The Finance Committee shall consist of three members. To this committee shall be referred all questions involving the finances of the University and matters cognate thereto, which the board may desire to be referred.

SECTIO\textsection 6. The Auditing Committee shall consist of two members. To this committee shall be referred the auditing of all accounts of receipts and expenditures on behalf of the University, and such other matters as the board may desire to have audited.

SECTIO\textsection 7. The Committee on Buildings and Grounds shall consist of three members. To this committee shall be referred any question relating to the buildings and grounds, both of the Main University at Austin and of the Medical Department at Galveston, and other cognate matters. It shall be the duty of this committee, on behalf 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, to 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 shall, from time to time, make report of his action in such matters to the board.

SECTION 8. The Committee on Complaints and Grievances 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 Main University at Austin, 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 9. The Committee on the Medical Department shall consist of three members. To this committee shall be referred all matters touching the conduct of the Medical Department, which have not, under these rules, been specially assigned to some other committee or to the president. It shall be clothed with the same powers and charged with the same duties with respect to the Medical Department as have been assigned to the Committee on Complaints and Grievances. It shall report, in writing, at each regular meeting of the board, and at such other times as may be directed, touching matters with which it is charged, or which have been referred to it, and make such recommendations as it may deem proper.

SECTION 10. 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
By-Laws

action taken by it, with such suggestions and recommendations as it may deem best.

Section 11. The Land Committee shall consist of three members. It shall have immediate supervision of the work of the land agent (who shall be appointed upon recommendation of the committee); it is authorized to make sales and leases of University lands, forwarding recommendations to the chairman of the board, who will sign and execute all deeds and leases, and to cancel leases; it shall pass upon all rebates or refunds; it shall see that the records of the land agent are correctly and fairly kept and that his reports are full and accurate and are promptly filed as directed by the board; and it shall make such recommendations for improving the management of the lands as it may see fit.

Section 12. The Committee on the Medical Department shall consist of three members. To this committee shall be referred all matters touching the conduct of the Medical Department which have not, under these rules, been specially assigned to some other committee or to the president. It shall be clothed with the same powers and charged with the same duties with respect to the Medical Department as have been assigned to the Committee on Complaints and Grievances. It shall report, in writing, at each regular meeting of the board, and at such other times as may be directed by the board, touching matters with which it is charged, or which have been referred to it, and make such recommendations as it may deem proper.

Article IV

Rules of Procedure and Order of Business

Section 1. The rules laid down in Cushing's Manual of Parliamentary Law, when not in conflict with any of the provisions of this article, are hereby adopted as the law of procedure for the government of the board when in session.

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

1. Reading minutes of preceding meeting.
3. Reports of standing committees.
4. Reports of special committees.
5. Unfinished business.
Section 2a. All meetings of the Board shall be regarded as executive unless announced by the Chairman to the contrary at the beginning of a meeting. (Adopted August 13, 1923)

The minutes of the Board shall not be printed and publicity shall be given through the publicity committee only. (Adopted August 13, 1923)

Section 3. 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 4. In the interest of clearness, to prevent misapprehension, and to secure accuracy of record, each maker of a motion or mover of a resolution, at the time of offering it, shall reduce it to writing and deliver it to the secretary of the board.

Section 5. All communications to the board from persons not members thereof, except in the case of the president, shall be in writing, nor shall any person be allowed to address the board while in session unless by unanimous consent of all the members present.

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

ARTICLE V

REPEAL AND AMENDMENT

Section 1. All rules, orders, and resolutions 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. 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; such 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.
RULES AND REGULATIONS

ARTICLE I

BOARD OF REGENTS

Section 1. Subject only to federal and state constitutions and laws, all University policies shall be determined by the Board of Regents, and in them shall be included such policies of the best State universities as are consistent with those adopted by the board.

Section 2. The president of the University shall be elected by the board and shall hold his office during good behavior and while he renders efficient and satisfactory service.

Section 3. Departments shall be established, offices, professorships and other positions determined, salaries fixed, degrees conferred, and diplomas granted, exclusively by the board.

Section 4. Expenditures shall be made only upon appropriations made by the board based upon a budget prepared by the president from reports of chairmen of schools and other officers, showing the necessary expenses to be incurred for the year.

Section 5. Requirements for degrees shall be prescribed by the board, but the various faculties are expected to make recommendations at their discretion.

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

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

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

No infidel, atheist, or agnostic shall be employed in any capacity in the University of Texas, and while no sectarian qualification shall ever be required of persons now serving or who shall in the future be
elected or appointed to positions in this institution, no person who does not believe in God as the Supreme Being and the Ruler of the Universe shall hereafter be employed or at any time continue in or be elected or appointed to any office or position of any character in this University. (Adopted July 10, 1920)

In order not to make the anti-nepotism rule so rigid as to hinder efficiency, the Board places the application of the rule in the hands of the Administrative Council, trusting the Council's good judgement to avoid complications. (Adopted October 28, 1920)

No enemy alien shall be employed in any capacity by the University. Other things being equal, American citizens are to be preferred to friendly aliens, though the latter may be employed.

Section 7a. All members of the faculty and other persons employed by the Board, or whose employment is sanctioned by the budget adopted, are subject to all the rules and regulations of the Board of Regents.

Section 8. The board shall have power 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; and all contracts now existing between the University and professors, instructors, tutors, and other officers and employees thereof, and those that may thereafter be made, are subject to this provision.

Section 8a. The importance of rest and recreation to teachers is recognized, and it is desired that all shall have reasonable vacations, and shall use their vacations rationally to promote the ends for which they were afforded; but it must not be supposed that the vacation of the faculty extends from Commencement Day to the day on which instruction begins in the fall. All members of the faculty are expected to be in actual attendance up to the 15th day of June and on and after the 15th day of September, except on leave extended for special reasons by the President of the University; and during the intervening time they shall keep the President notified of their whereabouts and shall respond quickly for service.
SECTION 9. No member of the instruction force shall be employed in any work which does not come naturally within the scope of his duties, and for which additional compensation is expected, without the approval of the president and the board.

ARTICLE II

Officers of Administration

Section 1. The President of the University shall be the expert adviser and responsible agent of the Board of Regents and the chief executive of the University. He shall be held responsible by the Board for the carrying out of its policies, and his discretionary powers shall be broad enough to enable him to meet his extensive responsibilities. All other officers, teachers, and employees shall be responsible to and under the direction of the President, and all communications between them and the regents relating to the University shall pass through his hands for any endorsements he may deem it proper to make. He shall recommend suitable persons to fill vacancies, and is authorized to fill vacancies temporarily and make other arrangements in all emergencies between the meetings of the Board, so that the work of the University shall not suffer. He shall be prepared to give the Board information regarding the competence and loyalty of officers, teachers, and employees; shall hold all of them to the full discharge of their duties; and, if in his judgment the necessity arise, shall initiate steps for a change of any of them. He shall be a member and chairman ex officio of the general faculty, and shall see to the execution of all regulations originating therein. He shall keep in sympathetic touch with the students, so far as their number permits, and shall personally and in cooperation with other officers and teachers help them to become loyal, useful, and efficient citizens. He shall attend all meetings of the Board of Regents and shall follow its directions in any particular matter, but the Board will not undertake, ordinarily, to direct the details of executive action, and the President is expected to act with perfect freedom within the lines of the general policies it lays down. At the regular meeting of the Board of Regents in connection with the Commencement at the Main University, he shall present a comprehensive annual report embodying a survey of the academic year in all departments, together with estimates and recommendations for the succeeding year.

Section 2. The deans of the several colleges and schools shall preside at the meetings of their respective faculties; shall plan for and see to the execution of the regulations affecting their colleges and schools; shall concern themselves with the interests and attention to duty of individual students; and shall see that the courses of instruction...
are as well correlated as practicable. They shall receive from each
department the reports hereinafter provided for, and shall transmit the same
to the President with such recommendations and suggestions as they may deem
wise. They shall make careful investigations of all nominations for pro-
motions and appointments to their respective faculties, and shall transmit
these nominations to the President, together with such information and
recommendations as may enable him to make intelligent decision.

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

The deans shall be elected by the Board
at the beginning of each biennium
by the Board of Regents, upon the nomination of the president, and shall serve two
years.
In case of the resignation or the death of a dean during the two-year term, the president shall appoint his successor for the unexpired term. In case of the disability of a dean, or his leave of absence, the president shall appoint an acting dean. Each dean shall serve on a twelve-month basis with a month's vacation. The term of the vacation to be agreed upon between the president and the president.
Sec. 20. The dean of Student Life shall be the head of the student life staff in charge of all extra-curricular activities not designated to some other office. He shall be appointed by the Board of Regents upon the recommendation of the President. The tenure of this office shall be subject to the same regulations as is the tenure of the office of the full professor. He shall be a voting member of the general faculty and shall teach at least one full course each long session.
The dean of student life as an officer, dean of men shall exercise general oversight with respect to the conduct of men students. It shall be his duty, in reasonable and sympathetic manner, to aid and advise students concerning important social and other relations growing out of their membership in the University community, encouraging them to develop a high sense of responsibility for the good name of the University as well as a sound and militant public opinion which gives proper recognition to the conduct becoming a gentle man.
The dean of student life shall be charged with administering discipline in the University. He shall have the assistance of the faculty committee on discipline which will make its reports to him; he being charged with the administration of penalties recommended by the committee. In the discharge of his duties, he shall act as the friend of the student, not as a police officer bent on bringing the offender to justice. In the consideration of cases before the Student Council or before the Discipline Committee, he shall serve neither as a prosecuting attorney
Her as the attorney for the student, but he shall assist those bodies in developing facts in order that a just decision may be rendered in each case.

The dean of student life shall be responsible for the general conduct and discipline among women students. As far as possible, however, he shall exercise all authority and control over women students through the Dean of Women.

The dean of student life shall have the assistance of the following faculty committees which shall report directly to him:

1. Committee on Student Housing Accommodations;
7. Committee on Sick Students (Men and Women)

3. Committee on Student Social Organizations,

4. Committee on Student Social Affairs

The student self-government association shall make reports to the dean of student life.

Under the dean of student life there shall be the University health service, composed of such physicians and nurses as the Board of Regents may find necessary. It shall be the University physicians shall serve full time and shall be nominated and appointed by the
dear student life,
For his own use and for the
use of others directly concerned
the dean of student life shall keep
on file record data concerning
each of the men students and
will be serviceable in the
administration of his office.
On April 1 of each year he
make an annual report in
writing to the president,
together with recommendations
for positions on his staff,
and shall submit biennial
estimates in April 1 of each
even-numbered year.
Section 3. The Dean of Women shall be appointed by the Board of Regents upon the recommendation of the President. The tenure of office of the Dean of Women shall be subject to the same regulations as is the tenure of office of the full professor. She shall be a voting member of the faculty. She shall have general oversight of all women students. In the formulation and administration of policies she is to act with the advice and consent of the Dean of Students. For her own use and for the use of others directly concerned, she shall keep on file such data concerning each of the women students as will be serviceable in the administration of the office of the Dean of Women. She shall make an annual report to the Dean of Students (Adopted December 19, 1933).

Section 4. The director of extension shall be the administrative head of all those extramural activities of the University which are now or may hereafter be assigned by the Board of Regents to the office of Extension (now known as Division of Extension), and shall in general perform all the duties assigned to the deans of colleges and schools in so far as the same may be applicable, and in particular shall endeavor to carry the benefits of the University to the people of Texas to such an extent as the resources of the University may permit.

Under the Extension Division, besides the various Bureau, shall be included the Engineering Experiment Station with its director, the Industrial Chemistry Experiment Station with its director, and the Bureau of Economic Geology with its director, and associate director. The dean of Extension shall be employed at twelve months basis as are other deans. He shall make an annual report to the President on April 1, and shall present biennial estimates, as required of the deans, on April 1 of each even numbered year. (Adopted April 20, 1933).
4XX Section 4a.

...The director of physical training, who shall be ex officio director of physical training for men, shall have charge of physical training required by the general faculty, which shall be divided into physical training for men and physical training for women. He shall be responsible directly to the president.  

Director of Physical Training

The head of the College of Physical Activities shall have general charge of official athletics for men and women, as part of his administrative duties. Assisted by a member of the general faculty, appointed by the President, he shall pass upon the scholastic and non-scholastic eligibility of each candidate for official athletic teams and squads, certifying a list of eligibles in quadruplicate to the President, and coach concerned of the University and of the competing institution. At the close of each long session, all the records of the two teams of official and semi-official activities relating to the intercollegiate athletics shall be filed in his office for future reference. (Adopted July 26, 1924)
It shall be the duty of the President, on or before the first day of each year, to present to the Senate a complete written report of the condition of the government for the preceding year, an estimate of the expenses necessary for the coming year, and such other information and recommendations as may be necessary for the best accomplishment of the objects of the government. In addition to the foregoing annual report, the President shall, under his supervision, convey to the Congress a detailed statement of the expenditures for the coming year, the expenses for the current year, and the estimated expenses for the succeeding year for the construction of public works and such other information and recommendations as may be necessary for the best accomplishment of the objects of the government.
Section 46: The director of the Summer Session shall administrate the Summer session. He duties shall be as follows: To study and watch over the general policy of the Summer Session, to the end that it may afford the best services to the greatest number of the students; to formulate and submit the annual budget; to see that information is sent not only to the prospective students in regard to the courses obtainable; to have general supervision over the Summer Session, coordinate the work of the various departments and officers, and have general direction over the Summer Session catalogue, public lectures, social affairs, etc; to recommend to the
Executive Committee, the faculty of the summer school.

The director shall be assisted by the committee composed of the deans of the schools and colleges of the Metropolitan, or of a member from each school and college, nominated by the dean and approved by the president.
Section 5. The registrar shall see to the execution of all regulations dealing with the admission of students to all colleges and schools of the University, and shall have charge of the admission examinations, the removal of admission conditions, and the registration of students. He shall keep permanent, systematic, and convenient records, containing the academic grades of each student and all other recordable information about him that he or the University may at any time need. These records shall be so kept as to enable authorized persons to get from them the maximum of legitimate information about students with the minimum expenditure of time and effort. The registrar is authorized to call upon other officials and upon teachers and students for such information as he may need for the performance of these duties. The registrar shall, where not otherwise provided, pass upon all candidates for scholarships and all applications for loans, and shall keep a complete record of all scholarships and loans. He shall serve as secretary of the Publications Committee of the general faculty, and shall, under the regulations of the committee, edit and supervise the preparation of all official series bulletins, including the long session and summer session catalogues, the annual directory, and the final announcement of courses. He shall 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, and shall assign space for offices and classrooms purposes with a view to maximum efficiency and economy. He shall serve as a member of the administrative council. He shall make an annual report to the President on April 1, and shall present biennial estimates on April 1 of each even numbered year. (Adopted April 27, 1920.)

Section 6. The auditor shall be the receiving and disbursing agent for the University for all moneys, and shall have charge of the accounting department of the institution. He shall devise and have kept a complete set of double entry books, embracing the voucher system, which shall show all the financial transactions of the University of Texas and its branches, and in such books, under proper and appropriate headings, shall be entered and kept a full, complete, and properly classified system of accounts, showing all properties of the University of Texas, and in such manner and at all times to set forth clearly, truthfully, and fully all the assets and liabilities of the University. He shall sign and keep a carbon duplicate of all purchase requisitions. He shall audit the accounts of all expenditures, and see that they are charged to and covered by proper appropriations, that all items for such expenditures are clearly for the purpose for which the appropriations have been made by the Board of Regents, and that they have been properly approved by the persons responsible for such expenditures; but in no case shall the auditor approve bills or pay out funds except upon the previous authorization of the Board of Regents or other officially designated authority, and he shall be responsible for the proper accounting of every cent received or disbursed by him. He shall
submit to the business manager, before payment, all expense accounts of those connected with the University and all other bills against the institution, whenever any of the items seem to him excessive.

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

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

The auditor shall be required to present to the President of the University and the Chairman of the Board of Regents a detailed annual report of all monies handled by his office for incorporation in their published reports, and such other financial statements as shall be required by them.

The auditor shall present biennial estimates for his office department on April 1 of even numbered years and shall make nominations for positions on his staff.

The auditor shall deposit all accumulated land income in the State Treasury at intervals of not more than thirty days.
Section 7. The comptroller shall serve as the representative of the President in the supervision of all strictly business operations of all branches of the University not specifically designated 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 the approval of the President and the Board of Regents. He shall approve, before payment by the auditor, all bills against the institution whenever any of the items, in the judgment of the auditor, are excessive.

The comptroller shall supervise the purchasing of all general supplies and all materials for use in the University except materials and equipment for departments and laboratories or other purchases specifically assigned to some other officer, such as the purchases of books by the librarian and technical equipment by departmental chairman; but no purchases shall be made except upon an order signed by the auditor, of which the latter shall keep a carbon duplicate. All purchases or work of consequence, certainly if involving as much as $1,000, shall be made or contract let on the basis of competitive bids. The purchasing agent, under the supervision of the comptroller and in 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 shops and agents under his charge, and give them out on proper requisition to the various individuals entitled thereto.
The comptroller, as superintendent of buildings and grounds, shall care for all buildings and grounds occupied by the University and for all residences and other leased buildings in Austin owned by the University, and shall supervise all minor improvements and repairs in connection therewith. He shall be responsible for the funds provided for these purposes and shall arrange by contract or otherwise for their expenditures. Within the limit of the appropriations made by the Board, it shall be his duty to have repairs made in time to prevent, as far as possible, depreciation of University property. He shall also 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 jobs and general store rooms, including necessary carpenters, cabinet makers, machinists, plumbers, painters, electricians, and other repair men either under direct employ or under contract;
3. The janitors, watchmen, police, and firemen for the care and protection of the buildings of the University;
4. All physical plant and equipment belonging to the University;
5. Superintendents of the grounds, roads, walks, and athletic fields.

In the performance of these duties, he shall advise freely with the President and with the standing committees of the general faculty appointed for that purpose.

The resident architect shall be under the jurisdiction of the comptroller and shall have charge of repairs and modifications of existing buildings, and such designing and construction as the President, upon advice of the comptroller, may approve.
During the planning of new buildings, the comptroller shall advise with and aid the architects as well as the state inspector of masonry. He shall receive the reports of the University architect and consulting architect and have consultation with the President, and, when necessary, with the executives of the departments concerned, shall transmit such reports together with his recommendations to the chairman of the building committee; and he shall act for said chairman in such matters as the latter may direct. The supervision of construction shall be conducted in accordance with existing or future contracts between the Board of Regents and the University architect. Whether the supervision be by the architect or by a supervisor other than the architect appointed by the comptroller, the report shall be made directly to the office of the comptroller.

The comptroller shall have control of and be responsible for the operation of the Stenographic Bureau. He shall have general supervision of the University Press, and shall assist in determining what work shall be performed by the University directly, and what shall be performed by the University under contract.

The comptroller shall have general charge of the University lands bordering on the Colorado River, known as the Brackenridge Lands. He or his representative shall care for and make such leases or the same as
the chairman or the land committee may endorse, but all rents therefor shall be collected by the auditor. He or his representative shall also have charge of all residences or other property of the University in Austin which may be for lease, making leases thereof, and assuming responsibility for prompt payment to the auditor of all rents. Copy of all leases shall be deposited with the auditor.

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 true and correct inventory thereof and present the same to the October meeting; and shall have the authority to require the chairmen of the departments, special agents, and employees, at least annually, and oftener if necessary, a full statement of the property in their immediate possession belonging to the University.

The business manager shall enter into a bond in an amount to be fixed by the Board of Regents that he will fully and faithfully perform all the duties required of him or which may hereafter be required of him by the rules, regulations and resolutions of the Board of Regents, and that he will faithfully and honestly keep, account for, and turnover to his successor or to such person as the Board of Regents shall direct, and according to the direction of the Board, all the property, vouchers, and papers belonging to the University, for which he is responsible.

The comptroller shall make nominations to the President for positions in his division, the head of each division having first made nominations to the comptroller for subordinate positions within their respective departments.

The comptroller shall make an annual report to the President on April 1, and shall present biennial estimates on April 1 of each even numbered year. (Adopted August 12, 1928)
Section 7a. The Building Committee of the Faculty shall be appointed by the Board of Regents and shall include a member of the Department of Architecture and such other members as the board shall designate. It shall be the duty of this committee to hold necessary hearings and make proper investigations regarding the building needs of the University and to report from time to time to the President and the Board of Regents concerning its conclusions, and to recommend to the President and the Board of Regents, the order and the location for specific buildings together with its reasons for these recommendations.

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

The President and Business Manager shall be ex officio members of the Building Committee of the Faculty.

Section 7b. The following rules govern the relations of the Architect and the Building Committee of the Faculty to each other and to the President and the Board of Regents:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

g. Where a superintendent does not give his full time on a building, his other duties shall be subordinated so that he shall give his full time when concrete is being poured, masonry erected and plastering and other important parts of the work are being started or placed as the architects shall direct. (Adopted February 22, 1954).

Section 8. The librarian shall have charge of and be responsible for the proper use and condition of the library. All books, pamphlets, maps, etc. (other than account books of record), belonging to the University, shall be deemed to belong to the University library. All reference books and current periodicals, magazines, and newspapers shall be made as easy of access as practicable to all patrons of the library, and no limitations not necessary to their preservation shall be placed upon their free use. Other books, except such as are referred to in the next paragraph, shall be delivered for use only upon a proper call.

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

The librarian may make and enforce such rules for the government of the library as are approved by the President. The librarian shall make an annual report to the President on April 1, and shall present biennial estimates on April 1 of each even numbered year. (Amended 1955).

Section 9. In order that the President may have a more flexible and, therefore, more effective, body to serve as his advisers, the Administrative Council shall consist of (1) seven administrative officers of the University to be chosen and appointed by the President, to serve for not more than one year, their terms expiring on August 31 next following the date of their appointment, and (2) such other member or members of the faculty as may be summoned by the President to a particular meeting of the Council.

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

At any meeting both annual and invited members shall in the case of each individual member have voice and vote.
The committee shall hold regular, semi-monthly meetings during the long session of the University and at other times by the call of the President or on the request of two members of the Council. The officers of the Council shall be the President, as chairman; ex-officio, a vice-chairman; and a secretary, all of whom shall perform the usual duties of such officers.

From term to term, or quarter to quarter, the President shall designate one of the annual members of the Council to serve as Acting President in the absence of the President during such term or quarter. (Adopted September 15, 1923.)

It is not the intention of the Board of Regents to define in detail the duties of the Administrative Council further than that it shall act in an advisory capacity to the President upon matters of University policy, in the equitable distribution of the resources of the University among its various departments and activities, and in matters relating to the best interests and development of the University as a whole. In addition to these duties, the Administrative Council shall act as the executive committee of the general faculty. (Adopted April 27, 1923.)

Section 10. The deans of the Medical Branch and of the College of Mines and Metallurgy shall perform the duties of the deans of colleges and schools, and shall represent the President in appropriate matters during the latter's absence from Galveston and El Paso. The Administrative Councils for these branches shall consist of their respective executive committees together with the President. (Adopted April 27, 1923.)
ARTICLE III

Faculties

Section 1. Subject to the supervision of the Board of Regents and the authority it has vested in administrative officers, the general charge of the Main University is entrusted to the general faculty of the Main University; the general charge of the Medical Branch, to the faculty of that branch; and the general charge of the College of Mines and Metallurgy, to the faculty of that college.

Each of these bodies shall consist of all those giving instruction and carrying on the work incident to instruction and investigation within the general faculty; these shall be members with vote and members without vote. Members with vote shall be those of the rank of assistant professors and such instructors above and such instructors designated by the Regents upon recommendation of the president.
Section 2. Each college or school of the Main University, including the College of Arts and Sciences, shall be under the immediate charge of its college or school faculty. The faculty of the College of Arts and Sciences shall consist of the members of the general faculty who belong to this college, and of such other persons as the Board of Regents may designate.

The faculty of the graduate school shall consist of those appointed thereto by the President and the President, upon recommendation of the department concerned, transmitted through the appropriate undergraduate dean and then the dean of the graduate school.

In choosing members of the graduate faculty, the president and all called upon herein to advise him shall consider (1) graduate training, (2) length and character of teaching experience, (3) publications, particularly those following the doctor's thesis, (4) membership in learned societies, (5) invitations to address learned societies, (6) aids received from research grants, et cetera.

The faculty of each of the other colleges or schools of the Main University shall consist of the members of the college or school who are members of the general faculty; of other teachers with the rank of instructor in the department who have served as such for a year or more; of one teacher, to be designated by the president, for each full course required from outside the college or school for any degree offered in the college or school; and of such other persons as the Board of Regents may designate. All members of each faculty shall have a voice in its deliberations; but only those shall have a right to vote who have a right to vote in the general faculty. Legislation exclusively affecting any college or school shall originate in the faculty of that college or school; legislation affecting more than one college or school shall originate in the general faculty or in the faculty of any college or school concerned, but no legislation shall be effective until approved by the general faculty (or, at its discretion, by its executive committee), and where necessary by the Board of Regents. Legislation affecting all colleges and schools shall originate in the general faculty.
The graduate faculty shall have exclusive jurisdiction over the requirements for the degrees of Master of Arts, Master of Business Administration, Master of Journalism, Master of Science in Engineering, and Doctor of Philosophy, and other graduate degrees subsequently created by the Board of Regents. The graduate faculty shall have jurisdiction over such matters as requirements for admission to graduate standing and to candidacy for graduate degrees, the requirements for graduate degrees, the awarding of scholarships and fellowships to graduate students, research publications, research grants, and other matters properly within the scope of the graduate faculty.

The graduate faculty may determine what committees it will require. Upon request the president will appoint a committee.

The graduate faculty, like other faculties, shall adopt and publish necessary regulations.
ARTICLE IV

Departments and Divisions

Section 1. The faculties of the various colleges and schools shall consist of such departments as may from time to time be created by the Board of Regents. (Adopted April 27, 1926.)

Section 2. The staff of each department shall consist of all members who are concerned with the conduct of its work. Those members of the staff who hold a rank above that of assistant shall constitute the faculty of the department. All members of the department faculty shall have a vote who have a vote in the general faculty. (Adopted April 27, 1926.)

The instructional staff of the graduate school shall include, in addition to the members of the graduate faculty, all members of the general faculty and of the faculty of the medical branch who give courses of instruction which are accepted by the graduate faculty for graduate degrees.

Section 3. The chairman of each department, appointed by the Board of Regents to serve for two years, shall preside at its meetings, transmit its recommendations to the President thru the dean of the college or school; prepare under its direction the annual report of the department, and, in general, serve as the department's chief executive. It shall be the duty of all of the full professors of a department jointly, or of its ranking professor, in case there is no full professor, to make annually to the President, thru the dean of the college or school, such recommendations touching salaries and promotions in the department as may be deemed wise, and to recommend, after conference with the other members of the department staff, suitable persons for appointment to vacant positions, both for the long session faculty and the summer session faculty.
Section 4. The faculty of each department shall hold stated meetings at least once each term, and may meet at other times by the call of the chairman, or on written request of a majority of its members. It shall have power to pass regulations (subject to the rules passed by the regents and the general faculty) governing the internal working of the department, propose new courses to the Course Committee, and make recommendations touching equipment and such other matters as may affect the welfare of the department, except in respect to salaries and promotions. (Adopted April 27, 1920)

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

Section 6. To secure properly coordinated action between related departments in the College of Arts and Sciences, they shall be grouped conveniently into divisions by the Board of Regents. (Adopted April 27, 1920)

Section 7. The faculty of each division shall consist of the faculties of the departments comprising it. All members of these faculties shall have a voice in its deliberations, but only those members shall have a vote who have a vote in the general faculty. Each division shall elect its own chairman to serve for two years. Stated meetings shall be held at least once each term, and meetings may be held at other times by the call of the chairman, or on written request of a majority of the division faculty. (Adopted April 27, 1920)

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

SECTION 1. The fiscal year of the University shall begin on the first day of September in each year, and shall end on the thirty-first day of August next ensuing.

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

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

Mirabeau B. Lamar.

BY-LAWS OF THE BOARD OF REGENTS

ARTICLE I

TIME, PLACE, AND MANNER OF MEETING

Section 1. The regular meetings of the Board of Regents shall be held each year at 10 a.m. on the fourth Thursdays of April and October, and on the day preceding Commencement Day, in the Regents' room at the Main University, Austin, and in May at Galveston, on the day on which the graduating exercises of the Medical Department are held, and the board shall continue in session, except during the Commencement and graduating exercises, until the business before it shall have been disposed of.

Section 2. If, not less than twenty days after a regular meeting, 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, he shall call the desired meeting by causing written notification of the time, purposes, and place thereof to be mailed to each member 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.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. At the first meeting after its appointment by the governor, the board shall elect a chairman, who shall hold his office for two years and until his successor is duly elected. In case of the death, resignation, or disqualification of the chairman before the expiration of his term of office, the board shall, as soon as practicable, elect another chairman, and, until such election is had, the vice-chairman shall perform the duties of the chairman.

Section 2. 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
years thereafter, the said committees shall again be constituted by the chairman, as provided in the preceding section.

SECTION 3. At the time of election of the chairman, a vice-chairman shall also be elected, who shall, upon the death, absence, resignation, disability, or disqualification of the chairman, perform the duties of the chairman until the chairman shall resign his office or his successor shall have been elected, as herein provided.

SECTION 4. The board shall, at the time of the election of the chairman, also elect a secretary whose term of office shall be two years, and whose duty it shall be to keep a record of the proceedings of the board, to file and preserve carefully all papers and documents pertaining to the business and proceedings of the board, and to perform such other cognate duties as shall be provided by the board. He shall receive such recompense as may be fixed by the board and shall be removable at the board's pleasure.

ARTICLE III
STANDING COMMITTEES AND THEIR DUTIES

SECTION 1. The following standing committees shall be appointed by the chairman, by and with the consent and advice of the board:

Executive Committee.
Committee on Finance.
Auditing Committee.
Committee on Buildings and Grounds.
Committee on Complaints and Grievances.
Land Committee.
Committee on the Medical Department.
Legislative Committee.

SECTION 2. These committees shall remain as constituted (unless a vacancy shall be caused by death or refusal of some member of the committee to act) until the first meeting of the board after his appointment by the governor, at which time, and every two years thereafter, the said committees shall again be constituted by the chairman, as provided in the preceding section.

SECTION 3. 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 same 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. The Executive Committee shall consist of the chairman of the board, 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 when the board is not in session and an emergency shall arise requiring immediate action, it shall take such temporary and immediate action as the emergency shall require; in the judgment of the committee, requiring at each meeting of the board the committee shall report in writing for approval, all action taken by it.

SECTION 5. The Finance Committee shall consist of three members. To this committee shall be referred all questions involving the finances of the University and matters cognate thereto, which the board may desire to refer.

SECTION 6. The Auditing Committee shall consist of two members. To this committee shall be referred the auditing of all accounts of receipts and expenditures on behalf of the University, and such other matters as the board may desire to have audited.

SECTION 7. The Committee on Buildings and Grounds shall consist of three members. To this committee shall be referred any question relating to the buildings and grounds, both of the Main University at Austin and of the Medical Department at Galveston, and other cognate matters. It shall be the duty of this committee, on behalf 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, to 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.

By-Laws
to the president, who shall, from time to time, make report of his action in such matters to the board.

Section 8. The Committee on Complaints and Grievances 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 at Austin, 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 9. The Committee on the Medical Practice of the board shall consist of three members. To this committee shall be referred all matters touching the conduct of the Medical Practice of the University, which have not, under these rules, been specially assigned to some other committee or to the president. It shall be clothed with the same power and charged with the same duties with respect to the Medical Practice as have been assigned to the Committee on Complaints and Grievances. It shall report, in writing, at each regular meeting of the board, and at such other times as may be directed by the board, touching matters with which it is charged, or which have been referred to it, and make such recommendations as it may deem proper.

Section 10. 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 11. The Land Committee shall consist of three members. It shall have immediate supervision of the work of the land agent (who shall be appointed upon recommendation of the committee); it is authorized to make sales and leases of University lands, forwarding recommendations to the chairman of the board, who will sign and execute all deeds and leases, and to cancel leases; it shall pass upon all rebates or refunds; it shall see that the records of the land agent are correctly and safely kept and that his reports are full and accurate and are promptly filed as directed by the board; and it shall make such recommendations for improving the management of the lands as it may see fit.

ARTICLE IV

RULES OF PROCEDURE AND ORDER OF BUSINESS

Section 1. The rules laid down in Cushing’s Manual of Parliamentary Law, when not in conflict with any of the provisions of this article, are hereby adopted as the law of procedure for the government of the board when in session.

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

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

Section 3. 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 4. In the interest of clearness, to prevent misapprehension, and to secure accuracy of record, each maker of a motion or mover of a resolution, at the time of offering it, shall reduce it to writing and deliver it to the secretary of the board.
SECTION 5. All communications to the board from persons not members thereof, except in the case of the president, shall be in writing; nor shall any person be allowed to address the board while in session unless by unanimous consent of members present.

ARTICLE I

REPEAL AND AMENDMENT

SECTION 1. All rules, orders, and resolutions 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. 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; such 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.

RULES AND REGULATIONS

ARTICLE I

BOARD OF REGENTS

SECTION 1. Subject only to federal and state constitutions and laws, all University policies shall be determined by the Board of Regents, and in them shall be included such policies of the best State universities as are consistent with those adopted by the board.

SECTION 2. The president of the University shall be elected by the board and shall hold his office during good behavior and while he renders efficient and satisfactory service.

SECTION 3. Departments shall be established, offices, professorships and other positions determined, salaries fixed, degrees conferred, and diplomas granted, exclusively by the board.

SECTION 4. Expenditures shall be made only upon appropriations made by the board based upon a budget prepared by the president from reports of chairmen of schools and other officers, showing the necessary expenses to be incurred for the year.

SECTION 5. Requirements for degrees shall be prescribed by the board, but the various faculties are expected to make recommendations at their discretion.

SECTION 6. All appointments, promotions, and dispositions, except as otherwise specifically provided herein, shall be made by the board upon recommendation of the president.

SECTION 7. All University positions shall be kept upon the merit basis. No officer or employee shall be removed except for good cause; and whenever an appointment is made it shall be made solely with regard to the special fitness of the candidate. Appointment of a relative of a member of the board or of any other person occupying an influential position in the University, is wholly disapproved. Political, social, fraternal, and other church influences are to be altogether ignored. The president and the other officers of the University are to feel fully assured that the regents will heartily support them in acting upon this principle.

SECTION 8. The board shall have power to remove any pro-
tions, instructors, tutors, and other officers and employees thereof, and those that may thereafter be employed in any work which does not come naturally within the scope of his duties, and for which additional compensation is expected, without the approval of the president and the board.

SECTION 3. The librarian shall have charge of University publications, pass on candidates for scholarships and applications for loans from the Student Aid Fund, except in the Engineering and Law Departments, and supervise the expenditure of the Student Help Fund. He shall make an annual report to the president.

The deans of the several departments shall see to the execution of regulations affecting their respective departments, shall concern themselves with the interests and attention of all students, and shall plan for their department. The Dean of the College of Arts, plan for its improvement, and make recommendations to the college faculty.
sible for the proper use and condition of the library. All books, pamphlets, maps, etc. (other than account books of record) belonging to the University, shall be deemed to belong to the University library. All reference books and current periodicals, magazines, and newspapers, shall be made as easy of access as practicable to all patrons of the library, and no limitations not necessary to their preservation shall be placed upon their free use. Other books, except such as are referred to in the next paragraph, shall be delivered for use on a proper call.

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

The librarian may make and enforce such rules for the government of the library as are approved by the president.

Section 4. The registrar shall keep permanent, systematic, and convenient records, containing the class grades of each student and all other receivable information about him that he or the University may at any time need. The records shall be so kept as to enable authorized persons to get from them the maximum of legitimate information about students with the minimum expenditure of time and effort. The registrar is authorized to call upon other officers and upon teachers and students for such information as he may need for the performance of these duties.

Section 5. The auditor shall be the receiving, disbursing, and purchasing agent for the University, and shall have charge of the accounting department of the institution. He shall devise and have kept a simple but complete set of double entry books, embracing the voucher system, which shall show all the financial transactions of the University except those specially authorized by the Board of Regents to be purchased by the chairman of schools and deans of departments for their laboratories and other designated purposes, but no purchases shall be made except upon an order signed by the auditor of which he shall keep a carbon duplicate. He shall audit the accounts of all expenditures, and shall cause all items charged to and covered by proper appropriations, that all items covered by such expenditures are clearly for the purpose for which the appropriations have been made by the Board of Regents, and that they have been properly approved by the persons responsible for such expenditures; but in no case shall the auditor approve bills or pay out funds except upon the previous authorization of the Board of Regents or other officially designated authority, and he shall be responsible for the proper accounting of every cent received or disbursed by him.

The Woman's Building and University Hall in Austin shall be under the supervision of the auditor. He shall prepare proper books and blanks for keeping a record of receipts and disbursements, and shall have authority to require the managers to furnish to him such reports and statements as may be necessary to give him a clear insight into the financial condition of these dormitories.

The auditor shall be custodial, and shall be responsible for the safe keeping of all property belonging to the University of Texas, not in charge of the chairman of the various schools, or special agents and employees of the institution by authority of the Board of Regents, and he shall keep a true and correct inventory of all property in his charge, and shall have authority to require, at least annually, and oftener if necessary, an inventory from such chairmen of schools, special agents, and employees, showing the property in their immediate possession belonging to the University.

The auditor shall be required to render to the president of the University and the chairman of the Board of Regents such financial statements and reports as may be required by them.

The auditor shall enter into a bond in the sum of twenty thousand ($20,000) dollars, with four or more good and sufficient sureties, that he will fully and faithfully perform all the duties now required of him, or which may hereafter be required of him by the rules, regulations, and resolutions of the Board of Regents; that he will faithfully and honestly keep, account for, and turn over to his successor, or to such person as the Board of Regents shall direct, and according to the direction of the board, all the moneys,
property, vouchers, and papers belonging to the University, for which he is responsible; and that he will keep a full set of books which shall correctly set forth all the financial and property accounts, transactions, and dealings of the University with all persons, as required by the board.

ARTICLE III

FACULTIES

SECTION 1. Subject to the supervision of the Board of Regents and the authority it has vested in administrative officers, the general charge of the Main University is intrusted to the general faculty of the Main University; and the general charge of the Medical Department, to the faculty of the Medical Department; each of these bodies to consist of such teachers and other officers as may be designated by the Board of Regents.

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

SECTION 3. The president shall be a member, and chairman ex-officio, of each faculty. In the absence of the president from a meeting of a departmental faculty, the dean of the department shall preside.

ARTICLE IV

SCHOOLS AND DIVISIONS

SECTION 1. The faculties of the various departments shall consist of such schools as may from time to time be created by the Board of Regents.

SECTION 2. The staff of each school shall consist of all members who are concerned with the conduct of its work. Those members of the staff who hold a rank above that of fellow shall constitute the faculty of the school. All members of the school faculty shall have a voice in its deliberations; and one or more of these members shall have a vote who have a seat in the school faculty.

SECTION 3. The chairman of each school, appointed by the Board of Regents to serve for two years, shall preside at its meetings, transmit its recommendations to the president, prepare under its direction the annual report of the school, and, in general, serve as the school's chief executive. It shall be the duty of all of the full professors of a school conjointly, or the acting professor, in case there is no full professor, to recommend, after conference with the president, suitable persons for service on the various committees, and make recommendations touching such appointments and promotions in the school as may be deemed wise, upon the request of the president, to recommend, after conference with other members of the school staff, suitable persons for appointment to vacant positions.

SECTION 4. The faculty of each school shall hold stated meetings at least once each term, and may meet more times by the call of the chairman, or on written request of a majority of its members. It shall have power to pass recommendations (subject to the rules passed by the regents and the general faculty) governing the internal working of the school, propose new courses to the committee on courses, and make recommendations touching equipment and such other matters as may affect the welfare of the school, except in respect to salaries and promotions.
SECTION 5. Before final adoption and submission to the president, the annual report of the school, proposed new courses, plans for equipment, and all recommendations of importance, shall be presented for discussion to the division of which the school forms a part.

SECTION 6. To secure proper co-ordinated action between related schools in the College of Arts, they shall be grouped conveniently into divisions by the Board of Regents.

SECTION 7. The faculty of each division shall consist of the members of the school comprising it. All members of these faculties shall have a voice in the deliberations, but only those members shall have a vote who have a seat in the general faculty. Each division shall elect its own chairman to serve for two years. Stated meetings shall be held at least once each term and meetings may be held at other times by the call of the chairman, or on written request of a majority of the division faculty.

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

ARTICLE V

MISCELLANEOUS

SECTION 1. The fiscal year of the University shall begin on the first day of September in each year, and shall end on the thirty-first day of August next ensuing.

SECTION 2. The chairman of each school shall keep an inventory book in which to enter in detail all apparatus and other property belonging to the school. In addition to keeping this book, the chairman of each school shall present to the auditor, on or before July first, an inventory of all apparatus and other property belonging to the school, together with a statement of the condition thereof; and it shall be the duty of the auditor to present these inventories to the Board of Regents at the October meeting.

SECTION 3. No one connected with the University, in any capacity, shall use for his own pleasure or for any other personal purpose any University property of whatever description; and no one shall be permitted to remove from the buildings or grounds any property belonging to the University, even though it may seem to be of no value, unless it be temporarily and pursuant to some well established regulation or usage, or with the distinct approval of the president or auditor of the University.
APPENDIX

I.—HISTORICAL SKETCH OF THE UNIVERSITY

The University of Texas is a State institution, ordained by the Constitution, located by popular vote, endowed, and maintained by legislative grants.

The idea of a university for Texas is as old as Texas. The Declaration of Texas Independence, March 2, 1836, has for one of the main counts in its indictment against the government of Mexico the following: "It 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 for self-government." In accordance with the doctrine thus proclaimed, the first Constitution of the Republic declares it to be the duty of Congress "to provide, as soon as circumstances will permit, * * a general system of education."

The first direct steps towards the founding of the University were taken by the Congress of the Republic in two acts passed during January, 1839. One of these provided for the setting apart of land for a campus in the future city of Austin. The other appropriated fifty leagues of the vacant lands of the Republic for the purpose of university education.

The establishment of the University was provided for by an act of the Legislature, February 11, 1838. The preamble of said act reads as follows: "Whereas, from the earliest time, it has been the cherished design of the people of the Republic and of the State of Texas, that there shall be established within her limits an institution of learning for the instruction of the youths of the land in the higher branches of learning and in the liberal arts and sciences, and to be so endowed, supported, and maintained as to place within the reach of our people, whether rich or poor, the opportunity of conferring upon the sons of the State a thorough education, and as a means whereby the attachment of the young men of the State to the interests, the institutions, the rights of the State, and the liberties of the people might be encouraged and increased, and to this end liberal appropriations have been made; and whereas the increase of population and wealth of the State, and the tendency of events, indicate the fitness of now putting the cherished design into effect; therefore," etc. This act made provision for the endowment of the University by adding to the fifty leagues granted in 1839 one hundred thousand dollars in United States bonds, and one section of land out of every ten reserved for the use of the State by the various acts of the Legislature.

Provision was also made for the organization of the University, but was not carried out because of the Civil War and the unhappy era of Reconstruction. Indeed, under the exigencies of civil war, a large portion of the University endowment had been turned into the general revenue account and appropriated to the necessities of the State. But under direction of the Constitution of 1866 the Legislature refunded the amount previously diverted. The same Constitution provided that "the Legislature shall, at an early day, make such provision by law as will organize and put in operation the University"; but the times were unpropitious, and the organization was still delayed.

Provision for the organization and the maintenance of the University was again made in the Constitution of 1876. This Constitution took away from the endowment the lands which had been shifted to it by the Act of 1838, and gave in lieu thereof one million acres further west. It made the Agricultural and Mechanical College of Texas, which had been established a short time before and located in Brazos county, a branch of the University "for instruction in agriculture, the mechanic arts, and the natural sciences connected therewith," and provided for the subsequent organization of a college or branch university" for the instruction of the colored youths of the State. To the lands previously set apart and appropriated for the endowment, the Legislature in 1883 added one million acres.

The act of the Legislature providing for the organization of the University was passed in 1881. It provided for the location of the institution by popular vote, at the same time creating a Board of Regents, to whom was intrusted its organization and government. Among the provisions of the act affecting the policy of the University may be mentioned the limitation of the matriculation fee to
thirty dollars, the admission of men and women on equal terms
without charge for tuition, and the injunction that no religious
qualification should be required for admission to any office or
privilege connected with the University, and that no sectarian
instruction be given therein.

By popular election in September, 1881, the Main University
was located at Austin and the Medical Department at Galveston.
The Academic and Law Departments were at once organized, and
on the 16th of September, 1883, the University was formally
opened in the present Main University building, then consisting
of the west wing only. The exercises were, however, conducted in
the Temporary Capitol, since burned, until the first day of Jan-
uary, 1884.

In 1894 the Department of Engineering was inaugurated; in
1898 the Summer Schools; in 1906 the Department of Education;
in 1909 the Department of Extension.

The Department of Medicine was opened with the School of
Medicine in 1891, following the donation of the John Sealy Hos-
pital to the State by the city of Galveston. The School of Phar-
macy was added in 1893, the School of Nursing in 1897.

II.—CONSTITUTIONAL PROVISIONS RELATING TO THE
UNIVERSITY.

ARTICLE III

LEGISLATIVE DEPARTMENT

SECTION 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 support of public schools, in which shall be included col-
leges and universities established by the State; and the mainte-
nance and support of the Agricultural and Mechanical College of
Texas.

ARTICLE VII

EDUCATION

SECTION 10. The Legislature shall, as soon as practicable, estab-
lish, organize and provide for the maintenance, support and direc-
tion 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.

SECTION 11. In order to enable the Legislature to perform the
duties set forth in the foregoing section, it is hereby declared that
all lands and other property heretofore set apart and appropriated
for the establishment, and maintenance of the University of
Texas, together with all the proceeds of sales of the same, hereto-
fure made or hereafter to be made, and all grants, donations and
appropriations that may hereafter be made by the State of Texas,
or from any other source, shall constitute and become a perma-
ment university fund. And the same as realized and received into the
treasury of the State (together with such sum belonging to the
fund, as may now be in the treasury), shall be invested in bonds of
the State of Texas, if the same can be obtained; if not, then in
United States bonds; and the interest accruing thereon shall be
subject to appropriation by the Legislature to accomplish the pur-
pose declared in the foregoing section; provided, that the one-
tenth of the alternate sections 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.

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 here-tofore sold, or that may hereafter be sold,
and shall in neither event have the power to grant relief to the
purchasers.

Section 13. The Agricultural and Mechanical College of
Texas, established by an act of the Legislature, passed April 17,
1871, located in the county of Brazos, is hereby made and consti-
tuted a branch of the University of Texas, for instruction in agri-
culture, the mechanic arts, and the natural sciences connected
therewith. And the Legislature shall, at its next session, make an
appropriation, not to exceed forty thousand dollars, for the con-
struction and completion of the buildings and improvements, and
for providing the furniture necessary to put said college in imme-
diate and successful operation.

Section 14. The Legislature shall, also, when deemed practi-
cable, establish and provide for the maintenance of a college or
branch university for the instruction of the colored youths of the
State, to be located by a vote of the people; provided, that no tax
shall be levied, and no money appropriated out of the general
revenue, either for this purpose or for the establishment and erec-
tion of the buildings of the University of Texas.

Section 15. In addition to the lands here-tofore 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

Section 30a. The Legislature may provide by law that the
members of the Board of Regents of the State University and
boards of trustees or managers of the educational, eleemosynary,
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. [Adopted by
election November 5, 1912; by proclamation December 30, 1912.]
III.—LAWS RELATING TO THE UNIVERSITY

REVISED CIVIL STATUTES, 1911

TITLE 48—EDUCATION—PUBLIC

CHAPTER ONE—UNIVERSITY OF TEXAS

Section 1. All lands and other property herebefore set apart and appropriated for the establishment and maintenance of the University of Texas under any previous law.

Section 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 land set apart by Act of April 10, 1883.

Section 3. All bonds that have heretofore or that may hereafter be purchased with the proceeds of the sales of the University lands.

Section 4. All proceeds of the sales of University lands that are now, or may hereafter be, placed in the treasury of the State.

Section 5. In addition to the foregoing, all grants, donations and appropriations that may be hereafter made, or that may be received from any other source. [Constitution, art. 7, secs. 10-14. Act Feb. 11, 1853, p. 148. P. D. 3573. See acts 1879, extra session, ch. 18.] 

Article 2626. [3836] University funds.—The following shall constitute a permanent fund for the University of Texas, to be used for the benefit of said University:

1. All lands and other property herebefore 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 land set apart by Act of April 10, 1883.

3. All bonds that have heretofore or that may hereafter be purchased with the proceeds of the sales of the University lands.

4. All proceeds of the sales of University lands that are now, or may hereafter be, placed in the treasury of the State.

5. In addition to the foregoing, all grants, donations and appropriations that may be hereafter made, or that may be received from any other source. [Constitution, art. 7, secs. 10-14. Act Feb. 11, 1853, p. 148. P. D. 3573. See acts 1879, extra session, ch. 18.]

Article 2627. [3837] Shall be held in trust and invested.—Such portions of the funds specified in the preceding article, as are now in the possession of the State, or that may hereafter 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 said University in the manner provided in the Constitution and laws on that subject. [Id.]

Article 2628. [3838] Title by donation may be vested, how.—Any person, association of persons or body corporate making a donation 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 vest the legal title to the property in any 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 which are not inconsistent with the objects and proper management of said institution or its branches. [Acts of 1899, p. 148, sec. 1.]

Article 2629. [3839] Donor may direct transmission of title.—It shall be lawful for the person or persons or body corporate to declare and direct the manner in which said title to said property shall thereafter pass or be transmitted from the person or persons or body corporate receiving it to others in continued succession, to be held and appropriated to the use aforesaid, and it shall be lawful for the donor or donors to declare and direct the person or class of persons who shall receive the benefit of said donation, together with the manner in which the person or persons who shall receive said benefits shall be from time to time selected, as it may become necessary to carry out the objects of the donation; provided, said declarations and directions are not inconsistent with the objects and proper management of said institution or its branches. [Id., sec. 2.]

Article 2630. [3840] Shall vest in the State in trust, when.—In the event there is a failure to transmit the title to the property or to bestow its use in the manner as declared and directed in the donation, or in the event they, or either of them should become impracticable from the change of circumstances, the title to the property, unless otherwise directed expressly by the donor, shall vest in the State of Texas, 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. [Id., sec. 3.]

Article 2630. [3841] Must be subject to laws, etc.—The title to said 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. [Id., sec. 4.]

Article 2631. [3842] Copies to be filed with board, etc.—Copies of said donation shall be procured and filed with the board which may have control of the University or any of its branches 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. [Id., sec. 5.]

Article 2632. [3843] Control of University lands conferred to regents.—The Board of Regents of the University of Texas are invested with the sole and exclusive management and control of the lands which have heretofore been, or which may hereafter be, 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 may to them seem best for the interest of the University, not in conflict with the Constitution of this State; provided, that such land shall not be sold at a less price per acre than the same class of land of other funds may be sold at under the statutes. [Acts of 1881, p. 24; amended, 1889, p. 169.]

Article 2633. [3844] Board of Regents classified.—The Board of Regents shall be divided into classes, numbered one, two, three, and four, as heretofore determined by the board, who shall hold their office two, four, six and eight years respectively, from the time of their appointment. Two members shall be appointed at each session of the Legislature to supply the vacancies made by the provisions of this article, and in the manner provided for in the preceding article, who shall hold their office for eight years respectively. [Acts of 1891, p. 80, sec. 6.]

Article 2634. [3845] Shall have right to use soil.—The regents and their successors in office shall have the right of making and using a common seal and altering the same at pleasure. [Id., sec. 7.]

Article 2635. [3846] How organized.—The regents shall elect a chairman 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 fees 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 and to grant such diplomas as are usually conferred and granted by universities. [Id., sec. 8; amend. 1895, p. 169.]

Article 2640. [3848] May remove officers.—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. [Id., sec. 10.]

Article 2641. [3849] Admission fee limited.—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 the regulations prescribed by the regents, and all others under such regulations as the Board of Regents may prescribe. [Id., sec. 11.]

Article 2642. [3850] Treasurer.—The treasurer of the State shall be the treasurer of the University. [Id., sec. 12.]

Article 2643. [3851] Available fund.—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. [Id., sec. 18.]

Article 2644. [3852] Expenditures how made.—All expenditures may be made by the order of the Board of Regents, and the same shall be paid on warrants of the comptroller, based on vouchers approved by the president and countersigned by the secretary. [Id., sec. 19.]

By act of the Thirty-second Legislature (General Laws, Chapter 571), this article was amended to read as follows:

Article 2644. [3852] All expenditures may be made by the order of the Board of Regents, and the same shall be paid on warrants of the comptroller based on vouchers approved by the chairman of the board or by some officer or officers of the University designated by him in writing to the comptroller, and countersigned by the secretary of the board, or by some other officer or officers of the University designated by said secretary in writing to the comptroller.

Law 29

Article 2645. [3853] No religious qualification required for admission.—No religious qualification shall be required for admission to any office or privilege in the University; nor shall any course of instruction of a sectarian character be taught therein. [Id., sec. 20.]

Article 2646. Elementary agriculture to be taught.—The Board of Regents shall require the teaching of elementary agriculture in the summer session of the University, as provided in Chapter 10 of this title. [Acts 1909, p. 231, sec. 2.]

Article 2647. Shall confer teachers' diplomas, when.—The University shall also confer teachers' diplomas and certificates in such cases and under such circumstances and conditions as are prescribed in Chapter 14 of this title. [Acts 1909, p. 204.]

Article 2648. Law licenses to issue on diplomas.—Law licenses shall be granted upon the diplomas of the Law Department of the University, as prescribed by Article 311. [Acts 1905, p. 150.]

Article 2649. [3854] Annual report to Board of Education.—The Board of Regents shall report to the Board of Education 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. [Acts 1881, p. 80, sec. 21.]

Article 2650. [3855] Board of Visitors.—There shall be appointed by the Legislature at each regular session a Board of Visitors, who shall attend the annual examinations of the University and its branches and report to the Legislature thereon. [Id., sec. 22.]

Article 2651. [3856] Expenses of regents and visitors to be paid.—The reasonable expenses incurred by the Board of regency and visitors in the discharge of their duties shall be paid from the available University fund. [Id., sec. 23.]

Article 2652. [3857] Governor to have issued manuscript

*See below, p. 30.

**Amended by Act of the Thirty-second Legislature. See below, p. 31.

***See below, p. 31.
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. [Acts of 1889, p. 81.]

Article 3653. [3858] Character of bonds.—Said bonds shall be of such denomination as the governor may direct, and shall be redeemable at the pleasure of the State, and shall bear interest at the rate of five per centum per annum, payable annually at the State treasury on the first day of March of each year. [Id., sec. 2.]

Article 3654. [3859] Form of bonds.—The bonds issued under this chapter shall recite the title and date of passage of the act of 1889, page 81, shall be signed by the governor and treasurer and countersigned by the comptroller, and shall be registered in the office of the State treasurer; and, after said bonds have been registered, the governor shall offer said bonds to the Board of Education as an investment for the permanent University fund then on hand in cash which are by law authorized to be invested; and, if the Board of Education take 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; and, if the Board of Education shall not take said bonds thus offered, the same shall be destroyed and canceled and of no effect whatever. [Id., sec. 3.]

Title 48—Education—Public

Chapter Ten—State Board of Education

Article 2731. Summer sessions of schools.—The State Board of Education shall require the teaching of elementary agriculture for teachers in the summer sessions of the State Normal Schools at Huntsville, Denton, and San Marcos, and the Boards of Directors of the Agricultural and Mechanical College at Bryan, of the College of Industrial Arts for Girls at Denton, and of the State University at Austin, shall require the teaching of elementary agriculture for teachers in the summer sessions of these several institutions. [Acts 1909, p. 261, sec. 8.]

An appropriation was made by the Legislature in 1909 for carrying out this provision, but none in 1911.
Education of the University of Texas, or in any college or university ranked as first-class by the State Superintendent of Public Instruction, upon the recommendation of the State Board of Examiners, shall upon presentation of satisfactory evidence of having done the required work, be entitled to receive from the State Department of Education a State first-grade certificate valid until the fourth anniversary of the thirty-first day of August of the calendar year in which the certificate was issued, unless canceled by lawful authority.

Section 117. Any person who holds a diploma conferring on him the degree of Bachelor of Arts, or any equivalent bachelor's degree, or any higher academic degree, from any college or university of the first-class, and who has completed four full courses in education and pedagogy, may receive from the State Superintendent of Public Instruction a permanent State certificate, which shall be valid anywhere in this State during good behavior; provided, that any person who holds a diploma conferring on him the degree of Bachelor of Arts, or any equivalent bachelor's degree, or any higher academic degree, from any college or university of the first-class, who has not had four full courses in education, but who has taught three years in the State, may receive from the State Superintendent of Public Instruction a permanent State certificate, which shall be valid anywhere in this State during good behavior. The institutions to be recognized as colleges or universities of the first-class shall be determined by the State Superintendent of Public Instruction upon the recommendation of the State Board of Examiners.

ACTS OF THE THIRTY-SECOND LEGISLATURE, CALLED SESSION

GENERAL AND SPECIAL LAWS, PP. 76-77.—AUTHORITY TO ACQUIRE LAND

SECTION 1. Power and authority is hereby conferred upon the Board of Regents of the University of Texas to acquire by purchase or condemnation for the use and benefit of the University of Texas such lands within the counties of Travis and Galveston as they may deem expedient for sites on which to erect buildings for the use of the said University and for the extension of the campus and for other purposes necessary in the conduct of the said University.

SECTION 2. If the said Board of Regents, in seeking to acquire any lands for any of the purposes aforesaid and the owner or owners of said land can not agree for the sale and purchase thereof, the Board of Regents shall request the attorney general to file a petition in the district court of the county in which the land sought to be condemned is situated, describing the land and stating the purposes for which it is desired by the Board of Regents, and praying that the value of such land be ascertained judiciously and a decree be entered vesting title thereto in the State of Texas for the use and benefit of the University of Texas upon the payment of the value so ascertained.

SECTION 3. Upon the filing of any such petition by the attorney general, the clerk of the court shall issue a citation to the owner or owners of the land as in other civil cases, which citation shall be served and returned as in civil cases, and the cause shall be entered on the civil docket in the name of the Board of Regents of the University of Texas as plaintiff and the owner or owners of the land as defendant.

SECTION 4. At the first term of the court after service of citation upon the owner, as provided in the preceding section, the cause, unless continued on motion thereof, shall be tried by a jury upon a single issue as to the value of the land, and the decision of any such jury shall in all cases be final; provided, the parties to said proceeding shall have the right of appeal as in civil cases.

SECTION 5. Nothing in the preceding section contained shall be construed to prevent the parties from waiving a jury and submitting to the court the issue as to the value of the land in question, or from selecting by agreement three persons to ascertain the value of such land, under their oaths and the direction of the court; and the finding and decision of the court or of such persons shall in all cases be final; provided, the parties to said proceeding shall have the right of appeal as in civil cases.

SECTION 6. When the value of the land has been ascertained in either of the modes above prescribed, and the court is satisfied with such valuation, it shall enter a decree vesting the title in such lands in the State of Texas for the use and benefit of the Uni-
versity of Texas, to be held, owned, possessed and enjoyed by the State of Texas for the purposes hereinbefore recited. No such decree shall be entered until the value of the land so ascertained, together with all reasonable costs and expenses of the owner in attending such proceeding, shall be paid to him, or into court for his benefit and subject to his order, such costs and expenses to be assessed by the court for which any such proceeding is had, including reasonable attorney's fee to be fixed by court.

GENERAL AND SPECIAL LAWS, P. 100.—PERMISSION TO GALVESTON COUNTY TO GRANT SEAWALL LANDS TO THE BOARD OF REGENTS.

SECTION 1a. Nothing in the foregoing section of this act shall be construed to prohibit the county of Galveston, or the county commissioners' court of said county, from conveying or leasing, and it is hereby expressly empowered to convey or to lease for a period of ninety-nine years or less, to the Board of Regents of the University of Texas on behalf of the State of Texas, any or all of that part of the land acquired for seawall and breakwater purposes which lies to the north and northwestward of the north line of Avenue B, in said city, to be used for hospital purposes in connection with the John Sealy Hospital.

IV.—OPINIONS OF THE ATTORNEY GENERAL

POWER TO PURCHASE LAND

AUSTIN, TEXAS, July 6, 1901.

Hon. Thomas S. Henderson, Chairman Board of Regents, Austin, Texas.

DEAR SIR: I am in receipt of a communication from yourself, bearing date of July 1, 1901, in which you ask for an expression of the official opinion of the Attorney General, upon the question as to whether the regents of the State University of Texas have authority to acquire by purchase additional land for University purposes, as for instance, the purchase of additional grounds on which to erect a gymnasium, and establish an athletic field for practice and instruction in physical culture for the students of the University, and in reply, beg leave to answer:

Article 3843 of the Revised Statutes provides that the government of the University shall be vested in a board of eight regents, and Article 3846 provides that they (the regents) shall establish the departments of a first-class University; and the question as to whether or not a gymnasium and athletic field is a necessary department of a first-class university, is entirely a question for the determination of the regents. Their determination in the matter is not subject to be reviewed by anybody. I therefore give it as the official opinion of the Attorney General's Department that the Board of Regents would have the power and authority to make the purchase inquired about.

Very respectfully,

G. K. BELL,
Attorney General.

CONTROL OF AVAILABLE FUNDS

AUSTIN, TEXAS, November 11, 1905.


DEAR SIR: We have your letter of the 8th inst. enclosing a communication to you from President D. F. Houston of the University of Texas, of date November 7, 1905, relative to your author-
ity to issue warrant in payment for certain repairs upon one of the buildings of the University of Texas.

The first paragraph of President Houston's letter is as follows: "The University Auditor, Mr. Winn, reports to me that the warrant clerk has declined to issue warrant on the enclosed voucher for the sum of $1181.37, due Mr. J. O. Buas, of Austin, for repairing the auditorium roof, on the ground that the provisions of the closing paragraphs of the appropriation bill, relating to the employment of architects and agreements with contractors were not complied with. The amount in question is to be paid out of the available University funds, and I respectfully submit that it does not come within the scope of the provisions indicated, and that, therefore, the warrant should be issued."

The questions thus presented, are:

First. Had the Board of Regents of the State University authority for repairing the auditorium roof; and

Second. Are said repairs within the operation of the restrictions set forth in the general appropriation act of 1905, relative to the employment of an architect, contractor, etc.

Section 10 of Article 7 of the Constitution of Texas provisions as follows:

"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."

We are not aware that the meaning of the word "maintenance" in the above quoted section of the Constitution has been judicially determined.

But the word "maintenance" as used in Article 8, Section 9, of the Constitution, wherein it is provided that "the Legislature may pass local laws for the maintenance of public roads and highways without the local notice required for special or local laws," was construed by one of our Courts of Civil Appeals in the case of Smith vs. Grayson County, 18 Texas Civil Appeals, 156.

The court, referring to the last quoted constitutional provision, say:

"It is insisted, however, that this clause of the Constitution limits the purposes for which local laws may be passed to the maintenance of roads already constructed and would not authorize the passage of a statute creating a road system. We do not think the word maintenance, as used in this section of the Constitution, was intended to be used in this restricted sense. By the use of the words, maintenance of public roads and highways, the framers of the Constitution had reference to maintaining a system of public roads and highways, which would include all the necessary powers to provide and keep up a system of highways."

We have no doubt that the constitutional provision first above quoted, providing for the "maintenance, support and direction of a university of the first class," contemplated the erection and repair, as needed, of all buildings reasonably necessary to fully carry out that beneficent and grand design.

Pursuant to said constitutional requirements, the Legislature of Texas has seen fit to provide in Revised Statutes, Article 3843, that "the government of the University shall be vested in a Board of Regents, 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."

It can hardly be doubted that it was the intention of the legislative branch of the State, government to clothe said Board of Regents with a broad discretion in determining what is necessary in the way of buildings for the University; hence, the propriety and advisability of making repairs thereto, of a given kind, such as repairs to the roof of the auditorium, is a matter coming peculiarly within the province of the Board of Regents to determine, and especially so, in view of the fact that the cost of such repairs or improvements is to be paid out of the available University fund, and not out of the general fund.

Immediately following the above quoted provision for the establishment of a University, Section 11 of Article 7 of the Constitution provides:

"In order to enable the Legislature to perform the duties set forth in the foregoing section, it is hereby declared that all lands and other property heretofore set apart and appropriated for the establishment and maintenance of the University of Texas, together with all the proceeds of sales of the same, heretofore made or hereafter to be made, and all grants, donations, and appropriations
that may hereafter be made by the State of Texas, or from any
other source, shall constitute and may be appropriated to the
fund."

There was thus set apart an extensive trust fund to enable the
Legislature to carry into effect the above quoted requirements pro-
viding for the “maintenance, support and direction of a university
of the first class,” and this fund can be used for no other purpose
whatsoever.

Recognizing the right of the University to the fund thus created,
and also recognizing the fact that, under existing laws, the Board
of Regents was already invested with wide discretion and authority,
the general appropriation act of 1905 provides, in broad and gen-
eral terms, and without a single specification or limitation as to
details, that the portion of said trust fund available during the
years ending August 31, 1906, and August 31, 1907, respectively,
may be used during these years “for the maintenance, support, and
direction of the University of Texas, including repairs, extensions,
improvements and buildings.”

It will be noted that the Legislature which made this appro-
priation acted subsequent to the rendition of the opinion in Smith
vs. Grayson, supra, which decision construed the word
“maintenance” as to include such matters as to be
levied and no money appropriated out of the general
for erecting or repairing University buildings would be beyond the
scope of legislative authority, in view of that portion of Section
14 of Article 7 of the Constitution, which provides that: “No
tax shall be levied and no money appropriated out of the general
revenue for the establishment and erection of the build-
ings of the University of Texas.”

We further find that all the appropriations made by this act for
the maintenance, support, and operation of other State institutions
are to be paid out of the general revenues, and that, as to each of
these institutions, this act, in every paragraph making an appro-
priation therefor, sets forth numerous specifications and details
concerning the character and amount of expenditures to be so made.

As to nearly every one of such other institutions, provision is
made for new buildings, or improvements, or repairs, or machinery,
or equipment; while, in several instances, two or more of such
items are included.

Following all these appropriations, we find the restrictions above
referred to, among which are the requirements that all buildings
for the erection and equipment of which appropriations are made
under this act, and all improvements and repairing of any public
building shall be erected and made under the direction, manage-
ment and supervision of a competent architect to be appointed by
the board of managers of the institution for which said improve-
ment is made, and that all architects so employed shall give bond,
etc.; that the work shall be done by contract, etc.; that all appro-
priations made under said act for the erection of new buildings
and improvement of old buildings, and equipment of same, or to
purchase machinery, may be withheld by the Governor, if, in his
opinion, the condition of the treasury will not warrant the expend-
titure of any such sum or sums; that no surplus shall be diverted
from any account to any other account; and that the money appro-
priated, or so much as may be necessary, shall be applied to the
payment of each item for which the appropriation is respectively
made, and nothing else.

Some of these provisions and restrictions can not reasonably be
held to apply to appropriations of the available University fund.
For instance, the provision that the money appropriated, or so
much thereof as may be necessary for that purpose, shall be applied
to the payment of “each item” for which the appropriation is made,
...and nothing else, seems plainly intended to apply alone to the
appropriations of the available University fund, and not to the
appropriations of the available University fund, the latter
application not being itemized. So, as to transferring funds from
one account to another; the appropriations for the University not
being subdivided into specifically enumerated accounts as are appropria-
tions made by this act for various other State institutions.

Again, the provision that the Governor may withhold appro-
priations made by this act for the erection of new buildings and
improvement of old buildings, and equipments of same, or to pur-
chase machinery, if in his opinion the condition of the treasury
will not warrant such expenditure, seems to have been intended to
meet conditions and exigencies as they may arise, dependent upon
and growing out of the amount of revenues which may be in the
treasury at a given time to the credit of the general fund, which
amount, as the Legislature well know, varies greatly from time to
time, and which the Legislature must have foreseen, will, in the
two years covered by this appropriation act, depend, to a greater
or less extent, upon the success or failure of various statutes enacted
at the same session of the Legislature and designed to produce
extensive revenues, a large portion of which, when collected, will
go into the general fund.

The evident reasons for this provision of the appropriation act,
which seeks to confer such discretion and authority upon the Gov-
ernor, do not and cannot apply to appropriations to be paid out
of the University fund, since, as we have seen, that fund can not
affect or be affected by the condition of the general revenue.

And, in view of the far-reaching discretion and authority which,
as we have seen, have been conferred upon the Board of Regents,
and, inasmuch as some of the restrictions above set forth do not
apply to the available University fund, and all of said restrictions
seem to be intended to apply solely to the same class or character
of appropriations, we conclude that none of said restrictions were
intended by the Legislature to apply to expenditures out of that
particular fund.

A literal application of only that portion of this appropriation
act which prescribes said restrictions would lead to the conclusion
that no warrant could legally be issued in payment for such repairs,
except when made in compliance with the provisions relative to

the employment of an architect, etc.; and in that view of the mat-
ter, you would not, in this instance be authorized to issue the re-
quested warrant.

But Section 3 of the general provisions, found in the final title
of our Revised Statutes, as interpreted by the courts, requires that
the provisions of all statute laws of this State "shall be liberally
construed with a view to effect their objects and to promote jus-
tice"; and upon consideration of this appropriation act as a whole,
in the light of constitutional provisions applicable thereto, and
searching diligently for the controlling intention of the Legis-

lature as expressed in the act itself, we think it reasonably clear
that the above mentioned restrictions upon the application and
expenditure of appropriated funds do not apply to expenditures of
the character under consideration, such as cost of repairs to the
auditorium roof, when made under the direction of said Board of
Regents and to be paid for out of the available University fund,
and not out of the general revenues.

We, therefore, respectfully advise you, that, in our opinion, a
warrant should be issued by you in this instance to cover the cost
of said repairs. But nothing herein should be construed as hold-
ing or intimating that any and all of the restrictions set forth in
said appropriation act do not apply to any and all construction,
improvements, repairs and equipments made or to be made under
the direction and authority of any board of control of any other
State institution, in cases wherein such institution is wholly de-
dendent upon the general revenues of the State for maintenance
and support, and the bill of expense is to be paid out of appro-
priations made by the Legislature for that specific purpose out of

the general fund.

Yours truly,

W. E. HAWKINS,
Office Assistant Attorney General.
V—UNIVERSITY INCOME

The income of the University is divided into two classes, the available University fund and general revenue.

THE AVAILABLE UNIVERSITY FUND

The available University fund is under the control of the Board of Regents and may be used for the erection and repair of buildings and the maintenance and support of the University and its branches. This fund is derived from the following sources:

1. Interest accruing on State bonds purchased with the proceeds of the sale of University lands.
2. Interest on land notes arising from the sale of University lands.
3. Land leases derived from the leasing of unsold University lands.
4. Matriculation and laboratory fees paid by students.

GENERAL REVENUE

The income of the University derived from the general revenue of the State is dependent upon the following source:

1. Legislative appropriation biennially. This appropriation is restricted to the maintenance and support of the University.