Budget Comm.
Bylaws
1. The Budget Committee is responsible to the President.
2. The committee consists of the President, chair; the Vice President for Financial Administration, vice-chair; six ex-officio members--the Vice President for Academic Administration, the Vice President for Student Life and Mission, the Associate Vice President for Financial Administration, secretary; the university controller, the chair of University Senate, the chair of University Master Planning Committee (or designee); two faculty members elected by the faculty. Faculty should be selected to maintain balance in the following academic areas: humanities, sciences-mathematics-engineering, and professional-technical; and two staff one elected by the staff, from University Relations and Advancement and one from staff-at-large.
3. The term of membership for elected members is four years. Terms are staggered to provide continuity.
4. The work of the committee is to:
   a. Develop a three-year rolling operating budget plan for the university with specific emphasis on the next fiscal year by interacting with budget managers (persons who control financial expenditures from any part of the university budget), and the Vice President or President to whom they report (area administrator). In creating the university budget, the Budget Committee will:
      1. provide information to budget managers and area administrators regarding financial trends within their areas of responsibility.
      2. request input from budget managers regarding anticipated budget needs and requests.
      3. compile and evaluate requests with regard to available resources, with detailed allocations within departments subject to the oversight of the respective area administrator, in consultation with financial administration.
      4. prepare budget recommendations for submission to the University Board.
   b. monitor current expenditures of the university to:
      5. assess expenses in relation to budgets.
      6. alert administrators and budget managers to budgetary concerns.
      7. evaluate the university budgeting process.
      8. develop long-range financial plans for the institution in consultation with University Master Planning Committee.
5. The committee meets at least monthly during the school year, and as needed during the summer. Meetings are called by the chair or the vice chair. The vice chair may chair the committee in the chair's absence.

Diversity Comm.
Bylaws
1. The Diversity Council is responsible to the President.
2. The committee consists of the Assistant to the President for Diversity, chair; six ex officio members--the President, the Vice President for Academic Administration, the Vice President for University Relations and Advancement, the Director of Human Resources, Dir Disability Support Services, the ASWWU President (or designee); three faculty members appointed by Nominating Committee, one staff member elected by the staff, and one staff member appointed by the Staff Council, one student appointed by the ASWWU, and one community member appointed by the President.
3. The term of membership for elected and appointed faculty members is three years. The term of membership for elected and appointed staff is two years. Terms are staggered to provide continuity. The student and community members serve for a one-year term and may be reappointed to successive terms.
4. The work of the committee is to:
   a. develop a diversity plan for the University;
   b. help in planning and encouraging campus diversity events and services;
   c. advise the Assistant to the President for Diversity on the development of policies and practices that enhance awareness of diversity issues for the campus;
   d. advise administrative and departmental search committees regarding best practices for considering diversity issues in hiring decisions;
   e. advise administration on responses to campus incidents involving matters of diversity;
   f. assess diversity events and services of the campus, diversity awareness, and the diversity makeup of the campus.
5. The committee meets monthly as called by the chair.

**Grievance Comm.**
**Bylaws**
(See also Grievance Process, Gov Hndbk 1.8)

The Grievance Committee is responsible to the President.

1. The committee consists of six members and a non-voting chair. The six members include two faculty members elected by the faculty; two students selected by ASWWU; and two staff members elected by the staff by a method recommended by the Nominating Committee and approved by the staff. There must be one man and one woman in the representatives from each faculty, student, and staff group. For each member of the committee an alternate is elected to serve in the absence of the member. The chair is appointed by the Nominating Committee.

2. The term of membership is two years. The terms are staggered for the members of the student, faculty, and staff groups.

3. The work of the committee and the grievance procedure are outlined in the Grievance Process (Gov Hndbk 1.8).

4. The committee meets when called by the chair. Meetings are called within two weeks after the submission of a grievance. All members or their designated alternates must be present in order for the committee to act.

**Spiritual Life Comm.**
**Bylaws**

1. The Spiritual Life Committee is responsible to the Vice-President for Student Life and Mission.

2. The committee consists of the following ex officio members: the Campus Chaplain, chair; the Vice-President for Student Life and Mission; the Dean of the School of Theology; the University Church senior pastor; the Associate Residence Hall Deans (housing); the Dean of Residence and Student Life (Portland Campus); the Missions/Ministry Support Coordinator; the Student Chaplain; the spiritual vice-presidents of AGA, the Village Club, OPS, and ASWWU (including Portland Campus); and the Community Service Coordinator.

3. The committee also consists of an associate pastor designated by the University Church senior pastor, a Walla Walla University Church member selected by the Church Ministries Placement Board, two students selected by ASWWU, one student selected by the Chaplain, one student selected by the Director of Student Missions, and one student selected by the Director of Spiritual Development, two faculty members elected by the Nominating Committee process, one staff member elected by the Staff Council, and any other members appointed by the President.

4. The term of membership for non-ex officio members will be two years, which will terminate in alternate years.

5. The work of the committee is to
   c. Be concerned with the quality of spiritual life and recommend and/or initiate plans, programs, and activities fostering the spiritual growth of students, faculty, and staff;
   d. Approve, coordinate, and give direction to all organized spiritual activities which concern campus life;
   e. Approve plans and personnel for spiritual activities; e.g. prayer groups and study groups and weeks of prayer;
   f. Review and approve Spiritual Master Plan and assessments

**Undergraduate Student Conduct Board**
**(Bylaws)**

6. The Undergraduate Student Conduct Board is responsible to the Vice-President for Student Life and Mission.

7. Membership includes the Undergraduate Student Conduct Administrator/Dean of Students, chair; Associate Dean of Men and Associate Dean of Women appointed by the Director of Residential Life and Housing; two non-Residential Life and Housing staff appointed by Staff Council; two faculty appointed by the Nominating Committee; and two upper-division students appointed by ASWWU Student Senate.

   A substitute for a member of the committee may be found in the case of a potential conflict of interest. In consultation with the committee, the chair chooses the substitute from persons with the same campus classification (student, faculty, non-Residential Life and Housing staff, etc).

8. Executive Hearing Committee membership includes all members listed above with the exception of the student members.

9. Term of membership for appointed faculty and staff will be two years, and members’ terms should overlap to provide continuity. Term of membership for students shall be one year.
10. The work of the committee is to provide students with a fair objective review of the facts surrounding alleged violation(s) of the WWU Student Code of Conduct and/or the Drug and Alcohol Policy to determine appropriate sanctions for violations. For alleged violations of the Title IX policy, the Executive Hearing Committee will meet. The Student Conduct Board of Walla Walla University will hear cases as outlined in the WWU Student Code of Conduct, convening if the student conduct administrator determines that charges have merit and if the case cannot be resolved by mutual consent of the parties involved.

The Undergraduate Student Conduct Board of Walla Walla University operates at the express permission of Walla Walla University administration. The Student Conduct Board has authority to issue and enforce sanctions that may include probation, fines, suspension and/or expulsion.

11. The committee meets when called by the chair or appointed designee in absence of the chair. At the request of three members, the student conduct administrator must call a special meeting.
   a. A quorum for the Student Conduct Board will consist of five (5) members.
   b. A quorum for the Executive Hearing Committee of the Student Conduct Board of Walla Walla University will consist of four (4) members.

**University Master Planning Committee**

**Bylaws**

12. The University Master Planning Committee is responsible to the President. The committee submits reports to the President and the University Senate. The President or the Senate will direct significant recommendations to the faculty for evaluation and approval.

13. The committee consists of the following members:
   g. Chair
      The Chair is a faculty member who is at Professor or Associate Professor rank, who has had at least one year of experience on the University Master Planning Committee, and who is elected by the faculty from two names submitted by the President to the Nominating Committee. The Chair serves as a non-voting, ex-officio member of University Senate (see 3.2.14.1 Item 2.e Committee Chairs).
   h. Executive Secretary
      The Executive Secretary is selected from Administration by the President.
   i. Three faculty members
      Three faculty members are elected by the faculty, one from each of the following academic areas:
      - humanities
      - sciences/mathematics/engineering
      - professional/technical
      The committee will select one of the three faculty members to serve as vice-chair. The term of the vice-chair will be one year, though the person may be selected to serve again.
   j. One additional member, appointed by the President from the physical plant entities
   k. Administrators
      Administrators include:
      - President
      - VP for Academic Administration
      - VP for Financial Administration
      - VP for Student Life & Mission
      - VP for University Relations and Advancement
   l. One staff member elected by the staff.
   m. One student nominated by the Chair in consultation with the University and ASWWU presidents and ratified by the ASWWU Senate.
   n. Other(s)
      The Chair, in consultation with the committee, may invite additional non-voting representation when needed.

14. The term of faculty and staff membership is three years. The term of membership for students is one year.
15. Under the direction of the President, the committee maintains the long-range University Master Plan and recommends modifications of the plan to the University Senate, and subsequently to the faculty and administration. The master plan addresses academic, physical, and financial considerations. The committee advises the President on the implementation of the long-range plan. The work of the committee is to

- Direct in the continuing development of the academic program, study current trends in higher education, and recommend appropriate modification of educational priorities;
- Maintain a current file of mission statements and master plans from a representative and related sample population of colleges and universities as one source for the study of trends in higher education;
- Determine the financial feasibility of any shift in priorities which would result in development or modification of academic programs;
- Evaluate the most effective ways to use existing campus physical facilities, as well as make proposals either for modification of existing facilities or initiation of plans for new facilities to meet the academic trends;
- Participate in the continuing development of major financial policies, periodically review the long-range financial plan and financial statements, and evaluate the implementation of long-range financial policies and plans;
- Coordinate all ad hoc committees contributing to the master plan.

16. The chair, in conference with the President, is responsible for planning the agenda for meetings and, in consultation with the entire committee, may assign to individual members or groups of members the study of specific topics. When appropriate, ad hoc groups may be formed.

17. The executive secretary, in consultation with the chair, coordinates the collection, collation, and distribution of data for short-term and long-term studies. The secretary also provides continuity for studies in progress when changes in committee membership or chair occur. Appropriate analyses and recommendations from all studies will be presented to the committee for evaluation. All significant recommendations from the University Master Planning Committee are submitted to the University Senate.

18. The committee meets at least once a month during the academic year.

University Senate

Bylaws

1. The University Senate (Senate) is responsible to the University Assembly.

2. The Senate consists of the following members:
   a. Chair and Vice-Chair
      The chair is the Chair of the Faculty [see 2.1.8]. The vice-chair is the Associate Chair of the Faculty.
   b. Faculty
      The chair/dean of each academic department and the library.
      The chair of Honors.
      Six faculty members, who are not otherwise members of Senate, elected by the faculty—two each from math/sciences/engineering, humanities, and professional/technical—to serve three-year terms with rotation and due regard for continuity.
   c. Administrators
      The President, Vice-Presidents for Academic and Financial Administration, the Dean of Graduate Studies, the Assoc. Vice-President for Academic Administration, and the Registrar are ex officio members.
   d. Students
      Three student members, elected by ASWWU Senate, serve for one year.
   e. Staff
      Two staff members, appointed by Staff Council, serve two year terms with rotation.
   f. Committee Chairs
      The chairs of Governance Handbook Committee, and the University Master Planning Committee are non-voting ex officio members.
   g. Conflicting Appointment
      In the event that a chair/dean is also chair or associate chair of the faculty or is a designated committee chair, the academic department/school faculty will vote a replacement to serve during the conflicting appointment.

3. The work of the Senate is to
   e. Originate, review, and recommend policies for the academic program;
f. Review specific academic matters which are new or which may have a broad effect on academic departments and the academic program;
g. Commission the governance working committees responsible to Senate to develop appropriate policies;
h. Review and approve specific policy recommendations of the governance working committees responsible to Senate;
i. Accept reports for information purposes from the governance working committees responsible to Senate and evaluate any proposed exceptions to policy which the reports contain;
j. Report to the University Assembly all actions that are intended as recommendations to the President.
k. Make available to faculty and staff, in a timely manner, agendas, reports of all actions, related discussion, and minutes of Senate meetings.
l. Maintain open, two-way communication with the administration; recommend administrative review of policies which are more pervasive than specific academic polices but which affect the academic program; provide reports to, and receive reports from, the administration; participate in a two-way advisory relationship with administration.
m. Senate shall have final authority to approve curriculum changes to existing academic programs of the university. Recommendations to add new degree programs (3.3.1) or to delete existing degree programs (3.3.2) are subject to review by University Assembly.

3. The duties of Senate administrators are as follows:
   a. The chair is responsible for the overall direction of the Senate and chairs meetings of the Senate. The chair establishes the agenda for senate meetings in coordination with the Vice President for Academic Administration.
   b. The vice-chair is responsible to the chair. He or she chairs meetings of the Senate Executive Committee, organizes and guides the work of the Executive Committee (see below), chairs senate meetings in the absence of the elected chair, and serves on Nominating Committee.
   c. Time will be designated on each Senate agenda for items brought by the Vice-President for Academic Administration.
   d. The parliamentarian is a faculty member of the Senate, elected by the Senate for a term of one year. The duty of the parliamentarian is to see that the business of the Senate is conducted according to Robert's Rules of Order.
   e. The secretary is a non-member of the Senate, appointed by the chair in consultation with the Executive Committee and the administration.
   f. The Executive Committee consists of the Associate Chair of the Faculty as chair, the Chair of the Faculty and the Vice-President for Academic Administration. The Executive Committee serves as a liaison between the Senate and working committees, maintains and coordinates the flow of information and reports to and from the committees responsible to the Senate, and serves as liaison between the faculty and the administration.

4. Senate meets as listed in the academic calendar, and at other times as called by the chair.