

## **GRIEVANCE COMMITTEE BYLAWS**

In accordance with the UMW Governance Document (Doc. T03-035, as amended), each Standing Committee shall prepare, adopt and regularly review their own bylaws for the purpose of establishing Chair, quorum and standard operating procedures. Furthermore, committees must adhere to all principles, obligations and language of the UMW Governance Document and the related School Bylaws.

### **ARTICLE I: MEETINGS**

#### **A. Frequency**

The Grievance Committee shall meet periodically, as needed, at least once annually. Meetings will be called by the Chair of the committee with advanced notice of five (5) days.

#### **B. Attendance**

1. It is the expectation that members of the Grievance Committee are to attend all meetings. The Chair should be notified if a member is unable to attend. The Chair may take into consideration attendance when making recommendations for continuance on the committee.
2. With the exception of Formal Grievance Hearings, members may attend by teleconference, video conference, or any other technology that allows full participation by the member. Representation by proxy is not permitted.

#### **C. Voting**

1. One half of the voting membership shall constitute a quorum.
2. All “voting” members may vote (including all Officers).
3. Vote by proxy is not permitted.
4. With the exception of Formal Grievance Hearings, voting may be accomplished by teleconference, video conference, or any other technology that allows the voting member to attend/participate in the meeting.

#### **D. Minutes**

In lieu of minutes, a record of the decisions made by the committee will be maintained in the Office for Faculty Affairs.

## **ARTICLE II: OFFICERS**

A. The following officer shall be elected annually from the voting membership:

1. Chair, who shall:

- a. Preside at all meetings
- b. Review proposed agenda items
- c. Serve on campus committees and task forces as requested and appropriate
- d. Provide written reports of finding

B. Nominations and Election

1. Nominations shall be solicited by the Chair for preparation of the ballot.

2. Election for the Chair in the upcoming year shall occur at the time of the annual meeting.

## **ARTICLE III: ADVISING AND REPORTING**

A. The Grievance Committee shall advise and consult with the Vice Provost for Faculty Affairs on substantial matters resulting from committee decisions. Such matters shall require a majority vote of the membership.

B. The Chair shall meet with the Chancellor and Provost, as appropriate, providing a written report of the Committee's prior year activities.

C. The Chair and the Vice Provost for Faculty Affairs will report to the Faculty Council at the end of each academic year in accordance with the Faculty Grievance Procedure (Doc. T88-038A, as amended).

## **ARTICLE IV: SUBCOMMITTEES**

The Grievance Committee may establish subcommittees from time to time to assist in the workings and management of the Grievance Committee. Such subcommittees shall adopt rules and regulations concerning the conduct of their business and meetings consistent with the general provisions and requirements of the UMW Governance Document, the involved School's bylaws, and the committee's bylaws. All conduct and any recommendations of such subcommittees are advisory only to the committee under which they serve.

## **ARTICLE V: REVIEW AND REVISION**

In accordance with the UMW Governance Document (Doc. T03-035, as amended), standing committees shall regularly review their bylaws, at a minimum every five (5) years. Proposed amendments shall be forwarded to the Chancellor and Provost for their review and input. Such amendments must then be approved by both the Faculty Council and the Executive Council.