

**The University of  
Southern Mississippi  
Professional Education Faculty**

**Bylaws for  
Professional Education  
Council**



National Council for Accreditation of Teacher Education

**Bylaws of The University of Southern Mississippi Professional Education Council  
As Approved Academic Year 1997-98**

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**BYLAWS \***  
**of The University of Southern Mississippi Professional Education Council**  
**As Approved Academic Year 1997-98**

**PREAMBLE**

The Professional Education Unit of The University of Southern Mississippi is defined as those Professional Education Faculty located in the College of Education and Psychology and other colleges, schools, and departments in the University. The Professional Education Council serves as the advising body for the Unit; the Dean of the College of Education and Psychology, as the officially designated head of the Unit, has the responsibility and authority to provide direction and leadership to the Professional Education Council.

**ARTICLE I**  
**Name**

The name of this Council is The University of Southern Mississippi Professional Education Council.

**ARTICLE II**  
**Purpose**

The purpose of the Professional Education Council (PEC) is to ensure that the professional education programs at The University of Southern Mississippi are quality programs that comply with standards of National Council for Accreditation of Teacher Education (NCATE) , other professional accrediting agencies, and the Mississippi State Department of Education. By virtue of the committee structure and the membership, the Council has a continuous source of information for use in considering policy and program development and/or revision. The PEC serves as a sounding board for the professional education needs of public and private agencies and recommends actions regarding the development, administration, evaluation, and revision of all professional education programs, i.e., undergraduate and graduate programs leading to licensure in education, to the Dean of the College of Education and Psychology (COEP). The Dean of COEP is the designated university official charged with the responsibility for and authority to provide direction and leadership to the Professional Education Unit at The University of Southern Mississippi.

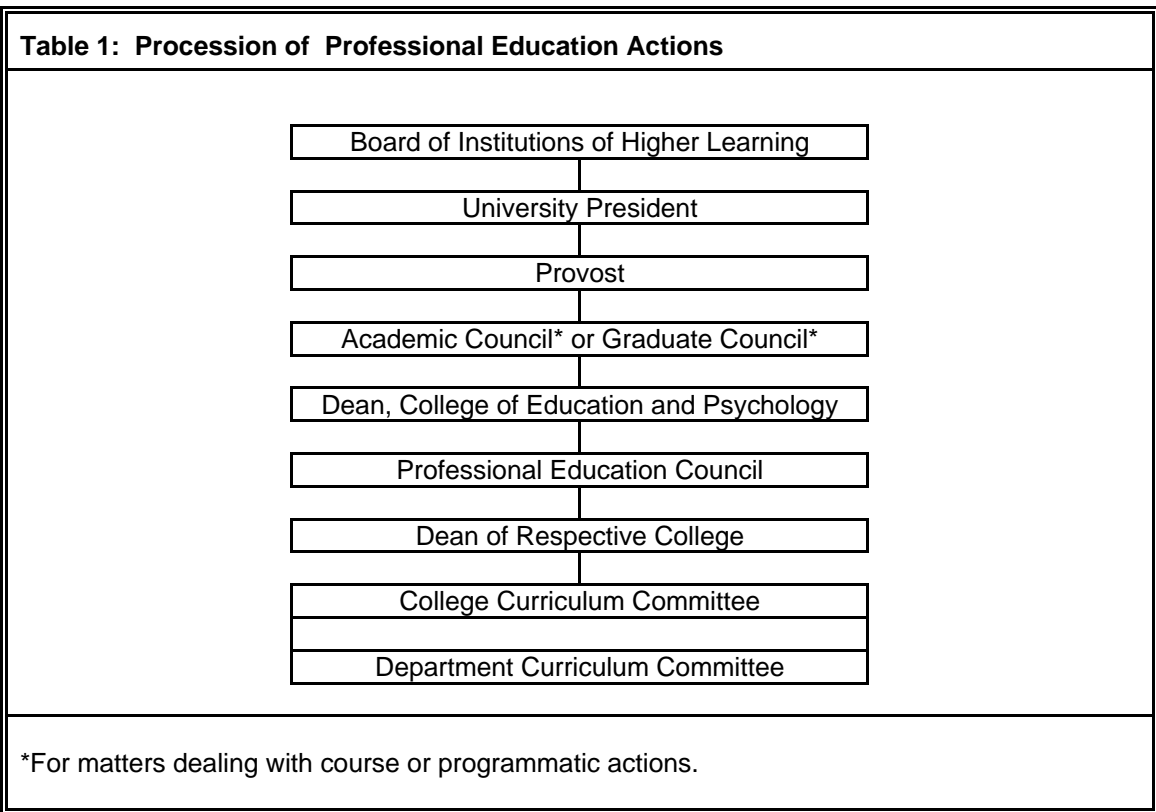
**ARTICLE III**  
**Relationships and Responsibilities**

Since the Council is the official body for recommending actions regarding the development, administration, evaluation, and revision of undergraduate and graduate professional education courses, programs, and faculty pertaining to professional education, it has the following relationships with other university Councils and specific responsibilities.

**Section 1. Relationships**

As indicated in Table 1, the Professional Education Council reviews all proposals for additions to and changes in courses, degree programs, and/or emphasis areas in professional education programs. After

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reviewing the proposals, the Professional Education Council sends its recommendations to the Dean of COEP who in turn forwards his/her recommendations to the Academic Council or Graduate Council for approval. The Academic Council or Graduate Council then makes a recommendation to the Provost for approval. The Provost then makes a recommendation to the President who in turn presents his/her recommendation to the Board of Institutions of Higher Learning for final approval, if Board approval is needed.

**Section 2. Responsibilities**

The PEC responsibilities include but are not limited to the following:

- a. Faculty
  - 1) Qualifications. The PEC via a standing committee certifies the qualifications of all faculty from all university departments, schools, and colleges to engage in the university’s professional education programs. The committee has the responsibility to present recommendations to the PEC.
  - 2) Selection, Evaluation, and Retention of Professional Education Faculty (PEF). The PEC via its Chair participates in the selection, annual review, retention, tenure, and promotion decisions regarding PEF at both the departmental and college levels.
- b. Programs
  - 1) Curriculum and Program Approval. The PEC via a standing committee reviews and recommends action to the Dean of COEP on all proposed courses, programs, and/or program changes in professional education. The committee has the responsibility to present recommendations to the PEC.

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- 2) Disseminating Information. The PEC via its Chair disseminates information relating to professional education to appropriate Councils within the University.
  - 3) Forum. The PEC via an individual serves as a university sounding board for the professional education needs of public and private agencies. The committee has the responsibility to present recommendations to the PEC.
  - 4) Official Liaison. The PEC via its Chair serves as the official liaison between The University of Southern Mississippi, the licensure division and other branches of the Mississippi State Department of Education, and NCATE.
  - 5) Program Review. The PEC via a standing committee conducts systematic reviews and evaluations of existing professional education programs to be submitted every three years for the purpose of suggesting deletions and/or additions of new courses or program areas, of reducing duplication of program offerings, and of suggesting innovations that might be incorporated into programs. The committee has the responsibility to present recommendations to the PEC.
- c. Students
- 1) Admissions. The PEC via a standing committee systematically reviews and evaluates university admissions requirements to enter undergraduate professional education programs leading to licensure. The PEC may make recommendations to the Graduate Dean regarding admissions requirements. The committee has the responsibility to present recommendations to the PEC.
  - 2) Appeals. The PEC via a standing committee hears appeals of undergraduate students denied admission to professional education or student teaching and appeals of undergraduate students removed from the professional education program. The committee has the responsibility to present recommendations to the PEC.
  - 3) Recruitment. The PEC via a standing committee explores a variety of procedures and review budgets, efforts, and activities to recruit a diverse student body. The PEC may make recommendations to the Dean of Admissions and the recruitment staff regarding education majors. The committee has the responsibility to present recommendations to the PEC.
  - 4) Retention. The PEC via a standing committee may establish, where appropriate, interventions, tests and/or standards to determine if applicants who have been admitted to professional education programs will continue in the programs. The committee has the responsibility to present recommendations to the PEC.

## ARTICLE IV Members

### Section 1. Members

Membership on the PEC shall include faculty, students, community educators, and a representative from the Office of Educational Field Experiences. The faculty representatives come from the departments of COEP and the colleges housing professional education programs.

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a. Professional education programs within the College of Education and Psychology shall have representatives on the PEC based on the following formula:

0 - 30 degrees awarded per year	1 representative
31 - 60 degrees awarded per year	2 representatives
61 - 90 degrees awarded per year	3 representatives
91 - 120 degrees awarded per year	4 representatives
121 - 150 degrees awarded per year	5 representatives
151 - 180 degrees awarded per year	6 representatives
181 - 210 degrees awarded per year	7 representatives
211+ degrees awarded per year	8 representatives

b. Each professional education program from the other colleges housing professional education programs shall have one representative on the PEC.

c. The Gulf Coast campus shall have 2 representatives, one of whom shall be from the College of Education and Psychology.

d. The Office of Educational Field Experience shall have 2 representatives.

e. There are four student members, one each from the elementary, K-12, secondary education, and graduate areas.

f. There are three community educators: one public school teacher, one public school administrator, and one community college representative.

g. The Dean of COEP serves as the non-voting chair of the PEC.

h. The Assistant/Associate Dean of COEP serves as a voting member of the PEC. If the NCATE Coordinator of the Professional Education unit is not the Assistant/Associate Dean, the NCATE Coordinator is to be included as a nonvoting member of the Professional Education Council and a member of the Executive Committee.

The Bylaws Committee reviews the number of program graduates every two years (beginning October, 1997) to determine if adjustments in the number of faculty representatives should be made. This report is made at the September meeting of odd-numbered years, effective for September of that year. The numbers of graduates used in the formula are determined by averaging the number of professional education degrees awarded from the previous two school years. [The school year shall run Fall, Spring, and Summer.]

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Table 2 shows the number of representatives for the current year.

<i>College of Education and Psychology</i>		<i>Office of Educational Field Experiences</i>	2
Curriculum, Instruction, & Special Ed.	4	<i>Gulf Coast</i>	2
Educational Leadership & Research	1	<i>Community Educators</i>	
Library & Information Sciences	1	LEA Administrator	1
Psychology	1	LEA Teacher	1
Technology Education	1	Community College Representative	1
Child Life & Family Studies	1	<i>Student Representatives</i>	4
<i>College of Arts &amp; Letters</i>			
Art	1	<i>Dean's Office</i>	
English	1	Dean (nonvoting)	1
Foreign Languages	1	Assistant/Associate Dean	1
History	1	NCATE Coordinator (nonvoting)	1
Music	1		
Theatre & Dance	1	Total Voting Membership	34
<i>College of Health</i>			
Community Health	1		
Human Performance & Recreation	1		
Speech & Hearing Science	1		
<i>College of Science &amp; Technology</i>			
Biology	1		
Chemistry	1		
Mathematics	1		
Physics	1		

## Section 2. Appointment and Terms

a. Faculty PEC members are appointed by the Dean of each college represented on the PEC for a three-year term starting in September and ending in August. Deans will solicit nominations for appointment to the PEC from the faculty members in the various departments affected by the PEC. Normally, no member may serve more than two consecutive terms. At the end of the three-year term another faculty representative may be appointed or the current one may be reappointed. The Dean of COEP approves recommendations for PEC membership.

b. Student PEC members are appointed by the Dean of COEP from recommendations from each of the caucuses for a minimum one-year term starting in September and ending in August.

c. Two P-12 Educational Practitioners are appointed by the Dean of COEP from recommendations by PEC members for a one-year term beginning in September and ending in August. They may be reappointed.

d. One community college representative is appointed by the Dean of COEP from recommendations from each of the caucuses of a minimum one-year term starting in September and ending in August.

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### **Section 3. Eligibility and Qualifications**

a. Faculty PEC members, who may be department chairs, must be members of the PEF and may not have any term indicating a temporary faculty appointment in their title, e.g., visiting, adjunct. PEF are faculty who teach the professional education courses, (i.e., courses in which enrollment is restricted to students pursuing licensure and which require admission into the Professional Education Program or are taught at the graduate level), advise student teachers, and/or supervise student teachers.

b. Student members must be admitted to a professional education program or hold a professional license.

c. The two P-12 educational practitioner PEC members must be a currently practicing teacher or administrator.

### **Section 4. Responsibilities**

Members are expected to attend all regularly scheduled meetings of the PEC. Members are expected to meet with an appropriate caucus, serve on standing committees and any ad hoc committees appointed by the Chair of the PEC, and communicate concerns of the PEC to faculty and concerns of faculty to the PEC.

### **Section 5. Proxy Voting**

While proxy voting is discouraged, members may select a proxy from PEF as long as a letter designating the person as proxy is given to the secretary. A person may hold one proxy only.

### **Section 6. Resignations and Replacements**

a. Faculty PEC members must submit a letter of resignation to the Dean of their college and send a copy to the Dean of COEP. The dean of the PEC member's college, in consultation with the Dean of COEP, may replace the PEC member for the remainder of the member's term.

b. Student PEC members must submit a letter of resignation to the Dean of COEP who, in consultation with the appropriate caucus, may replace the PEC members for the remainder of the member's term.

c. Two P-12 educational practitioners must submit a letter of resignation to the Dean of COEP who, in consultation with PEC members, may replace the PEC members for the remainder of the member's term.

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## **ARTICLE V**

### **Officers and Chairs of Caucuses and Standing Committees**

#### **Section 1. Officers**

The officers of the PEC shall be the Chair and Vice Chair. The secretary in COEP Dean's office serves as secretary of the PEC and is not an officer.

##### **a. Chair**

The Dean of COEP serves as the Chair of the PEC and votes only in case of a tie. The Chair's responsibilities include but are not limited to:

1. Chairing the regular meetings of the PEC and its Executive Committee.
2. Disseminating information relating to professional education to appropriate Councils within the University.
3. Serving as the official liaison between The University of Southern Mississippi and the licensure division and other branches of the Mississippi State Department of Education, NCATE, and other professional accrediting agencies.
4. Conducting systematic reviews and evaluations of existing programs in professional education every three years.
5. Participating in the selection, evaluation, and retention of PEF

##### **b. Vice Chair**

The Assistant or Associate Dean of COEP serves as the Vice Chair of the PEC and is a voting member. If the Assistant/Associate Dean is chairing the PEC meeting in the absence of the Chair, the Assistant/Associate Dean will serve in a non-voting capacity, except in the case of a tie. The Vice Chair's responsibilities include but are not limited to:

1. Assisting the Chair with PEC activities and responsibilities.
2. Chairing the PEC meetings when the Chair cannot do so.
3. Chairing the PEC Executive Committee when the Chair cannot do so.
4. Serving as member of standing committees.
5. Maintaining the Professional Education Faculty Policy Manual.

#### **Section 2. Caucus Chairs**

These chairs are regular voting members of the PEC. Their responsibilities include but are not limited to:

- a. Chairing the regular meetings of the caucus.
- b. Communicating concerns of caucus members to the Officers and the PEC.
- c. Communicating concerns of the Officers and the PEC to caucus members.
- d. Meet once per semester as a joint group.

#### **Section 3. Standing Committee Chairs**

These chairs are regular voting members of the PEC. Their responsibilities include but are not limited to:

- a. Chairing the regular meetings of the standing committee.
- b. Communicating concerns of the committee members to the Officers and the PEC.

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c. Attending the Executive Committee meetings.

## **ARTICLE VI Meetings**

### **Section 1. Regular Meetings**

The PEC meets monthly from September to April on the first Tuesday of each month. All meetings are open to all university faculty.

### **Section 2. Special Meetings**

The chair may call special meetings as needed. Any standing committee or caucus chair may request a special meeting. At least one week's notice should be given unless an emergency situation does not permit.

### **Section 3. Quorum**

A simple majority of the voting members of the PEC constitutes a quorum.

### **Section 4: Standard Agenda**

The Standard Agenda below is distributed to PEC members, deans, and chairs of departments with professional education programs one week before the regular meeting. Items for the Agenda must be submitted to the Chair at least ten working days before the regular monthly meeting.

#### **Standard Agenda**

1.0	Forum: Guest Speaker	8.0	Forum Report
2.0	Call to Order	9.0	Caucus Chairs' Reports
3.0	Approval of Minutes	9.1	Joint Chairs
4.0	Approval of Agenda	9.2	Elementary
5.0	Officers' Reports	9.3	K-12 Grade
	5.1 Chair	9.4	Secondary
	5.2 Vice Chair	9.5	Graduate
6.0	Secretary's Report	10.0	Ad Hoc Committee Chairs' Reports
7.0	Standing Committee Chairs' Reports	11.0	Unfinished Business
	7.1 Bylaws	12.0	New Business
	7.2 Program Review	13.0	Qualifications
	7.4 Recruitment, Admissions, Retention, & Appeals	14.0	Adjournment

### **Section 5. Minutes**

The minutes of the regular meetings are recorded by the secretary and distributed to members, deans, and chairs of departments with professional education programs no later than three weeks after the regular monthly meeting. Reports of standing committees and caucuses are summarized in the minutes and copies of the complete reports are available from the secretary. All committees giving a report must submit a written report to the secretary (on the day of the meeting or no later than 3 working days after) to be included in the minutes. Minutes of special meetings are recorded by a selected committee member and distributed to the above people in a reasonable amount of time.

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## **ARTICLE VII Executive Committee**

The purpose of the PEC Executive Committee is threefold: (1) to prepare the agenda for the monthly meeting, (2) to develop long range plans to present to the PEC and Dean of the College of Education and Psychology, and (3) to assist the Dean of the College of Education and Psychology whenever requested.

### **Section 1. Membership**

The members of the Executive Committee shall be the Chair, Vice Chair, NCATE Coordinator, chairs of standing committees and caucus chairs.

### **Section 2. Terms of Office**

The chairs of standing committees shall become members of the Executive Committee at the September meeting and continue through the next year. The terms of the Chair and Vice Chair are continuous.

### **Section 3. Meetings**

The Executive Committee shall meet prior to the monthly meeting of the PEC. The PEC chair shall designate a secretary who records and distributes minutes to Executive Committee members. Other meetings may be called by the Chair of the PEC as needed. Normally, members should be given a notice of one week for a meeting.

### **Section 4. Duties and Responsibilities**

The Executive Committee shall prepare the agenda, initiate action, and oversee long-range planning for the PEC.

### **Section 5. Proxy Voting**

Proxy voting is not allowed on the Executive Committee.

### **Section 6. Quorum**

A simple majority of the Executive Committee members shall constitute a quorum.

## **ARTICLE VIII Committees and Caucuses**

### **Section 1. Standing Committees**

The PEC has Standing Committees that are composed of PEC members appointed by the Executive Committee for a three-year term. Members' terms are staggered. The committee members elect a chair from the third year members on the committee. The committees and their purposes shall be:

a. Bylaws Committee, whose purpose is to review and recommend revisions of the bylaws when needed. This committee also reviews the number of members of the PEC and the number of program

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graduates to adjust the membership and/or formula if necessary. The committee recommendations are presented to the PEC and to the Dean of COEP for final approval. The Vice Chair of the PEC is an ex officio member of this committee.

b. Unit Review Committee, whose purpose is to utilize program and unit data (quantitative and qualitative) in an effort to improve unit-level operations and quality of candidates, to provide oversight for regularly scheduled collection of data reports, and to evaluate the unit's assessment system for continual improvement. The committee recommendations are presented to the PEC and to the Dean of COEP for final approval. The committee meets a minimum of once monthly. The NCATE Director serves as the chair of this committee.

c. Qualifications Committee, whose purpose is to certify that candidates proposed for membership on the PEF meet the qualifications stipulated in the PEF Policy Manual. The committee recommendations are presented to the PEC and to the Dean of COEP for final approval. The Vice Chair of the PEC is an ex officio member of this committee.

d. Recruitment, Admission, Dismissal, Appeals, and Retention (RADAR) Committee, whose purpose is to (1) review plans, procedures, and resources for the recruitment of students and make recommendations to the PEC; (2) review and evaluate university admission requirements to enter the professional education program and make recommendations to the PEC, (3) recommend to the PEC, where appropriate, tests and/or standards to determine if applicants who have been admitted to professional education should be allowed to remain in professional education, and (4) hear appeals of students denied admission to professional education or student teaching and/or removed from the professional education program and make recommendations to the PEC. The committee recommendations are presented to the PEC and to the Dean of COEP for final approval. The Vice Chair of the PEC is an ex officio member of this committee.

## **Section 2. Ad Hoc Committees**

The Chair of the PEC may appoint ad hoc committees as deemed necessary and desirable to assist in carrying out the program for the year. Such appointment expires at the end of the year. The Executive Committee may authorize the appointment of special committees to serve longer than one year. The chair of the PEC or the chairs of the committees shall call regularly announced meetings.

## **Section 3. Caucuses**

The PEC has four caucuses composed of representatives from all campuses from each program leading to licensure. The Chair of each caucus is a PEC member, serves a one-year term, and is a member of the PEC Executive Committee for that year. Each caucus shall meet at least twice a year and at other times as deemed necessary by caucus chairs and/or members. All meetings of each caucus are open. The calendar of meetings must be distributed to PEC members by the October meeting of each year.

a. Elementary Education Caucus, whose purpose is to provide a forum for all faculty interested in elementary education issues to discuss and make recommendations to the PEC.

b. Kindergarten-12 Grades Caucus, whose purpose is to provide a forum for all faculty interested in K-12 issues to discuss and make recommendations to the PEC.

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c. Secondary Education Caucus, whose purpose is to provide a forum for all faculty interested in secondary education issues to discuss and make recommendations to the PEC.

d. Graduate Caucus, whose purpose is to provide a forum for all faculty interested in graduate issues in education to discuss and make recommendations to the PEC.

## **ARTICLE IX Parliamentary Authority**

### **Section 1. Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

### **Section 2. Parliamentarian**

The Chair of the PEC may appoint a parliamentarian to serve on the Council. A parliamentarian is a consultant and a non-voting member of the Council.

## **ARTICLE X Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting. Amendments to these bylaws must be approved by the Dean of COEP, The University of Southern Mississippi University Council, the Provost, and the President.

## **ARTICLE XI Dissolution**

The University of Southern Mississippi Professional Education Council may be dissolved only if two-thirds of its members and the Dean of COEP recommend dissolution to the Provost, the University Council, and the President, all of whom must approve the recommendation.

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