UNIVERSITY STANDING COMMITTEES & REPRESENTATIVE GROUPS (USCRG)

GUIDELINES FOR ANNUAL DOCUMENT SUBMISSIONS

INTRODUCTION

University Standing Committees and Representative Groups (USCRG), which have been designated as such by the President or a Vice President, are listed on the USCRG website: https://www.usm.edu/university-committees. Any committee that is officially designated as a University Standing Committee (USC) by the President or a Vice President must follow the Comprehensive Rules for University Standing Committees, which are posted on the USCRG website.

The University President has charged the Committee on Committees (COC) with maintaining a current and complete list of University Standing Committees, including its members, bylaws, and annual reports, to ensure that USCRG are fairly governed and fulfilling their charges and to assist with recruiting new members.

Each USCRG has an assigned COC member, who serves as a liaison between the USCRG and the COC in communicating information and facilitating compliance with USCRG standards. It should be noted that not every standing committee at the university is designated as a “University Standing Committee,” and these other committees do not fall under the Comprehensive Rules for USC or the responsibility of the COC.

USCRG ANNUAL SUBMISSION REQUIREMENTS

Overview

All USCRG are required to submit the following three documents annually no later than June 30:

1. Annual report that covers the previous year, July 1 – June 30 (Word format).
2. Bylaws that have been reviewed annually and are dated with the most recent reviewed/revised date to show that the bylaws are current (Word format).
3. Membership list for the upcoming year, July 1 – June 30 (Excel format).

The above documents should be submitted through the online form: https://forms.usm.edu/president/machform/view.php?id=8935. The President’s office will post current membership lists, bylaws, and annual reports on the USCRG website to make them available to the University community.

If a committee is unable to submit its documents by the due date, it may request an extension using the above linked form.

If a committee does not submit its three required documents to the online submission site by the deadline and has not applied for an extension, the COC will forward the committee name to its appropriate senior administrator (i.e., President or Vice President) as an apparent “inactive committee.” The senior administrator should decide whether to contact the committee to bring it into compliance or remove the committee and its status as a University Standing Committee.

Revised April 2017
1. Annual Report

Each committee must submit an Annual Report as a Word document that presents the activities of the committee in the previous year (July 1-June 30).

A downloadable Word annual report template is available here: https://www.usm.edu/university-committees/forms-and-submissions

As described in the Comprehensive Rules for USC, annual reports will be available to the university community via the USCSG website or the committee’s own website. Since annual reports are generally public, the committee should take precautions not to include confidential or sensitive information in their annual reports.

2. Bylaws

Each committee must submit its bylaws in a Word document format.

Bylaws should follow the standards set for USCRG bylaws, which is described in the Comprehensive Rules for University Standing Committees, available here: https://www.usm.edu/university-committees/comprehensive-rules-university-standing-committees

Date on bylaws

The bylaws must have been reviewed within the past year to ensure that it is current and represents actual practices of the committee. Importantly, the date of the review/revision must be included on the bylaws (i.e., in the header, footer, end of bylaws) to verify that the bylaws are current. Ideally, the review date should be in spring, so the bylaws will be current for the entity of the upcoming year until the next bylaws revision is due.

3. Membership list

Each committee should submit its membership list in Excel using the example below as a format template. The “unit representation/nominating unit” column must correspond to the committee’s membership rules specified in its own bylaws. Thus, each member should be identified by the unit or office that they represent on the committee—not by the unit in which they are employed. (For example, if chemistry professor Dr. Smith, has been nominated by Faculty Senate to serve on the committee, her listing must identify her as representing “Faculty Senate” not as a member of the “College of Science and Technology.”)

If a committee’s bylaws are unclear in explaining how its membership is constituted, that committee should revise its bylaws before the next submission cycle to reflect its actual practice and compliance with the Comprehensive Rules for USC. That is, there should be a match between a committee’s membership list and its bylaws on how its membership is formed that is readily understandable to someone outside of the committee. For example, if the bylaws specify that one of the committee members will be nominated by Staff Council, then there needs to be one member on committee’s membership list who is identified as nominated by Staff Council.

Each USC should have both a Chair and a Chair Elect, and they should be labeled as such and listed at the top of the membership list for easy identification. The remaining members should be sorted by their term-end date with those whose terms expire first toward the top of the list. The format of the membership list is important because it allows the nominating units (i.e., VP offices, Faculty Council, Staff Council) to keep track of which of their appointees will need to be replaced each year. It also enables the university community to clearly see how various units are represented on the various USCRG.
Note that it is the senior administrator of each USC (e.g., President, Provost, VP for Finance and Administration, ...) who formally appoints each member to the committee although specific units/offices across the university may be responsible to nominate candidates to represent their units.

Sample of format for membership list

<table>
<thead>
<tr>
<th>COMMITTEE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership for 2016-2017</td>
</tr>
<tr>
<td>All members are appointed by [insert Senior Administrator of the committee]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit Representation on Committee / Nominating Unit</th>
<th>Term end June 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abby Adams (Chair)</td>
<td>At-large, appointed by [insert Senior Administrator]</td>
<td>2017</td>
</tr>
<tr>
<td>Brendon Brown (Chair Elect)*</td>
<td>Staff, nominated by Staff Council</td>
<td>2018</td>
</tr>
<tr>
<td>Catherine Collins</td>
<td>College of Business, nominated by the Dean</td>
<td>2019</td>
</tr>
<tr>
<td>Daniel Dern</td>
<td>College of Arts and Letters, nominated by the Dean</td>
<td>2020</td>
</tr>
</tbody>
</table>

For a sample of a complete membership list, see the membership list template available at: https://www.usm.edu/university-committees/forms-and-submissions

Term rotations and mid-term replacements

Membership terms start on July 1 unless otherwise noted in a committee’s bylaws. For example, some committees composed predominantly of faculty members may adjust their regular term start dates based on the 9-month appointment of faculty members. Even for these committees, however, it is expected that the membership list for the upcoming year will be in place by July 1 at the latest.

Committees should exercise care about the term rotations to ensure that the date changes happen consistently at 3 years (which is the term length recommended in the Comprehensive Rules for USC). Having standard rotation cycles helps ensure a committee’s stability as a steady number of members will be rotated off each year with a majority of members staying on to provide continuity and institutional memory.

As such, if a member needs to be replaced mid-term, they should finish out the term of the member they are replacing. The end-of-term date for that member’s position should not be changed to start a new full-term length every time a new person joins the committee.

* “Chair elect” may be elected or appointed depending on the committee’s bylaws.