

**BY-LAWS OF  
THE GENERAL AND EXECUTIVE COMMITTEES  
FOR THE INTERCOLLEGIATE WATERSHED MINORS  
AT THE UNIVERSITY OF TENNESSEE**

**PREAMBLE**

To provide for the management of undergraduate and graduate intercollegiate Watershed Minors at The University of Tennessee, Knoxville, the General and Executive Committees for the Watershed Minors agree to govern themselves according to these By-Laws. These By-Laws are intended to guide the management of the watershed minors and to enhance interdisciplinary education and research at the University of Tennessee, Knoxville. These By-Laws shall not supersede any existing University of Tennessee regulations, University of Tennessee Senate By-Laws, the By-Laws of any faculty department at the University of Tennessee, or any provisions of the current University of Tennessee Faculty Handbook.

**ARTICLE I  
NATURE AND PURPOSE OF THE WATERSHED MINORS**

Growing awareness of the complexity of water quantity and quality issues related to human activities leads to dealing with those issues on a watershed scale. These minors are for graduate and undergraduate students wishing to develop expanded knowledge and skills in watershed science/engineering, planning and design, and culture and policy issues related to water. These are especially useful for careers in natural resource policy, water and land management, sustainable development and design for private industry, and stormwater management for government agencies.

Although the minors are housed in the College of Agricultural Sciences and Natural Resources, they are designed to be intercollegiate and are available to any graduate or

undergraduate student at The University of Tennessee, Knoxville, regardless of major, department or college.

## **ARTICLE II GOVERNANCE OF THE WATERSHED MINORS**

### **A. Watershed Minor Faculty**

The Watershed Minors will be governed by University of Tennessee faculty and staff who qualify as Watershed Minor Faculty and by an Executive Committee elected by the Watershed Minor Faculty. To qualify as a Watershed Minor Faculty, an individual must (i) hold an appointment as a(n) Instructor, Assistant Professor, Associate Professor, Professor, Emeritus faculty member, or Research Professor of any rank; and (ii) be approved as a Watershed Minor Faculty by the Executive Committee. To apply to be a Watershed Minor Faculty, an eligible faculty or staff member should provide the Executive Committee with a recent *curriculum vitae* and a brief summary of their interest in watershed issues. Executive Committee approval of Watershed Minor Faculty status shall expire three years after the date on which it was granted. Eligible faculty and staff who desire to continue to serve as Watershed Minor Faculty may re-apply at any time prior to or after the expiration of this three year period by providing notice of such desire to the Executive Committee.

Watershed Minor Faculty may sponsor one or more courses for inclusion in the Course Lists for the undergraduate or graduate Watershed Minors. To sponsor a course, a Watershed Minor Faculty member must provide to the Executive Committee: (i) a course description; (ii) the semester and year when the course will be offered next; and (iii) a brief description of how a student's satisfactory completion of the course will serve the nature and purpose of the

applicable Watershed Minor. To be included on one or more of the Watershed Minor course lists, a course must be sponsored by a Watershed Minor Faculty member.

Watershed Minor Faculty shall: (i) agree to serve on graduate committees for graduate students pursuing a Watershed Minor; and (ii) engage in such activities as are from time-to-time necessary to support the Watershed Minors, such as attending Watershed Minor Faculty meetings, participating in ad hoc committees created by the Executive Committee, voting on updating Watershed Minor course lists, and/or organizing and attending symposia related to the Watershed Minors.

All Watershed Minor Faculty members shall also be entitled to nominate one or more General Committee members from their College to serve on the Executive Committee and to vote to elect one Executive Committee member for their College.

**B. Executive Committee for the Watershed Minors**

The Executive Committee shall consist of one Watershed Minor Faculty member from each participating College, nominated and voted on by Watershed Minor Faculty members from that College. Executive Committee members shall serve a three-year term. Executive Committee members may serve multiple terms, consecutive or otherwise.

The Executive Committee shall: 1) adhere to and enforce these By-Laws; 2) review courses proposed for inclusion in the Watershed Minor course lists and determine, on an annual basis, which courses, if any, to add to the course lists along with the particular course list(s) to which the course(s) are to be added; 4) review each course included in the course lists once every three years to determine whether the courses should continue to be listed; 5) review and approve or disapprove student petitions to allow courses not appearing on the Watershed Minor course

lists to satisfy requirements for the Watershed Minor; 6) review and approve or disapprove applications for Watershed Minor Faculty member status and maintain a list of current Watershed Minor Faculty; 7) maintain Watershed Minor descriptions in the undergraduate and graduate course catalogs and submit changes to the appropriate administrative bodies, as needed; 8) maintain an Internet presence for the Watershed Minors and review any material to be posted on the Internet; 9) create *ad hoc* committees as needed to conduct other activities associated with the educational mission of the Watershed Minors; and 10) plan and coordinate activities to promote and further the educational mission of the Watershed Minors such as an annual watershed symposium. Members of the Executive Committee shall also serve as the liaison between the Executive Committee and the Watershed Minor Faculty members from the College they represent.

Executive Committee members shall appoint a chair, by nomination and vote, for the purpose of organizing and conducting regular meetings. The Executive Committee Chair shall be the liaison between the Executive Committee and University of Tennessee officials.

### **C. Meetings**

Watershed Minor Faculty shall meet at least once per year, at a time and location determined by the Executive Committee. Any Watershed Minor Faculty member may request additional meetings of the Watershed Minor Faculty, but such meetings will be held at the discretion of the Executive Committee. The Executive Committee shall meet at least once per semester during the academic year. The Executive Committee Chair shall organize meetings, set and distribute the agenda, and lead meetings of the Executive Committee and the Watershed Minor Faculty. Agendas shall be sent to Watershed Minor Faculty or Executive Committee

members, as appropriate, one week before the scheduled meeting. Meetings shall be conducted in accordance with Robert's Rules of Order. Minutes of the meetings shall be archived and made available to Watershed Minor Faculty.

**D. *Ad Hoc* Committees**

The Executive Committee shall have the authority to create *ad hoc* committees to carry out activities related to the education mission of the Watershed Minors. *Ad hoc* committees shall have a term determined by the Executive Committee.

**ARTICLE III  
STRUCTURE OF THE WATERSHED MINORS**

**A. WATERSHED MINORS**

The undergraduate and graduate Watershed Minors shall be housed in the College of Agricultural Sciences and Natural Resources (CASNR).

**B. REQUIREMENTS FOR THE UNDERGRADUATE WATERSHED MINOR**

The requirements for the undergraduate Watershed Minor shall be specified in the University of Tennessee Undergraduate Catalog. These requirements may be amended by majority vote of a quorum of the Watershed Minor Faculty in addition to any processes and approvals required by the University of Tennessee Undergraduate Catalog. Proposals to amend the requirements may be submitted by any member of the Watershed Minor Faculty.

**C. REQUIREMENTS FOR THE GRADUATE WATERSHED MINOR**

The requirements for the graduate Watershed Minor shall be specified in the University of Tennessee's Graduate Catalog. These requirements may be amended by majority vote of a quorum of the Watershed Minor Faculty in addition to any processes and approvals required by

the University of Tennessee Graduate Catalog. Proposals to amend the requirements may be submitted by any member of the Watershed Minor Faculty.

**ARTICLE IV  
AMENDMENTS TO THESE BY-LAWS**

Proposed amendments to these Bylaws may originate from the Chair of the Executive Committee or from any Watershed Minor Faculty member. Proposed amendments shall be distributed with the agenda for the Watershed Minor Faculty meeting at which they are to be discussed. An affirmative vote of two-thirds (2/3) of a quorum of Watershed Faculty Members shall be required for adoption of amendments to these By-Laws. A quorum shall consist of at least one-half of the current Watershed Minor Faculty.

*Last revised: August 29, 2011*