

By – Laws of the European Studies Co-Major Program University of Kansas (approved May 1, 2006)

I. MISSION

The mission of the European Studies (EURS) Co-Major Program is to promote and supervise the undergraduate European Studies co-major and minor and to promote interest and further research in European Studies among faculty, students, and staff at the University of Kansas.

II. ADMINISTRATION

General oversight of the European Studies Program is the responsibility of the Program Director and the European Studies Program Committee (ESPC), who are assisted by the Office Manager of the Program Director's home department or program and the European Studies student assistant. The Program Committee includes the Program Director, tenured and tenure-track faculty, and lecturers from related departments and programs across the University, and one undergraduate student representative. The Program Committee develops and revises program policies and procedures, oversees curricular matters, and advises the Director on other activities that form part of the program mission.

There are three standing committees of the European Studies Program Committee:

1. *Instructional Resources & Special Events Committee*: is responsible for the organization and development of EURS library and audio-visual resources and serves as an advisory body on public lectures and special programs.
2. *Curriculum & Advising Committee*: works with the Director to oversee and advise curriculum review and revision and helps coordinate curriculum planning across departments and disciplines.
3. *Faculty & Lecturer Membership Committee*: is responsible for maintaining the list of those whose research or teaching involves a substantial amount of attention to Europe other than Russia at the University.

The Program Committee is guided by simple procedural rules. A quorum consists of a majority of the members of the committee, and normal procedures of motion, seconding, discussion, and majority rule guide the actions of the committee except where otherwise specified. *Ad hoc* committees are appointed as the need arises.

Administration of the European Studies Program is carried out by the Program Director, who is appointed by the Dean of the College of Liberal Arts and Sciences. The Director represents the program to the College, the University, and the public, articulating its aims and needs within the context of the educational mission of the

University. The Program Director has overall responsibility for day-to-day program functions, which include curriculum development and scheduling, advising, student recruitment, semester and summer study abroad program supervision, faculty/GTA hiring for AY and study abroad courses, GTA training, budget and expenditures, program review, and the maintaining of records and website.

III. ELECTIONS AND MEMBERSHIP

Members of the European Studies Program Committee (ESPC) are drawn from the following departments, programs or schools: Art History, Architecture & Urban Design, Business, Classics, Economics, English, French & Italian, Geography, Germanic Languages & Literatures, History, Humanities & Western Civilization, Law, Political Science, Public Administration, Religious Studies, Slavic Languages & Literatures, Sociology, Spanish & Portuguese, and Theatre & Film. The Program Committee shall be composed of a least seven faculty and/or lecturers, and one student representative in addition to the Program Director.

Members serve for an initial three-year term, which may be renewed, with one-third of the membership being rotated or up for renewal every year. At the beginning of the spring term, the Program Director will contact those academic departments, programs or units whose members' terms are ending that year, requesting they select an ESPC representative to begin the following fall term.

IV. GOVERNANCE

The Program Director will convene the ESPC at least once a semester. Additional meetings may be convened as needed. Any member may also ask to convene an additional ESPC meeting. Before each scheduled meeting, the Director will call for agenda items. Minutes will be taken at each meeting and distributed for approval at the next one. Meetings will be adjourned on a consensus vote.

Standing and Ad Hoc Committees will choose among themselves a chair who will report to the ESPC of the whole as needed. The Program Director reports to his/her Associate Dean for programs and Dean of the College of Liberal Arts and Sciences as needed.

V. CHANGES

These By-Laws may be changed by a two-thirds vote of the membership with the approval of a majority of votes in a mail or email ballot to the European Studies faculty.

VI. EFFECTIVE DATE OF MEMBERSHIP

One third of the current Program Committee members will consider their first term ending in May 2007, one third ending in May 2008, and the remaining third in May 2009.