

**BYLAWS OF  
THE FEDERATION OF NORTH TEXAS AREA UNIVERSITIES**  
(Revised 9/30/2008)

**Article I  
Purpose, Nature, and Scope of the Federation**

**Section 1:** The Federation of North Texas Area Universities, hereinafter called FEDERATION, was created by action of a special meeting of the Texas Higher Education Coordinating Board, held in Austin, Texas, on December 3, 1968. The major goals of the FEDERATION are (1) to enhance the quality and variety of graduate degree programs among member institutions, and (2) to make more efficient use of state resources through interinstitutional collaboration.

**Section 2:** The founding members of the FEDERATION are Texas A&M University-Commerce, Texas Woman's University, and the University of North Texas.

**Section 3:** The FEDERATION will be managed by a Council of Graduate Deans or Provosts' designees, hereinafter called the COUNCIL. The COUNCIL is charged with the responsibility of approving all policies and plans of action for the FEDERATION.

**Section 4:** The activities of the COUNCIL shall be governed by the basic objectives of the FEDERATION and by the approved role and scope of each university.

**Article II  
Objectives**

The specific objectives of the FEDERATION are:

- a. To maximize the State's resources through interinstitutional collaboration;
- b. To enrich and strengthen educational opportunities for students by facilitating interinstitutional course exchanges;
- c. To enhance faculty and student development through such activities as programs, workshops, seminars, and conferences;
- d. To promote interdisciplinary programs, research, and professional activities;
- e. To facilitate the sharing of scientific equipment and other technology; and
- f. To encourage and facilitate joint planning efforts by the faculty.

**Article III  
Membership**

**Section 1:** Eligible institutions desiring to participate in the work of the FEDERATION as members shall apply for membership by request to the COUNCIL which will seek the approval from the Texas Higher Education Coordinating Board.

**Section 2:** Members of the FEDERATION shall be limited to regionally-accredited public colleges and universities offering graduate degree programs. Such members will have the authority to propose federated graduate degrees. The Graduate Dean or designee of the Provost of each institution will serve as a voting member of the COUNCIL.

## **Article IV Officers and Staff**

**Section 1:** The presiding officer at meetings of the COUNCIL shall be known as the Chair. The Chair shall be a voting member of the COUNCIL chosen by the COUNCIL members for a two-year term. Each Chair shall serve until his/her successor is selected at the last meeting of the COUNCIL during the second calendar year of his/her term. A Chair may not succeed himself/herself until every other institutional representative on the COUNCIL has served as Chair.

**Section 2:** The COUNCIL members shall make provisions for the handling of such operational funds as the normal functioning of the FEDERATION may require. The COUNCIL members shall make special provisions for the acceptance, custody, and distribution of grant funds or gifts made to the FEDERATION for designated purposes other than routine operations.

**Section 3:** Each COUNCIL member shall provide for whatever staff assistance is necessary to support the activities of the FEDERATION or the COUNCIL.

## **Article V Meetings**

**Section 1:** The FEDERATION shall have at least one meeting each calendar year. Members shall be officially represented at such meetings by their voting representatives on the COUNCIL.

**Section 2:** Meetings of the FEDERATION shall, in general, be devoted mainly to the consideration of matters related to interinstitutional collaboration.

**Section 3:** When necessary, COUNCIL members may be represented at meetings by a proxy.

## **Article VI Committees**

**Section 1:** The Council shall meet regularly to recommend academic policies and to make operational decisions on implementing academic policies.

**Section 2:** The COUNCIL shall from time to time establish such ad hoc committees, study groups, and consultancies as may be needed.

**Section 3:** All reports of committees, study groups, and consultants shall be presented in written form to the COUNCIL for appropriate action.

## **Article VII Miscellaneous Provisions**

**Section 1:** Amendments to the Bylaws of the FEDERATION may be adopted by vote of at least a two-thirds majority of the COUNCIL, provided, however, that no amendment may be adopted unless it has been submitted in writing to all COUNCIL members at least thirty days in advance.

**Section 2:** Copies of the proceedings of the FEDERATION as a whole and copies of the Minutes of the COUNCIL shall be furnished promptly after each meeting to the Presidents of each member-institution. Annually, a report will be made to the Presidents of each member institution and the Commissioner of the Texas Higher Education Coordinating Board in order to furnish current information about the FEDERATION and actions of the COUNCIL.

**Section 3:** The FEDERATION receives a state appropriation and additional funds may be secured by charging membership fees to augment the State funds.

**Section 4:** Adequate records of all financial transactions of the FEDERATION shall be kept and shall be subject to annual audit.

**Section 5:** Neither the FEDERATION, the COUNCIL, nor any members thereof shall in the name of the FEDERATION or the COUNCIL support or oppose any political cause. Further, no such member may, in the name of the COUNCIL or the FEDERATION, act as proponent or opponent of proposals for basic changes in existing laws, whether local, state, or federal.

**Section 6:** All cooperative agreements should be formalized in writing with copies provided to all concerned parties.

**Section 7:** The FEDERATION, as a whole or any combination of member institutions, may make joint efforts to seek grants or other funding to support the objectives of the FEDERATION.

**Section 8:** The participating institutions shall develop ongoing policies, procedures, and agreements to insure appropriate reimbursement for all graduate student enrollments.

**Section 9:** Collaboration with undergraduate and graduate program activities that are not part of the FEDERATION shall be encouraged.

**Section 10:** The members of the FEDERATION will work cooperatively within the framework of individual university policies and the policies of the Texas Higher Education Coordinating Board to develop proposals for new degrees. The same process will be followed to make modifications in programs or to alter an institution's participation in a particular degree program.

**Section 11:** Degrees may be offered jointly by two or more member institutions.

**Section 12:** Each approved Federated program will establish a standing Program Committee. The FEDERATION will maintain current policies concerning the size, appointment procedures, responsibilities, and other matters relating to these committees.

**Section 13:** Each Federated degree program will manifest the following common elements of a fully Federated program:

- A common program description in the graduate catalog of each participating school, including a statement on the purpose of the Federated program; and a common list of degree requirements; and application procedures and admission standards.
- For doctoral programs, the following provisions shall be met:
  1. Admissions requirements as agreed upon by the program committee.
  2. A joint admissions committee made up of faculty from each participating institution.
  3. Representatives of each participating degree-granting institution on doctoral committees.
  4. Implementation of common entrance and exit exams.
  5. Program committee oversight by the COUNCIL.

**Section 14:** Enrollment in FEDERATION Programs:

- Students desiring to enroll in Federated programs will apply at the university from which they plan to graduate. This university will be known as the HOME INSTITUTION. Applicants to the Federated graduate programs will apply to the graduate school of the HOME INSTITUTION.
- Students accepted into a Federated program will abide by the university policies and graduate school policies at the HOME INSTITUTION and by the policies and guidelines of the Federated program in regard to structure of the advisory committee and other committees, conduct of examinations, and all other aspects of their programs of study.