

BYLAWS
for
The SCHOOL of CHEMICAL SCIENCES
University of Illinois
Urbana, Illinois
February 2014

I. FACULTY

A. MEMBERSHIP AND VOTING RIGHTS

1. Membership of the Faculty shall consist of all tenure track or non-tenure track academic staff recognized as faculty in the Departments of Chemistry or Chemical and Biomolecular Engineering.
2. Voting rights shall be vested only with academic staff having tenure or tenure track status and having a professorial appointment in the Department of Chemical and Biomolecular Engineering or the Department of Chemistry.

B. MEETINGS

1. **Purpose** – The purpose of the Faculty in assembly shall be to act on matters of educational policy of the School of Chemical Sciences. Such matters will be presented to it by the Director, by standing and ad hoc committees of the School, or by members of the Faculty.
2. **Presiding Officer** – The presiding officer shall be the Director of the School of Chemical Sciences or, if absent, the Director's designee.
3. **Calling of Meetings** – Meetings of the Faculty shall be called at least once a year by the Director. A written notice and agenda of each meeting shall be provided at least one week prior to the meeting. Also, meetings may be called by resolution in a scheduled meeting of the Faculty, upon request of the Executive Committee or of the Executive Officer of a Department of the School, or upon written petition of five members of the Faculty. In such special events, written notice and agenda of the meeting shall be furnished to members of the Faculty by the Director at least one week prior to the meeting, which shall be held within a period of two weeks following the receipt of a request or petition.
4. **Voting** – The right to vote shall be limited to members present with voting rights as defined in Section I.A.2. Voting shall ordinarily be by voice or hand.
5. **Quorum** – A quorum at meetings of the Faculty shall consist of at least half of its members having at least a 50% appointment within the School with voting rights.
6. **Procedures** – Meetings of the Faculty shall be governed by Robert's Rules of Order Revised in all cases in which they are applicable and not in conflict with these Bylaws.

II. OFFICERS

A. DIRECTOR OF THE SCHOOL

1. **Appointment** – Each new Director of the School shall be appointed upon recommendation of the Dean of the College of Liberal Arts and Sciences with the advice of a committee, the majority of whom shall be faculty of the School. The committee shall be selected by the Dean after consultation with the Executive Committee of the School.
2. **Duties** – The Director shall be the chief executive officer of the School. Also, the Director shall be directly responsible for facilities, functions, and personnel of the School, i.e., for those activities which extend clearly beyond a single department, such as the Academic Advising, Business, Human Resources, and Career Counseling and Placement Offices, and the various service facilities. The specific duties of the Director are defined in Article III, Section 5b, of the 1997 Statutes of the University of Illinois.
 - a) The Director shall consult with the Executive Committee on all significant space proposals, independent of their origin, and on all significant (\$80K in 2013 dollars) School financial commitments. The Director shall obtain an advisory vote from the Executive Committee before making such commitments.
 - b) The Director shall consult annually with the Executive Committee on the appointment of all committees.
 - c) The Director shall report annually to the Executive Committee on expenditures of endowment funds.
3. **Evaluation** – An evaluation of the performance of the Director will be made every fifth year or at the request of the Dean of the College. The committee shall consult with employees and faculty of the School. The evaluation of the performance of the Director shall be conducted as specified by the statutes of the University of Illinois and the adopted policies of the College of Liberal Arts and Sciences.

B. EXECUTIVE OFFICERS OF THE DEPARTMENTS IN THE SCHOOL

1. **Appointment** – The chief executive officer of each department shall be a Head. The Head shall be appointed upon the recommendation of the Director and the Dean, with the advice of an advisory committee, a majority of whom shall be members of the Department
2. **Duties** – The duties of a Head of a Department and the prerogatives of each Department shall be as set forth in the University Statutes, with the provision that the ordinary channel for formal communications beyond the School shall be via the Director.

III. COMMITTEES

A. EXECUTIVE COMMITTEE

1. **Ex officio Members** – The Executive Committee of the School shall include an executive officer from each Department and the Director, who will serve as its Chair.
2. **Elected Members** – Two additional members are to be elected from each Department for staggered three-year terms. Eligible representatives must have voting rights as defined in Section I.A.2. Nomination of two candidates for each open position shall be conducted by referendum of the voting members of the Department represented and election of one shall be by the voting members of the School at large. Elected members who have served a full three-year term may not succeed themselves.
3. **Meetings** – The Executive Committee shall meet at least once per month during the academic year. An agenda must be posted prior to each meeting. Minutes of each meeting (except executive sessions used for the discussion of confidential personnel issues) shall be made available to the Faculty. Any faculty member shall be entitled to a conference with the executive committee or any member of it on any matter properly within the purview of the committee.
4. **Quorum** – The voting members of the Executive Committee constitute the elected members and the *ex officio* members, except that the Director shall not have a vote in the recorded votes of the Executive Committee. No meeting of the Executive Committee shall be held absent a quorum (50% of the voting EC members, plus one) of members.
5. **General Functions** – The Executive Committee shall work with the Director to develop and execute policy and transact such business as may be delegated to it by the Director. It shall advise the Director on all significant space proposals, significant School financial commitments (as delineated in Section II.A.2a), and on the appointment of all committees.
6. **Specific Responsibilities** – The Executive Committee also has the following specific responsibilities.
 - a) The Executive Committee shall review departmental recommendations for promotions and appointments, when such recommendations involve tenured positions or standing on the Graduate Faculty. Only those members of the Executive Committee of rank equal to or higher than that being considered for the candidate shall participate in the review process. The appeal process, particularly for appeals in promotion decisions, shall follow the rules given in the Campus Administrative Manual (Section IX C).
 - b) The Executive Committee shall recommend to the Dean, through the Director, overall priorities for the School.

B. STANDING AND AD HOC COMMITTEES

1. **Appointment** – Committees of the School shall be appointed and charged annually by the Director after consultation with the Executive Committee.
2. **Standing Committees** – There shall be committees of the School to deal with matters delineated by the following areas:
 - a) Conflict Management Oversight
 - b) Safety
 - c) Service Facilities
 - d) Other as determined by the Director in consultation with Executive Committee

IV. BYLAWS

A. AMENDMENTS

1. Proposals for amendments of these Bylaws may be placed on the agenda of a meeting of the faculty by the Director, the Executive Committee or a Task Force appointed by the Director. Individual members may propose amendments at any meeting of the Faculty, but no such resolution shall be debated or acted upon as indicated in Section IV.A.2 at the regular meeting at which it is introduced. Instead, after brief discussion it shall be referred to the Director or shall be scheduled for consideration at the next regular meeting of the faculty.
2. Proposals for amendments presented at a meeting of the faculty must receive a two-thirds vote of the faculty present and voting in order to be recommended to the departments of the School for ratification. Ratification requires a majority vote of each department.

B. REVIEW

1. The Bylaws will be reviewed every five years by an ad hoc committee appointed by the Director and in consultation with the faculty.