

## BYLAWS

### COLLEGE OF HUMAN SERVICES, EDUCATION AND PUBLIC POLICY DEPARTMENT OF CONSUMER STUDIES

Approved May 11, 1978  
Revised Fall 1979, 1981, Spring 1992, Fall 1995, Spring 2003

#### ARTICLE I

A. Chairperson

The Department Chairperson shall chair the Consumer Studies (CNST) faculty meetings. The Chair's appointee shall preside in the absence of the Chairperson or when the Chairperson takes the floor.

B. Meetings

Meetings will be held as needed at a time that allows for maximum faculty participation.

C. Agenda

The agenda for the department meeting shall be prepared by the Chairperson and distributed two full working days prior to the meeting. Proposed agenda items must be submitted to the Chairperson's office prior to the meeting. When appropriate, proposals brought to the faculty for discussion will be distributed prior to the meeting. Any resolution that is not part of an agenda item will not be acted upon until the next meeting, unless every voting member of the faculty is present and agrees to do so.

D. Quorum

Fifty percent plus one of the voting memberships shall constitute a quorum. The faculty shall abide by its own rules or procedures, but in cases where it has adopted no explicit rules, or where applicability of interpretation of rules is in doubt, *Robert's Rules of Order Newly Revised* shall govern.

E. Conduct of Business

The order of business shall be as follows: approval of minutes, committee reports, old business, new business, and announcements.

F. The Assistant to the Chair or a member of the office staff will be in attendance and shall not be a voting member.

G. Faculty Minutes

Under the direction of the Chairperson a record of each faculty meeting shall be prepared and distributed to each CNST faculty member within two weeks of the meeting reported. A permanent record of corrected faculty meeting minutes shall be filed in the Chairperson's office.

H. Nothing in these bylaws shall annul any written provisions authorized by the Board of Trustees prior to or established after the adoption of these bylaws.

## ARTICLE II

### General Provisions of CNST Committees

A. General Functions

The functions of the department committees are: 1) to investigate, advise and recommend regarding designated areas; 2) to carry out assigned duties; and 3) to report to the department faculty.

B. Standing Committees

1. Eligibility – Each member of the voting faculty shall be eligible for membership on standing committees with the power to vote. The Chairperson is an ex-officio non-voting member of all committees except the Committee on Promotion and Tenure. Each full-time undergraduate student in good academic standing and each part-time or full-time graduate student enrolled in a degree program in CNST shall be eligible for voting membership on standing committees of the department. Student representation will be permitted on all department committees with the exception of the Committees on Promotion and Tenure and Public Relations and Service.

2. Committee Composition

- a) The standing committees will be:
  - 1) Promotion and Tenure
  - 2) Undergraduate Studies
  - 3) Graduate Studies and Research Development
  - 4) Public Relations and Service
  - 5) Long Range Planning

- b) Regular assignments for committee members will be made by mutual consent among the faculty and/or elections held during spring semester with responsibilities beginning the first day of fall semester.
- c) A committee membership list, with chairs indicated, will be provided to the faculty within the first two weeks of fall semester.
- d) Replacement of persons who have resigned or are on leave after regular elections have been conducted shall be by department appointment. Responsibilities begin immediately
- e) The term of office shall be for one year for all committees.
- f) Procedures for Standing Committees are as follows:
  - 1) A majority of committee members must be present for major action to be taken on matters that are to be brought before the Department faculty. With the exception of the Committee on Promotion and Tenure, all meetings will be open, unless a majority of the committee votes to have a closed meeting.
  - 2) All committee members including the committee chairperson shall have voting power.
  - 3) Committee action regarding policy statements should be included in committee minutes which shall be distributed to each committee member and department Chairperson; all standing committees shall supply a summary of their activities to the Chairperson by June 20, and these summaries will be filed in the master committee notebook.

### 3. Committee Recommendations

The chair of the committee or a committee designee is to make recommendations to the CNST faculty at a regular meeting concerning specific actions that have been approved by a majority of committee members. Such a recommendation from the committee is to be in the form of a motion (which has been seconded). Exceptions to this rule shall be the Committee on Promotion and Tenure whose actions shall remain confidential. The CNST faculty is to vote on the committee recommendation before such action is either disapproved or approved and forwarded appropriately. The same procedure is to be followed by CNST departmental ad hoc committees.

C. Ad Hoc Committees

The department, department committees or the Chairperson may form ad hoc committees for a specific purpose. These committees shall be dissolved upon acceptance of a final report or by the organizer.

### ARTICLE III

#### CNST Department Committees

A. Committee on Promotion and Tenure

1. Composition (3)

- a) Three faculty, preferably tenured, including, if possible, at least one full Professor, to be elected by the department faculty by March 10. The committee will elect its own chair by March 15.
- b) For promotion and tenure actions there must be at least three faculty members who are at or above the rank to which the candidate aspires. The faculty will elect additional committee members, if necessary, for promotion and tenure actions.
- c) Only tenured committee members will vote on promotion and tenure actions.
- d) The number of committee members as well as the number of tenured faculty on the committee will be odd.

2. Function

- a) To advise the candidate on the process.
- b) To follow guidelines established in the faculty handbook.
- c) To review and make recommendations for contract renewal, peer review and promotion and tenure.
- d) To make recommendations to the department faculty regarding promotion and tenure policies and procedures.

B. Committee on Undergraduate Studies

1. Composition (3)

At least three faculty. The committee shall choose its own chair.

2. Function

- a) To review all proposals for the addition, revision or deletion of undergraduate courses, including experimental courses to be offered during the regular academic year, and to make recommendations for these actions to the department faculty.

Note: Experimental courses to be offered during the winter and summer sessions are to be reviewed and approved by either department chair or the committee.

- b) To review all proposals for changes within existing majors and to make recommendations for these changes to the department faculty.
- c) To review and recommend changes to enrich educational programs, such as visiting student and internship programs; including new interdisciplinary and interdepartmental programs.

C. Committee on Graduate Studies and Research Development

1. Composition (2)

At least two faculty.

2. Function

- a) To review and act on all proposals for new courses and changes in graduate courses and curricula and to make recommendations for these changes to the department faculty.
- b) To advise the Chair on all phases of graduate education within the department.
- c) To stimulate, initiate, review, and recommend changes in the graduate program, including development of new interdisciplinary and interdepartmental programs and research.
- d) To publicize opportunities for graduate study in the department.
- e) To advise the Chair on candidates for graduate faculty status.

D. Committee on Public Relations and Service

1. Composition (3)

At least three faculty, preferably representing different program areas.

2. Function

- a) To develop programs to communicate more widely the varied professions in the department. To communicate, through University and professional media, news about students, faculty, programs, student and faculty honors.
- b) To coordinate with the College Committees the Honors Day program and all student and faculty honors.
- c) To coordinate alumni relations, service and activities.
- d) The faculty members of this Committee shall serve as an ad hoc committee for department elections.

E. Committee on Long Range Planning

1. Composition (3)

At least three faculty, preferably representing different program areas.

2. Function

- a) To review the accomplishments of the department during the past academic year in terms of the department's vision statements and strategic plans.
- b) To make recommendations to the department faculty for revision and additions to the vision and strategic plans.
- c) To define new areas or goals to be addressed once strategic goals have been accomplished.
- d) To identify and prioritize resources needed.
- e) To serve in an advisory capacity to the Chair.

## **ARTICLE IV**

### *Amendments*

The Bylaws may be amended at any regular meeting of the CNST faculty by a two-thirds vote of the total voting faculty members (not on leave), provided the change has been submitted in writing to all members of the CNST faculty two weeks prior to the meeting.

ma

April, 2003