



VCU

Libraries

Faculty Organization Bylaws

ARTICLE I: Name

The name of this organization shall be the Faculty Organization of VCU Libraries of Virginia Commonwealth University.

ARTICLE II: Purpose

The purpose of the Faculty Organization shall be to serve as an instrument through which each member of the Faculty Organization will be guaranteed the right to express opinions and concerns freely about any and all matters vital to the welfare of the University and VCU Libraries; through which the Faculty Organization can exercise educational, advisory, administrative and service functions in the formulation of policies affecting VCU Libraries and its faculty members; and by which the faculty members of VCU Libraries can be represented in relations with the University, with the Commonwealth, and with other organizational bodies and individuals.

ARTICLE III: Membership

The membership of the Faculty Organization of VCU Libraries of Virginia Commonwealth University shall consist of all persons who have a faculty appointment with the Virginia Commonwealth University Libraries and VCUQatar Libraries.

Full-time faculty members are voting members of the Faculty Organization. Adjunct and part-time faculty members are non-voting members of the Faculty Organization who may participate in discussions, attend meetings, and, at the discretion of the chair, cast straw votes. Part-time and adjunct faculty members may not be elected to governance positions within the Faculty Organization or across the University, with the exception of appointments to the VCU Libraries Professional Development Committee and to ad hoc committees at the discretion of the chair.

For remainder of this document, the terms 'faculty,' 'faculty members,' and 'members' are used to refer to full-time faculty members unless otherwise indicated.

ARTICLE IV: Voting

All members of the Faculty Organization shall have the right to designate matters on which they may vote, including the selection of representation from the Faculty Organization to other elected

University bodies, and shall have the right to vote on all matters coming before the Faculty Organization.

The election of officers and other representatives shall be held by secret ballot, and all faculty members shall be given opportunity to participate in these votes by absentee ballot. Ballots for these votes must be returned by at least 40% of the members of the Faculty in order for the vote to be valid.

The decision in any vote shall be determined by a simple majority of votes cast except as otherwise specified in these Bylaws. Amendment to these Bylaws requires approval by two-thirds of the ballots cast.

Nominations for all elective positions shall be permitted by notifying a member of the Nominating Committee pursuant to the voting schedule in Section 4.3 of the Standing Rules.

ARTICLE V: Officers

The officers and their duties shall be:

The Chair, who shall:

- a) preside at all meetings of the Faculty Organization;
- b) call special meetings;
- c) be an ex-officio member of all standing and ad hoc committees except the Nominating Committee and the Peer Review Committee;
- d) appoint standing committee Chairs and members;
- e) represent the Faculty Organization between meetings;
- f) serve as the VCU Libraries marshal for the VCU winter and spring commencement exercises;
- g) communicate election results to university governing bodies to which VCU Libraries representatives are elected.

The Vice-Chair, who shall:

- a) assume the duties of the Chair in the Chair's absence;
- b) serve as Parliamentarian;
- c) review Standing Rules;
- d) prepare for and preside over secret ballot votes;
- e) perform other duties as delegated by the Chair;
- f) serve as Chair-Elect.

The Secretary, who shall:

- a) keep an accurate list of all members of the Faculty Organization;
- b) prepare and distribute an agenda for each regular meeting based on the suggestions of the Chair and members of the Faculty Organization;
- c) prepare and distribute minutes of all meetings;

- d) retain the current records of the Faculty Organization and transfer the non-current records to VCU Libraries' Special Collections and Archives.

Elections for all officers shall be held each year according to the provisions of the Faculty Organization of VCU Libraries Standing Rules. Term of office shall be one year. Elected officers may serve no more than two consecutive terms in a specific elected position. Newly-elected officers assume their duties June 1. If an officer or representative is unable to complete his or her term, the Faculty Organization shall elect a member to fill the office for the remainder of the unexpired term.

ARTICLE VI : Meetings

Regular meetings shall be held at least five times each academic year. Additional meetings may be called at the discretion of the Chair.

The business conducted and the order of business at regular meetings is at the discretion of the chair, but may include:

- a) amendment, if necessary, and approval of the minutes of the previous meeting;
- b) reports of the Standing Committees;
- c) reports of Ad Hoc Committees, VCU Libraries Faculty Organization representatives to other organizations, and individual members of the Faculty Organization;
- d) unfinished business;
- e) new business;
- f) communications and announcements.

The order of business at special meetings shall be the transaction of business for which the meeting is called and other items at the chair's discretion.

A quorum shall consist of forty percent of the members of the Faculty Organization.

ARTICLE VII: Committees

A. The standing committees of the Faculty Organization shall be appointed by the Chair of the Faculty Organization for the academic year. Standing committees shall be:

1. Nominating – which shall be composed of three members who shall present nominations for all elected officers and representatives. Nominees shall be presented to the Faculty Organization at the regular meeting prior to the scheduled election.
2. Faculty Development – which shall be composed of five members who shall organize faculty development activities for the Faculty Organization. Adjunct and part-time faculty members are also eligible to serve on the Faculty Development Committee at the chair's discretion. The committee shall be comprised of five members including the faculty organization chair, a member of the peer review committee and three other members appointed by the faculty organization chair. Also, the AUL of Organizational Development will serve as a non-voting member of the committee.

B. The Peer Review committee shall be elected according to Guidelines for Faculty Promotion, Section III. A.

C. Ad Hoc Committees may be created by the Chair of the Faculty Organization or by majority vote of members present at a meeting.

ARTICLE VIII: Parliamentary Authority

The rules contained in Robert's Rules of Order, revised, shall govern meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE IX: Amendments

The Bylaws may be amended at a regular meeting of the Faculty Organization by a two-thirds vote of the members present provided such amendments are first submitted in writing to each faculty member at least one month prior to the meeting.

Last Revised: May 2018