

## ARTICLE I. NAME

These are Bylaws of the members of the Area Studies Division of the Library of the University of Illinois at Urbana-Champaign.

## ARTICLE II. PURPOSE AND SUPERSEDING AUTHORITY

These [Bylaws](#) are a supplement to and mandated by the [Bylaws](#) of the Library of the University of Illinois at Urbana-Champaign and are intended to provide a framework for the effective conduct of Area Studies Division activities. In case of conflict the Library [Bylaws](#) and the University of Illinois Statutes will prevail.

## ARTICLE III. MEMBERSHIP

### SECTION I. DESCRIPTION

A. All faculty, as defined in Article III, Section A. of the University Library Bylaws; academic and civil service professionals; and civil service staff are eligible for membership in the Division. The faculty of the Area Studies Division shall be appointed to the Division by the University Librarian. Other academic and civil service professionals and civil service staff who wish to be members may self-appoint by informing the Division Coordinator that they will join the Division. Members in the same unit shall always be assigned to the same Division.

B. All members of the Area Studies Division shall each have one vote and be eligible for membership on Division committees.

### SECTION 2. MEETINGS

A. Frequency: There shall be regular meetings of the divisional membership each year.

B. Chair: Divisional meetings shall be chaired by the appointed Divisional Coordinator or the Coordinator's designate.

- C. Minutes: Minutes of each Division meeting will be recorded to document deliberations and policy actions of the Division. Copies of these minutes shall be distributed to all members of the Division in a timely manner and posted to the Division website upon approval of the Division's voting members.
- D. Executive Session: The Division Coordinator, under guidance of other members, will make the judgment regarding when it is appropriate to go into Executive Session.
- E. Research Presentations: During at least one meeting of each semester untenured members of the Division will be invited to provide an informal presentation of their research in order to share the progress of their scholarship.
- F. There shall be at least one meeting called each semester for consideration for divisional governance and policy.

### **SECTION 3. QUORUM**

A quorum shall consist of fifty percent of the eligible members.

### **SECTION 4. EXECUTIVE SESSIONS**

- A. A sub-committee consisting of tenured members shall meet when required for the consideration of promotion and tenure, and to identify internal and external reviewers for tenure cases.
- B. The tenured and tenure track members of the division shall act as the Advisory Committee for nominating members for Divisional representation on the Faculty Review Committee and other committees, task forces, and working groups that call for faculty representation, and/or are tied to the tenure process.

## **ARTICLE IV. DIVISION RESPONSIBILITIES**

### **Section 1. RESPONSIBILITIES**

The Division shall:

- A. Provide mentorship for division members towards development of research, librarianship, and professional development opportunities to support tenure and/or promotion in irrespective classifications;
- B. Provide for the orderly voicing of suggestions and establish policies for the good of the division;
- C. Establish procedures and committees that will encourage members' participation in formulating policies and procedures;

- D. Conduct an evaluation of the divisional coordinator at least once every three years. All members are eligible to serve on the evaluation committee.
- E. Advise on the appointment of divisional committees and divisional representation on library-wide committees.
- F. Voice opinions on University Library policies.
- G. Propose and lead initiatives in support of the Area Studies Division, programs, and services.
- H. Elect a Division Coordinator. Upon the expiration of a Division Coordinator's term, nominations and self-nominations for Division Coordinator will be accepted by the membership of the Division (acting as an Advisory Committee). The Division Coordinator will be elected via secret ballot. All members of the Division will be eligible to vote for Division Coordinator.

## **ARTICLE V. AMENDMENTS TO BYLAWS**

Amendments to the Bylaws are made by ballot after due notice and discussion, as provided in this Article. A proposition to amend the Bylaws must be submitted to the members in writing at least ten days before a regular or special meeting called for discussion of the proposed amendment(s). Amendments to the Bylaws are adopted by a two-thirds majority of those voting at a properly called meeting or by mail ballots.

Revised October 5, 2000

Revised January 20, 2011

Revised March 14, 2013

Revised April 25, 2013

Revised November 8, 2023