

BYLAWS - AREA STUDIES DIVISION UNIVERSITY LIBRARY UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

ARTICLE I. NAME

These are Bylaws of the Faculty 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. The faculty of the Area Studies Division shall consist of all those persons who fulfill the requirements of membership in the Library faculty as defined in Article III, Section 1, of the Library Bylaws in that they are assigned to the Division as their tenure home by the University Librarian. Faculty members in the same unit shall always be assigned to the same Division.
- B. Faculty members as defined in Article III, Section A. of the University Library Bylaws shall each have one vote and be eligible for membership on Division committees.
- C. The faculty of the Division may vote to extend membership to other categories of academic staff within the Division provided that such extension is limited to those named in Article III, Section A of the University Library Bylaws.

SECTION 2. MEETINGS

- A. Frequency: There shall be regular meetings of the divisional faculty 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 faculty.

SECTION 4. EXECUTIVE SESSIONS

- A. The voting members of the division shall act as the Advisory Committee for the Division and meet in Executive Session for the purpose of nominating and evaluating the Division Coordinator and nominating members for Divisional representation on relevant committees.
- B. A sub-committee consisting of tenured faculty members shall meet when required for the consideration of promotion and tenure cases.

ARTICLE IV. DIVISION RESPONSIBILITIES

Section 1. RESPONSIBILITIES

The Division shall:

- A. Provide mentorship for division faculty towards development of research and librarianship to support tenure and promotion;
- 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 faculty participation in formulating policy;

- D. Conduct an evaluation of the divisional coordinator at least once every three years.
- E. Advise on the appointment of divisional committees.
- F. Voice opinions on University Library policies.

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 faculty 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