

IUPUI UNIVERSITY LIBRARIES
FACULTY ORGANIZATION BYLAWS

ARTICLE I

NAME AND PURPOSE

Section A

The official name of this body shall be the IUPUI University Libraries Faculty Organization, here after referred to as the ULFO. The libraries of the ULFO are: University Library, the Herron School of Art Library, and the IUPU Columbus Library

Section B

The purpose of the ULFO shall be:

--to provide an operational framework for the democratic discussion and review of professional policies, standards, and procedures.

--to provide a mechanism and structure for determining certain policies, standards, and procedures, as well as for fulfilling responsibilities charged to the body.

ARTICLE II

MEMBERSHIP

Section A

The ULFO shall be composed of all appointed librarians from the ULFO libraries.

Section B

The University Librarian, Executive Director of Libraries shall be a non-voting member.

Section C

All other ULFO members shall have the right to vote and the right to hold office.

ARTICLE III

OFFICERS

Section A

The officers of the ULFO shall consist of a Chairperson and a Secretary.

Section B It shall be the duty of the Chairperson primarily to call and chair the meetings, to conduct the affairs of the ULFO, and to appoint committees. These and additional duties are to be found in the latest revision of the document entitled "Duties of the Chair."

Section C It shall be the duty of the Secretary to act as Chairperson in the absence of the Chairperson and to appoint an acting Secretary. In the case of permanent absence or disability of the Chairperson the Secretary will succeed to this office. A special election will then be held to elect a new Secretary.

Section D It shall be the duty of the Secretary to keep minutes, to take care of all necessary correspondence, to keep archival copies of documents, and to tally the votes on policy/procedural questions. These and additional duties are to be found in the latest revision of the document entitled "Duties of the Secretary."

ARTICLE IV

MEETINGS

Section A The ULFO shall schedule six (6) meetings a year. Meetings will also be held when deemed necessary by the Chairperson or when requested by any ULFO member.

Section B All ULFO members shall be notified, in advance, by the Secretary, of the purpose, time, and place of all meetings.

- Section C Ten (10) members assembled shall constitute a quorum.
- Section D Any question voted on during a meeting shall be voted on by a show of hands or, if requested, by ballot and shall be carried by a simple majority of those voting.
- Section E Any question voted on outside a meeting shall be voted on by paper ballot mailed in a signed envelope or by electronic mail ballot. Ballots for policy/procedural questions shall be sent to the Secretary. Ballots for nomination or for election shall be sent to the Chair of the Nominating Committee or to that Chair's designee. All such questions shall be carried by a simple majority of those voting.
- Section F. Upon completion of the voting process, ballots shall be destroyed. All reasonable efforts, within the constraints of present technology, will be made to maintain the secrecy of a vote of a member who chooses to use an electronic mail ballot.

ARTICLE V

ELECTIONS

- Section A An election of officers shall be held annually, at the May meeting.
- Section B Newly elected officers shall assume their duties on July 1.

ARTICLE VI

REPRESENTATIVES TO OTHER BODIES

- Section A The ULFO representatives to other bodies or committees shall be elected by the ULFO in accordance with procedures adopted by the

Bylaws of the governing body to which the individual is to be elected.

Section B In the absence of procedures of the governing body, the Nominating Committee shall prepare a slate of candidates for each position, to be voted by secret ballot. The candidate receiving the second highest number of votes shall be the alternate. In the event of a tie, the Nominating Committee shall conduct a runoff election by secret ballot.

Section C Upon completion of the election process, ballots shall be destroyed. All reasonable efforts, within the constraints of present technology, will be made to maintain the secrecy of a vote of a member who chooses to use an electronic mail ballot.

ARTICLE VII

COMMITTEES

Section A Standing committees shall be appointed by the Chairperson. The Chairperson shall be an ex-officio member of all committees except the Unit Peer Review, Promotion/Tenure Committee.

Section B The Nominating Committee shall be composed of three members appointed by the Chairperson.

Section C The Bylaws Committee shall be composed of three members appointed by the Chairperson. Preferably, at least one member of the Bylaws Committee shall have served on the committee during the preceding year. It shall be the duty of the Bylaws Committee to receive or originate

amendments to the Bylaws in accordance with Article IX, and following procedures defined in "IUPUI University Librarians Bylaws Committee Procedures".

Section D The Unit Peer Review, Promotion/Tenure Committee shall be composed of six members as defined in the latest revision of the document entitled "IUPUI University Libraries Faculty Organization Unit Peer Review, Promotion/Tenure Committee: Organization and Procedures for the Committee.

Section E The Professional Development/Research/Service Leave Committee shall be composed of three members and one alternate, appointed by the Chairperson. Preferably, one member will be a carry-over from the previous Committee and no member shall serve more than two consecutive one-year terms. The Committee shall receive and evaluate applications for IUPUI University Libraries Professional Development/Research/Service Leaves and make recommendations to the Executive Director of Libraries, IUPUI, following the procedures defined in the document entitled "IUPUI University Libraries Procedures for a Professional Development/Research/Service Leave Program".

Section F Ad hoc committees shall be appointed by the Chairperson as necessary.

ARTICLE VIII **PARLIAMENTARY AUTHORITY**

Section A Meetings shall be conducted in

accordance with Robert's Rules of Order, latest edition.

ARTICLE IX

AMENDMENTS

Section A

Proposals for amending the Bylaws may originate with any member of the ULFO. They shall be submitted to the Bylaws Committee, who shall have them placed on the written agenda prior to the meeting in which they are to be discussed.

Section B

A proposed amendment shall be discussed at one or more of the meetings of the ULFO before a vote is taken. The vote shall be an electronic mail or paper mail ballot.

Section C

A proposed change shall be effective when approved by a majority of the ULFO.

ARTICLE X

ETHICS STATEMENT

Section A

The members of the ULFO shall be governed by the Statement of Professional Ethics, approved by the American Library Association, and printed in American Libraries, v. 26 (July/Aug. 1995), p. 673.