

IUPUI University Library Faculty Organization Bylaws

ARTICLE I NAME AND PURPOSE

Section A

The official name of this body shall be the IUPUI University Library Faculty Organization, hereafter referred to as the ULFO. The libraries of the ULFO are University Library and the Herron Art 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 Dean of the IUPUI University Library shall be a non-voting member.

Section C

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

Section D

Non-appointed librarians are not members of the ULFO and thus may not be considered for the determination of a quorum, making or seconding motions, voting for proposals, voting in elections or serving as chairs of committees. Non-appointed librarians are invited to attend meetings and work on committees of the ULFO. Non-appointed librarians' involvement in the ULFO within normal working hours is subject to the approval of their team leader, although engagement with the ULFO may be maintained outside of said normal working hours.

ARTICLE III

OFFICERS

Section A

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

Section B

All ULFO members employed by a ULFO library for a minimum of three (3) years are eligible for election as Chair. All ULFO members are eligible for election as Secretary.

Section C

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 D

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. If the Secretary has not been employed by a ULFO library for a minimum of three (3) years, the Secretary will not succeed to the office of Chair. A special election will be held to elect a new Chair.

Section E

It shall be the duty of the Secretary to keep minutes, to take care of all necessary correspondence, to keep archival copies of all 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 meetings a year.

Section B

If the officers of ULFO determine that there is no significant faculty business, the scheduled ULFO meeting may be canceled. Additional meetings may be called by the Chairperson or when requested by any ULFO member.

Section C

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

Section D

event of a tie, the Nominating Committee shall conduct a runoff election by secret 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 Primary Peer Review, Promotion/Tenure Committee.

Section B

The Nominating Committee shall be composed of three (3) members appointed by the Chairperson.

Section C

The Bylaws Committee shall be composed of three (3) members appointed by the Chairperson. Preferably, one (1) member will be a carry-over from the previous committee and no member shall serve more than two (2) consecutive one-year terms. It shall be the duty of the Bylaws Committee to receive or originate amendments to the Bylaws in accordance with Article IX.

Section D

The Primary Peer Review, Promotion/Tenure Committee shall be composed of six (6) members as defined in the latest revision of the document entitled "IUPUI University Library Faculty Organization Primary Peer Review, Promotion/Tenure Committee: Organization and Procedures for the Committee."

Section E

The Professional Development and Service Committee shall be composed of three (3) members and one (1) alternate, appointed by the Chairperson. Preferably, one (1) member will be a carry-over from the previous committee and no member shall serve more than two (2) consecutive one-year terms. The Committee shall receive and evaluate applications for IUPUI University Library Professional Development/Research/Service Leaves and make recommendations to the Dean of the IUPUI University Library following the procedures defined in the document entitled "IUPUI University Library Procedures for a Professional Development/Research/Service Leave Program." The Committee shall also coordinate collaborative opportunities with other units.

Section F

The Trustees Teaching Award Committee shall be composed of four (4) members appointed by the Chairperson. All award recipients of the prior year shall be automatically appointed to the Committee with one (1) award recipient serving as Chair of the Committee. Preferably, one (1) member will be a carry-over from the previous

committee and no member shall serve more than two (2) consecutive one-year terms. The Committee shall review Faculty Annual Reports and make recommendations to the Dean of the IUPUI University Library as outlined in the documents entitled "Trustees Teaching Award University Library Guidelines" and "IUPUI University Library Documentation Guidelines for the IUPUI Trustees Teaching Award."

Section G

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 Rule of Order*, latest edition.

ARTICLE IX AMENDMENTS

Section A

Proposal for amending the Bylaws may originate with any member of the ULFO. They shall be submitted to the Bylaws Committee, who shall distribute them to all ULFO members and have them placed on the written agenda for the next ULFO meeting.

Section B

A proposed amendment may be discussed prior to a meeting of the ULFO and shall be discussed at a meeting of the ULFO before a vote is taken.

Section C

A proposed amendment shall be effective when approved by a majority of those present.

ARTICLE X ETHICS STATEMENT

Section A

The members of the ULFO shall be governed by the latest edition of the Statement of Professional Ethics, approved by the American Library Association.

Rev. and approved September 27, 2012

Rev. and approved May 24, 2012

Rev. April 2007

Rev. May 2003

Rev. Nov. 2001

Rev. May 2001

Approved April 25, 2000