

Center for Renewable Carbon (CRC) Bylaws

The University of Tennessee Institute of Agriculture

Article I – CRC Vision & Mission Statements

The **vision** of the CRC is to be a global leader in scientific research, technology development, and process demonstration that advance the sustainable production and use of renewable carbon from forest and agricultural biomass to meet the needs of society.

The **mission** of the CRC is to create and disseminate the science needed to develop new technologies that enable the expanded use of forest and agricultural biomass for energy, fuels, chemicals, and materials for a secure and sustainable future; to develop curricula that trains the workforce required by a new bioeconomy; and, to transfer the science and technology advances to stakeholders and partners involved in building a sustainable bioeconomy.

Article II - Purpose of Bylaws

The CRC adheres to a system of member governance that is administered by the Director. The purpose of the CRC bylaws is to promote the orderly conduct of business of the Center. These bylaws address member governance in which the opinions, advice or consent of members are required or essential. The CRC bylaws address issues such as the governance structure of the Center; search process for new faculty, staff and other members; Center voting protocols; criteria for selection, promotion, retention and evaluation and roles of non-tenure track faculty-status members; and input into criteria for evaluation of the Director. The CRC strategic plan outlines the needs, goals, and aspirations of the Center, providing guidance to both the Director and members regarding the achievement of Center objectives. Such strategic plans should be revised periodically to reflect the goals of The University of Tennessee Institute of Agriculture (UTIA) and The University of Tennessee (UT). It is envisioned that Center bylaws in addition to the strategic plan will provide the Director with guidance for day-to-day decisions concerning personnel evaluations, handling budgetary responsibilities, dealing with facilities issues, improving the student experience, achieving appropriate diversity goals, and representing the Center to UTIA and to UT. These bylaws supplement policies of UT Board of Trustees and the latest version of the *Faculty Handbook of The University of Tennessee* and *Bylaws of the Faculty of the College of Agricultural Sciences and Natural Resources (CASNR)*, *Tennessee Agricultural Experiment Station (AgResearch)*, and *UT Extension*. If these bylaws conflict with and/or are inconsistent with University policies and procedures, University policies will prevail.

Article III - CRC Membership

CRC membership will be open to faculty, staff and scientists from UTIA, The University of Tennessee, Knoxville (UTK); the UT system, the Oak Ridge National Laboratory; and to state, federal and private partners who are interested in participating and/or partnering in research and outreach programs

associated with biomass production and processing activities that are consistent with the goals and objectives of the CRC.

Section 1. Tenured and Tenure-Track Faculty Members

Membership is open to all tenured and tenure-track faculty members who hold appointments in UTIA, UTK, other institutions of the UT System as well as other institutions deemed appropriate by members of the CRC. UT members are subject to policies outlined in the latest version of the *Faculty Handbook of The University of Tennessee* and *Bylaws of the Faculty of the College of Agricultural Sciences and Natural Resources (CASNR)*, *Tennessee Agricultural Experiment Station (AgResearch)*, and *UT Extension*. Faculty retain their academic appointment in their respective department and are affiliated with the CRC.

Section 2. Non-Tenure Track Research Faculty

Research assistant, associate and full professors are faculty-status positions mainly funded by extramural funds and are generally employed to conduct research. Research faculty in these positions may be affiliated with an academic department, but may also be directly employed by the CRC. Non-tenure track research faculty appointed in an academic department may hold membership in the CRC, but will be evaluated and promoted based upon the bylaws of their academic department. Research faculty may be appointed directly in the CRC based upon the following guidelines:

Appointment. The CRC may appoint faculty to non-tenure track full or part time research positions (research assistant/associate/professor positions or visiting research faculty positions). These appointments will be made in accordance with the *Faculty Handbook of The University of Tennessee* and *Bylaws of the Faculty of the College of Agricultural Sciences and Natural Resources (CASNR)*, *Tennessee Agricultural Experiment Station (AgResearch)*, and *UT Extension*. The tenured and tenure-track faculty associated with the CRC will evaluate the credentials of the applicants and vote on such appointments. The CRC Director provides an independent evaluation and recommendation. Applicants will be notified of their appointments by a letter from the CRC Director and appropriate Dean based on their appointment and funding. The appointment letter includes rank/title, salary and related benefits as well as job expectations/duties and duration. Upon approval of the appointment letter by the appointee, in writing, the candidate completes normal university employment forms.

All non-tenure-track research appointments will be made for a term of one year or less and are renewable subject to continued availability of external or internal funding and satisfactory performance. The following ranks or titles may be assigned to non-tenure-track research faculty: research assistant professor, research associate professor, research professor, adjunct research faculty, and visiting research faculty.

In order for the appointee to perform assigned duties in a professional manner, office space, necessary supplies, support services, and equipment may be provided to non-tenure-track faculty members, generally from the supervising faculty member or CRC Director. Non-tenure-track

faculty members have the opportunity to participate in departmental governance. Opportunities for faculty development, including travel to scholarly meetings, will be provided whenever possible.

Evaluation Criteria. The performance of all non-tenure-track faculty members will be evaluated annually, with a written record of the evaluation maintained in Center and human resources files. The annual performance review for retention will be based on guidelines outlined in the latest version of the *Faculty Handbook of The University of Tennessee* (probationary faculty section). In the case of non-retention, every effort should be made to notify the faculty member as soon as possible. Evaluation criteria for appointing and evaluating a faculty member at this rank are generally consistent with those for tenure-track assistant professor appointments and include but are not limited to:

- Established research record in a postdoctoral appointment (such as a significant peer reviewed publication, strong grantsmanship, and/or awarding of postdoctoral fellowships). A number of years in a postdoctoral appointment alone does not constitute sufficient criteria for appointment to a research assistant faculty rank.
- Evidence of ability to develop research projects as Lead Primary Investigator.
- Ability to mentor students and other research staff.

Performance of all non-tenure track research faculty will be reviewed annually by CRC members. Prior to the end of the calendar year, each research faculty member will prepare a brief retention dossier. The dossier will contain the person's educational background; employment history; current job description; research activity; publications; presentations; external funding activity; and service to the university, public, and profession. These materials will be made available to Center members at least two weeks prior to a called meeting. Members will make an assessment of the respective research person's professional activities and their contribution to the CRC. Following the discussion, all CRC members will vote on a recommendation to retain the person for another year. Votes will be by secret ballot. Members who are unable to attend the meeting will provide the Director with their secret ballots prior to the meeting. Abstentions will be considered as negative votes. The vote and an anonymous summary of the deliberation will be used by the Director in making a recommendation to the administration. If the vote is not unanimous or the Director disagrees with the vote, the Director will give the dissenting members an opportunity to provide a written response to the administration. The written summary of the deliberation, vote and recommendations will be kept on file in accordance with University policies.

Responsibilities and Expectations. The responsibilities of each rank for non-tenure-track research faculty are clearly defined in the latest version of the *Faculty Handbook of The University of Tennessee*. Any additional responsibilities will be included in the official appointment letter.

Faculty and Departmental Governance. Non-tenure track research assistant/associate/full professors are involved in governance and carry voting privileges in matters associated with the CRC.

Appeals. Non-tenure-track research faculty may exercise the appeal procedures outlined in Chapter 5 of the latest version of the *Faculty Handbook of The University of Tennessee*, except those applicable to the termination of tenured or tenure-track faculty appointments.

Section 3. Honorary Faculty Members

Honorary faculty members include those persons designated as visiting professors, professors emeriti, adjunct faculty and faculty on temporary or part-time appointments in the CRC. Honorary faculty members serve in an advisory capacity and do not have a formal vote on Center matters. Honorary faculty members are subject to policies outlined in the latest version of the *Faculty Handbook of The University of Tennessee*.

Appointment. Nominations of individuals for Honorary positions will be made by tenured and tenure-track faculty members. Documentation of professional credentials (e.g., curriculum vitae) to support the nomination should be submitted to CRC members. Members will recommend approval or rejection and appropriate title of the nominee to the Director. Upon approval of the nomination, the nominee will be invited to the CRC for a formal seminar or informal discussion/reception. After the nominee has met with the members, a ballot vote will be taken, and results forwarded to the Director. Results of the vote will be reported to the members. The final decision will be made by the Director based on the member's recommendation. Following approval of the honorary appointment by the Director, the Director (with signature also by the UTIA Chancellor) will notify the nominee in writing. The letter of appointment will specify the terms of the appointment. The Director will issue a letter of understanding to the employer of the Honorary member to ensure that both organizations are aware of the appointment. The nominee will return all required paperwork within 60 days of receiving written notification by the Director.

Honorary members will be appointed for a period of four years from issue of the letter of appointment. Three months prior to the end of an individual's appointment, the Director will issue a memo to the Honorary member (with copies to the CRC membership) informing them of the termination date. If the Honorary member is re-nominated, the CRC membership will consider the Honorary member's record of service to the Center, and a ballot vote will be taken to extend the appointment. Results will be forwarded to the Director, and results of the vote will be reported to the CRC membership. The final decision will be made by the Director based on the CRC member's recommendation. If the Honorary member has not been re-nominated by the termination date, it will signify to the Director that the person should not be reappointed.

In accordance with the latest version of the *Faculty Handbook of The University of Tennessee*, adjunct faculty appointments may be made at the rank of adjunct assistant/associate/full

professor and adjunct lecturer. The following criteria are required for appointment as an adjunct faculty member in the CRC:

- A. Adjunct Professor - Ph.D. and at least 10 years of professional experience.
- B. Adjunct Associate Professor - Ph.D. and at least five years of professional experience.
- C. Adjunct Assistant Professor - Ph.D.

A request for promotion in rank may be submitted by the adjunct faculty member at any time. CRC members will review the request and recommend approval or rejection. A ballot vote by the members will be taken, results forwarded to the Director, and the final vote reported to the members. The final decision will be made by the Director based on the recommendation of the members. If the request for change in rank is approved, the Director will provide written notification to the adjunct faculty member.

Responsibilities. All Honorary members must provide service to research, and/or outreach programs of the CRC. Professional duties of the appointee may include serving on graduate student committees, and/or participating in Center research or outreach. Although uncompensated and not employees of The University of Tennessee, Honorary members are subject to certain university policies as described in the latest version of the *Faculty Handbook of The University of Tennessee* (Chapter 4, Section 4.2.4)

Evaluation. Uncompensated Honorary members are not subject to annual performance review. Evaluation of compensated members will follow procedures as described for other non-tenure-track CRC members.

Privileges. Adjunct appointments may carry with them certain courtesy privileges accorded the regular faculty, including a library card, parking space when necessary, and use of facilities.

Appeals. Honorary members may exercise the appeals procedure as described in the latest version of the *Faculty Handbook of The University of Tennessee*.

Section 4. Joint Faculty Appointments

Joint Faculty members are appointed under the terms of a Joint Faculty Agreement between UTIA and another entity. Joint Faculty members with the other entity as home institution are not eligible for tenure. Joint Faculty members carry one of the following titles: Joint Faculty Assistant Professor, Joint Faculty Associate Professor, or Joint Faculty Professor. CRC bylaws, the latest version of the *Faculty Handbook of The University of Tennessee* and *Bylaws of the Faculty of CASNR, AgResearch, and UT Extension* in conjunction with University policy and procedure establish standards and procedures relating to searches for and promotion of Joint Faculty. Joint Faculty members participate in research and outreach missions of the Center in accordance with the provisions in the latest version of the *Faculty Handbook of The University of Tennessee*. The specific allocation of effort in the Center is negotiated as part of the Joint Faculty Agreement. Joint Faculty members are evaluated on their allocation of effort in the Center, UTK department or college on an annual basis.

ORNL-Based Joint Faculty. To enhance the quality of science, technology, education and industrial development in the regions surrounding the facilities of both the University and UT-Battelle/ORNL, scientists and engineers at ORNL can apply for Joint Faculty status based on the “Joint Faculty Agreement No. JFA-2001-2 Between the University of Tennessee and UT-Battelle, LLC”.

Appointment. Scientists and engineers at ORNL interested in Joint Faculty status within the CRC will notify their Division Director at ORNL as well as the CRC Director. Documentation of professional credentials (e.g., curriculum vitae) to support the nomination should be submitted to the CRC Director who will forward to the tenured and tenure-track faculty associated with the CRC. Upon approval of the nomination, the nominee will be invited to the CRC for a formal seminar or informal discussion/reception. After the nominee has met with the tenured and tenure-track faculty, a ballot vote will be taken, and results forwarded to the Director. Results of the vote will be reported to the members. The final decision will be made by the Director based on the member’s recommendation. Following approval of the appointment by the Director, the Director (with signature also by the UTIA Chancellor) will notify the nominee in writing. The letter of appointment will specify the terms of the appointment. The Director will issue a letter of understanding to the appropriate ORNL Division Director to ensure that both organizations are aware of the appointment. Appointments will be made for a term of one year and are renewable

In order for the Joint Faculty member to perform assigned duties in a professional manner, office space, necessary supplies, support services, and equipment may be provided, generally from the CRC Director or other sources. Joint Faculty members have the opportunity to participate in departmental governance.

The performance of all Joint Faculty members will be evaluated annually by the CRC Director, with a written record of the evaluation maintained in Center and human resources files. Evaluation criteria at this rank are generally consistent with those for tenure-track appointments and include but are not limited to:

- Established research record in a postdoctoral appointment (such as a significant peer reviewed publication, strong grantsmanship, and/or awarding of postdoctoral fellowships). A number of years in a postdoctoral appointment alone does not constitute sufficient criteria for appointment to a research assistant faculty rank.
- Evidence of ability to develop research projects as Lead Primary Investigator.
- Ability to mentor students and other research staff.

Duties and expectations of ORNL based Joint Faculty (JFO’s) are the same as tenured/tenure track faculty but apportioned relative to their allocation of effort at UT. In evaluating their productivity for annual reviews and promotions, the following guidelines shall be used:

1. Expectations for UT research funding and graduate student production shall be apportioned according to the allocation of effort at UT. Other measures of research productivity and scholarship such as peer-reviewed publications, intellectual property disclosures, patents, and presentations at scholarly meetings are expected to be at the same level as T/TT faculty since JFO's are expected to be productive in these areas as part of their duties at ORNL.
2. Service shall be judged broadly based on service to the University, the profession, and the community. Expectations for service to the University shall be apportioned relative to the allocation of effort at UT.

Article IV - Function & Conduct of Center Meetings

Function. It is the responsibility of CRC members to collectively assist the Director in planning and developing research and outreach programmatic activities needed to fulfill the CRC mission. In addition, an effective Center requires that sufficient communication occurs to keep membership attuned to program developments and requirements in UTIA, its various divisions and departments. CRC meetings are an important communication step and should be scheduled regularly.

Participation. Center meetings are open to all CRC members. The Director may invite other faculty and non-faculty to specific meetings for discussions, planning, reporting, etc. on items of concern to CRC Programs. However, these guests cannot vote on matters that relate to CRC activities or personnel issues. Members with adjunct appointments, emeritus faculty, faculty with full-time administrative assignments, and faculty with appointments not classified as regular appointments shall be ineligible to vote on CRC faculty personnel matters.

Frequency of CRC Meetings. Center faculty meetings should be scheduled regularly as to month and day, but the schedule may need to change periodically to facilitate attendance. Occasional special meetings may be necessary to avoid major conflicts or to handle special business. At least two meetings will be held each academic term. Meetings involving faculty personnel decisions shall be announced at least one week in advance and the announcement must include the nature of the topic(s) to be considered.

Agenda. The Director will develop the agenda and should include all items submitted by faculty. The agenda will be delivered to all CRC members electronically at least one working day prior to the meeting.

Procedural Format. To ensure orderly meetings, the Director or designee will preside and Robert's Rules of Order will guide meeting procedures. A record of the meeting will be kept and copies will be distributed to Center members, and others designated by the Director.

Quorum. A meeting at which official personnel decisions are made must have at least a simple majority of eligible members in attendance. Absentee ballots will be allowed for CRC members personnel

decisions to be arranged by the Director. A quorum must be present at the commencement of the meeting in order to transact business. The withdrawal of any voting member after the commencement of a meeting will have no effect on the existence of a quorum after a quorum has been established. The affirmative vote of at least the majority of those members present will be necessary for the passage of any resolution or motion. Meetings will be adjourned by a majority of the persons present.

Distribution of Meeting Minutes & Reports. Reports and other documents requiring Center deliberation will be submitted to all members eligible to vote at least 24 hours in advance of the meeting during which the report or document is to be considered. If the report is not delivered within this schedule, consideration of the issue will require approval by a two-thirds (2/3) majority of the faculty present. Minutes of the meeting will be delivered electronically to all members of the Center. Minutes of past meetings will be archived in a manner so that they are accessible to all members.

Article V – Governance & Responsibilities

Responsibilities of the Director. The Director is a member of the UTIA faculty and is the chief executive officer of the CRC. The Director is a voting member of the CRC and serves as the primary link between the Center and the administration and is directly responsible to the Deans of CASNR, AgResearch, and UT Extension. Among the responsibilities of the Director are administration of research and outreach agendas, personnel and facilities, and financial matters of the Center. The Director is required to uphold policies and procedures of the UT Board of Trustees, UT, and UTIA. Other responsibilities include recruiting, retention, and hiring outstanding faculty and staff; collaborating with faculty, staff, students, administration, and external constituencies to determine direction and priorities; encouraging and supporting research and outreach; motivating and strengthening faculty and staff through active engagement, mentoring, and professional development programs; identifying and fostering new fiscal opportunities to increase Center capacity; counseling and advising MS and PhD students that work in the CRC; employment and supervision of clerical and support personnel; planning and conducting annual performance reviews with Center faculty and staff in a timely fashion; organizing Center administrative and support structure; management of CRC physical facilities and planning for space and equipment needs; resource enhancement; preparation, presentation, and management of the CRC budget; authorization of all expenditures from the CRC budget; creating an environment that fosters diversity, collegiality, teamwork, and the ability to work in multi-cultural and multi-disciplinary settings; and representing CRC to the public, to other faculty and to the administration, colleagues at other universities and institutions, and the constituency supporting the university.

The Director shall encourage participation by the members in decision-making and Center governance. The Director should consult with faculty and staff on issues of concern to them. It is the responsibility of the Director to arrange for the continuous administration of the Center when physically absent from the office or when unable to function. One or more faculty members in the Center should be identified to have signatory authority to carry out ongoing responsibilities or to chair a department meeting. The Director is to seek input from the faculty about the operation of the Center regarding personnel evaluations, handling budgetary responsibilities and priorities, dealing with facilities issues, obtaining

new positions and assisting in the creation of job descriptions, achieving appropriate diversity goals, and representing the Center to the administration. The committee structure (see **CRC Center Bylaws Article VIII**) assists in the operation of the Center. The Director will meet annually with each faculty and staff member to conduct a performance review and write an evaluation in accordance with CRC bylaws, the latest version of the *Faculty Handbook of The University of Tennessee*, *Bylaws of the Faculty of CASNR*, *AgResearch*, and *UT Extension*, and the *Manual for Faculty Evaluation*.

The Director will conduct scheduled faculty meetings (at least two per semester), and facilitate the work of CRC committees as outlined in these bylaws. After approval by the dean(s), the Director conducts searches for new faculty and staff members in accordance with CRC bylaws and UT policies. The Director encourages participation by the faculty in decision making and Center governance and consults with faculty members and other employees on issues of concern to them.

Section 2. Selection of Director

Selection of the Director will follow requirements of the latest version of the *Faculty Handbook of The University of Tennessee* (Chapter 1, Section 1.4.4). Briefly, the Director is appointed to a five-year term, serving at the will of the Deans of CASNR, AgResearch, and UT Extension, and can be reappointed by the same. Prior to initiating a search for a new Director, Center faculty will meet and draft a statement, using input from all Center constituencies, including minority opinions, that contains their expectations for the position in the context of the Center vision and their recommendation for an internal or external search. This statement will be sent to the chancellor for Agriculture or his or her designee and this communication will be followed by a meeting of the chancellor for Agriculture with all Center faculty members. The chancellor for Agriculture will communicate a decision to the Center faculty about the search with allowance for response and discussion, particularly where the decision of the chancellor for Agriculture disagrees with expectations of Center members. However, the chancellor for Agriculture or his or her designee's decision is final and must be consistent with the university's diversity and equity policies. For internal and external searches, the chancellor for Agriculture will appoint the chair of the search committee from outside CRC. Faculty members will collectively recommend a slate of CRC faculty for the search committee, from which the chancellor for Agriculture selects CRC representatives on the search committee. The majority of the search committee will be composed of CRC faculty. The search committee should include representation from faculty members, non-tenure-track faculty members, graduate students, staff, and (or) faculty members from outside CRC. In accordance with UT's requirements, all upper level searches must have a racially diverse search committee. After interviews with all candidates for the Director have been conducted, CRC personnel will meet to discuss their preferences. While all CRC constituencies have input into the discussion, only faculty members conduct an anonymous vote for their choice. A summary of the faculty discussion and a record of the faculty vote will become part of the narrative that the search committee submits to the chancellor for Agriculture with the recommendation of the committee about candidates for the Director. Normally, the vote of the faculty guides the decision of the search committee. Similarly, the vote of the faculty and the recommendation of the search committee guide the decision of the chancellor for Agriculture. If the chancellor for Agriculture's choice of candidate for the Director disagrees with the vote of the faculty, he

or she will meet with faculty members to discuss the candidates in an attempt to reach consensus. If the chancellor for Agriculture's choice of candidate continues to differ from the vote of the faculty, he or she will provide reasons in writing to the CRC faculty.

Section 3. Evaluation of Director by CRC Faculty

As outlined in the latest version of the *Faculty Handbook of The University of Tennessee* (Chapter 1, Section 1.4.5), CRC faculty members will provide annual objective and systematic evaluation of the Director to the dean(s). The dean(s) will meet with the Director annually to discuss job performance and will provide a summary assessment, including goals established for the coming year, which is available for inspection by Center faculty.

Section 4. Reappointment of CRC Director

As described in the latest version of the *Faculty Handbook of The University of Tennessee* (Chapter 1, Section 1.4.6), the Director may be reappointed by the dean(s). The reappointment decision involves a five-year review based on annual reviews by CRC faculty and written annual evaluations by the dean. The reappointment review is written by the dean and includes a recommendation for or against reappointment. Center personnel will meet to discuss reappointment of the Director, and are given the deans' review to consider. While all Center groups, including faculty, staff, and students, have input into the discussion, only faculty members conduct an anonymous vote concerning reappointment.

This vote guides the reappointment decision of the dean(s). If the dean(s) decision is the opposite of the CRC faculty, the dean(s) will provide reasons in writing to Center faculty and provide the faculty with the opportunity to discuss the decision. Faculty have the right to request a meeting with the chancellor for Agriculture should they continue to disagree with the dean(s). Once the decision is made, the dean(s) either reappoints the Director or initiate the process of selecting a new Director.

Strategic Plan. The CRC will maintain a strategic plan that addresses the needs, goals, and aspirations of the Center. The strategic plan will be used to provide guidance to the Director and members to achieve Center objectives. Working together, the Director and members will re-evaluate the strategic plan annually.

Article VI - Committees

Many issues can arise within the Center that requires specific study, deliberation, and management. Although some issues can be dealt with by an individual, most demand input and activities from a number of persons. Examples of issues that may be considered by committees are: research and outreach activities, faculty advisory, staff, awards, displays, bylaws review, computers and information systems, Center seminars, equipment, library, membership and appointment of committees, public communications and relations, recruitment and scholarships, safety, social and facilities, strategic- and long-term planning, student admission and review, and student interest organizations.

Committees assist in the operation and governance of the Center, and provide valuable advice and counsel to the Director. CRC committees and their chairs are created and appointed by the Director. The composition and size of each committee are determined by the Director with advice from Center faculty. Where appropriate, student representation may be included. Prior to appointment of committees, the Director will discuss appointments with prospective members to determine if their work load is compatible with committee service and to ensure that the prospective committee member has the full support of his or her supervisor for this activity. All committee activities should be considered Center business and all committee members should be afforded the appropriate opportunity to participate. The Director will notify all CRC faculty electronically by the beginning of each fall semester regarding the composition of Center committees.

The Center shall have standing and special *ad hoc* committees appointed by the Director. Standing committees shall include but are not limited to information technology, faculty/staff awards, bylaws, external advisory, internal advisory, seminar, and social committees. Chairs and members of standing committees shall be appointed and serve at the discretion of the Director for a term not to exceed 3 years, and may be appointed to consecutive terms. When appropriate, students may also serve on committees. These committees will report periodically to the faculty at regular faculty meetings. Formation of *ad hoc* committees may be initiated by the Director or faculty.

Article VII - Parliamentary Authority & Rules

Rules of Order. The rules contained in the latest edition of Robert's Rules of Order shall govern all CRC meetings in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

Parliamentarian. The Director may appoint a parliamentarian from among Center faculty to assist in the conduct of meetings.

Article VIII - Amendments

Origin of Amendments. Amendments to the Bylaws may originate from the Director, from a Bylaws Committee, or from at least twenty-five percent (25%) of CRC faculty members. Proposed amendments shall be presented in writing to CRC faculty members for consideration at any regular meeting or at any special meeting called for that purpose.

Notice. The proposed amendments shall be distributed with the agenda for the meeting at which they are to be discussed. Consideration of the amendments for voting by the CRC faculty shall occur at a subsequent meeting when the matter will have been included again in the agenda.

Voting for Adoption. An affirmative vote of two-thirds (2/3) of all CRC faculty will be required for adoption of amendments of the Bylaws.

Article IX – Adoption & Effective Date

Section 1. Adoption and Effective Date

The CRC bylaws must be approved by a two-thirds (2/3) vote of voting faculty members prior to their effective date.