A&A Deans Working Group

Background

- Bylaws help the unit/department function effectively

- Some units/departments have no bylaws, outdated bylaws, or unenforceable bylaws)

Charge

- Provide a bylaws template to help unit/departments frame the conversation

- Facilitate consistency in bylaws across the University
Working Group Process (began fall 2014 and ongoing)

Resources

- Literature search looking for articles on bylaws and governance documents (multiple disciplines, multiple databases)
- Joyce Stephens’ *Bylaws: Writing, Amending, Revising* (2000) - out of print; available through Interlibrary Loan
- Google search for other universities’ bylaws
- Existing Portland State bylaws
Working Group Goals

- To design an adaptable template - Intentionally not provide too much detail or example language - did not want template to be prescriptive

- To recommend what should be addressed, and/or considered, when writing unit/department bylaws

- To ensure recognition of, and alignment with, University polices and guidelines

- To help units to create reasonable, workable, and enforceable bylaws
Preparation to Completion

- Review Office of Academic Affairs procedures
- Reference and defer to University and College policies:
  - Faculty Governance Guide
  - Constitution of the Portland State University Faculty
  - University Promotion and Tenure Information
  - Collective Bargaining Agreements
  - State and Federal Laws and Policies (such as Oregon Administrative Rules)
- Set a timeline for writing the bylaws
- Use template to guide drafting bylaws
- Following unit ratification, bylaws require approval by unit administration and Office of Academic Affairs (form for this process)
The Bylaws Template

Preamble
Article I Name
Article II Purpose - Unit mission, goals, and objectives
Article III Members
Article IV Officers/Chairs/Directors/or Equivalent - Unit administrators
Article V Evaluation of Members’ Performance - Annual Review/Promotion & Tenure/Merit
Article VI Meetings of the Unit as Whole - Frequency, process, and voting protocols
Article VII Advisory Groups - Identification of / parameters for
Article VIII Committees - Standing and Ad hoc - function / formation / reporting
Article IX Ratification, Distribution, and Amendment of Bylaws
Bylaws writing, an iterative process

Anticipate discussion among unit members, between unit membership and unit administration, and between the unit and the Office of Academic Affairs. These discussions will be crucial to the ultimate utility of the bylaws.
Questions?

Thank you!