

BYLAWS

Faculty of University Laboratory High School
at the University of Illinois at Urbana-Champaign

Adopted May 7, 1997
Amended May 2, 2003
Amended April, 2004
Amended May 8, 2009
Amended April 5, 2013
Amended December 3, 2015
Amended April 14, 2021
Amended November 3, 2021

A. NAME

The name of this assembly shall be “The Faculty of the University Laboratory High School of the University of Illinois at Urbana-Champaign.”

II. DEFINITIONS

Within these Bylaws, the “University” refers to the University of Illinois. The “School” refers to the University Laboratory High School of the University of Illinois at Urbana-Champaign. The “Director” refers to the chief executive officer of the School. If the School has no Director, the functions specified in these Bylaws for the Director are the responsibility of the person designated by the Provost and Executive Vice Chancellor for Academic Affairs as the chief executive officer of the School.

III. PURPOSE

The purpose of this assembly shall be to assume those responsibilities and to discharge those duties delegated to it by the Provost and Executive Vice Chancellor for Academic Affairs, subject to the laws of the State of Illinois, the *University Statutes* and to other established policies and procedures of the University of Illinois. The authority granted to this body was delegated from the State of Illinois through the University Board of Trustees, the President of the University, the Chancellor of the Urbana-Champaign campus, and the Provost and Executive Vice Chancellor for Academic Affairs. All decisions made by this body are subject to review by this chain of command.

These Bylaws are intended to establish a general framework for the development of policies, procedures, and governance responsibilities among the Faculty, but do not supersede any rights and responsibilities delegated to the school administrators and Faculty members by the University administration, its applicable policies and procedures, or any state and federal laws or labor agreements. Specific policies and procedures developed under these Bylaws will become part of the School’s Faculty Handbook but are not considered part of the Bylaws themselves.

IV. MEETINGS

A. Officers

1. The Presiding Officer at meetings of this Faculty shall be the Director of the School or the designee of the Director.
2. The Presiding Officer shall appoint a Secretary to record minutes of the meetings of this Faculty. Such appointment may be made annually or for a single meeting.

B. Procedures for the Conduct of Meetings

1. Meetings of this Faculty shall be conducted in accordance with the most recent version of *Robert's Rules of Order* when not in conflict with these Bylaws or with the *University Statues*.
2. A quorum for the transaction of business at meetings of this Faculty shall be sixty percent of those defined in Article V as being members of the Voting Faculty.
3. Action items should normally be placed on the agenda distributed to the Faculty prior to the meeting. However, an action item may be placed on the agenda at the meeting by a two-thirds vote of the Voting Faculty present. Discussion items may be freely added to the agenda subsequent to action items at the discretion of the Presiding Officer.

C. Frequency

- D. During the academic year, there shall be at least three meetings of the Faculty per semester. Additional meetings will be called by the Presiding Officer: (1) on his or her own initiative, (2) at the request of the ~~Executive Committee~~ [revision/vote needed on which new committee does this] or (3) in response to a written petition to the Presiding Officer signed by at least five members of the Voting Faculty.

E. Call of meetings

Notice of all meetings of the Faculty shall be issued by the Presiding Officer so as to be reasonably received by the voting and non-voting members of the Faculty at least three working days prior to the date of the meeting. Each such notice will include the agenda for the meeting.

F. Agenda

- G. The agenda for meetings of this Faculty shall be prepared by the Presiding Officer individually or in conference with the Leadership Team. All items proposed by any voting Faculty member at least five working days prior to a Faculty meeting shall be placed on the agenda.

V. MEMBERSHIP

A. The Voting Faculty of the School consists of those persons who:

1. Hold a full-time (100%) academic appointment in the School with the title of Teaching Associate (or, after promotion, Advanced Teaching Associate, Senior Teaching Associate, or Distinguished Teaching Associate), Executive Teacher, Counselor, Director of Advancement, Director, Associate Director, Assistant Director for Student Life (often referred to as "Assistant Director"), and Athletic Director. These appointment titles may include the modifiers "Visiting" or "Interim." In addition, the School Librarian shall be a voting member of the Faculty; or
2. Hold a 50% or more academic appointment in the School with any of the titles in (1) and have held such a position for at least one year; or
3. Have been granted voting privileges by a majority vote of the faculty.

- B. Non-voting members of the Faculty shall include those persons with an academic appointment in the School with any of the titles listed in A.1 who are not members of the Voting Faculty and persons with the appointments in the School with the title of Coach.

- H. Any member of the Voting Faculty may propose additional persons for voting or non-voting membership in the Faculty. This extension of membership must be approved by a majority vote of the Faculty and may be offered only to persons holding an appointment in the School. Such additional memberships will expire at the start of the first meeting in the Fall unless reaffirmed at that meeting, or when the person holding the membership is no longer appointed by the School. Voting members added pursuant to this section are not eligible to seek election to the Administrative Advisory Council.

VI. COMMITTEES

A. Standing Committees.

The Standing Committees of the Faculty shall include the Leadership Team, the Administrative Advisory Council, the Admissions Committee, the Scholarship/Awards committee and any other standing committees identified by the Faculty.

1. The Leadership Team

a. **Composition.** The Leadership Team shall consist of one representative from each division of the School including one representative from the Library and one representative from the Student Services Office. If a division has an executive teacher, they will serve as the divisional representative or appoint a representative. When a division has no executive teacher, the Director will designate a Faculty member from that division to serve as the divisional representative on the Leadership Team. The Student Services Office representative may change based on availability and/or agenda topics. The Director and the Assistant Director are *ex officio*, non-voting members.

b. **Officers.** The Director is the Chair of the Leadership Team. In the absence of the Chair, the Assistant Director shall Chair the meeting. In the absence of the Assistant Director, the Team shall elect from its members an interim Chair. The Committee may elect other officers as needed to conduct its business.

c. **Meetings.** The Leadership Team will meet once weekly during regular school weeks throughout the academic year, unless there is a compelling reason to miss a week. The Chair of the Team should identify work of the Team that would be more efficiently conducted by a smaller subgroup and create and charge a task force or ad hoc subcommittee to accomplish such work when appropriate. A representative of a division who is unable to attend a meeting may authorize another Faculty member of that division to attend meetings of the Leadership Team and vote on issues before the Team. Attendance at meetings is open to any member of the voting faculty, unless the committee votes itself into a closed session. Meeting agendas will be made available to the Faculty two days before the meeting. Minutes of decisions made shall be made available to the Faculty and posted no later than ten business days after the meeting concludes. Should an agenda item present a possible conflict of interest for any member of the Leadership Team, the Team may vote to exclude that member from the meeting during the discussion of the item.

2. Administrative Advisory Council

a. **Composition.** The Administrative Advisory Council shall consist of five elected members of the Voting Faculty. No more than two members may be Executive Teachers and no more than one member may be from any division unless fewer than five people run for the position. The Assistant Director serves as an *ex officio*, non-voting member.

b. **Officers.** The Assistant Director of the School serves as Chair of the Administrative Advisory Council. The Administrative Advisory Council may elect from its voting members a Vice-Chair, who shall serve as Chair in the absence of the Assistant Director and when the Administrative Advisory Council is conducting a review of the Director. The Administrative Advisory Council may elect other officers required to conduct its business.

c. **Elections.** Elections for members of the Administrative Advisory Council will be held no later than May 1 each year. Special elections to fill vacancies may be

scheduled by the Administrative Advisory Council at any time during the school year.

d. Terms. The terms of office for elected Administrative Advisory Council members shall be staggered two-year periods starting at the beginning of the Fall term. An Administrative Advisory Council member elected to fill a vacancy in a special election shall serve from the conclusion of the election until the end of the term that was vacated. No person shall serve more than two consecutive terms.

e. Meetings. There shall be at least one meeting each month of the Administrative Advisory Council during each academic year. Meetings shall be called by the Chair on their own initiative or at the request of two or more members of the Council. Attendance at meetings is open to any member of the voting faculty, unless the Council votes itself into a closed session. Meeting agendas will be made available to the Faculty two days before the meeting. Minutes of decisions made shall be made available to the Faculty and posted no later than ten business days after the meeting concludes. Should an agenda item present a possible conflict of interest for any member of the Administrative Advisory Council, the Council may vote to exclude that member from the meeting during the discussion of the item.

3. Admissions Committee

- a. Composition. The Admissions Committee consists of five elected members of the Faculty. No more than two of the members may be from the same division of the School. The Director and the Associate Director are *ex-officio*, non-voting members.
- b. Officers. The Associate Director serves as Chair. In the absence of the Associate Director, the members of the Committee shall elect from its members an interim Chair.
- c. Selection of the Committee. The members of the Admissions Committee shall be elected by the faculty in a secret ballot. The Administrative Advisory Council is responsible for establishing nomination and voting procedures and resolving ties or disputes over elections.
- d. Terms. Each member of the Admissions Committee shall serve a two-year term. Terms shall be staggered.
- e. Meetings. Meetings shall be called by the Chair as required on his or her own initiative or at the request of two or more members of the Committee. Attendance at meetings is restricted to members of the Admissions Committee and invited guests.

4. Scholarship/Awards committee

- a. Composition. The Scholarship/Awards Committee shall consist of five elected members of the Voting Faculty. The counselors serve as *ex-officio*, non-voting members.
- b. Officers. The members of the Committee shall elect from its members a Chair.
- c. Elections. The members of the Scholarship/Awards Committee shall be elected by the faculty in a secret ballot. The Administrative Advisory Council is responsible for establishing nomination and voting procedures and resolving ties or disputes over elections.
- d. Terms. Each member of the Scholarship/Awards Committee shall serve a two-year term. Terms shall be staggered.
- e. Meetings. Meetings shall be called by the Chair as needed.

- B. *Ad hoc* Committees may be established by the Faculty as needed. Membership, officers, and voting privileges in such *ad hoc* committees shall be determined by the Faculty when each is formed.
- C. Removal of Standing or *ad hoc* Committee members. The Faculty, by a two-thirds vote of those present and voting, may vote at any time to remove from office any member of its committees who was elected or appointed by the Faculty, provided that the proposed action is noted on an agenda distributed with the Call for a meeting in accordance with Article IV, Section D.

VII. DUTIES AND RESPONSIBILITIES

A. The Director

The duties and responsibilities of the Director of the School are defined by the Provost and Executive Vice Chancellor for Academic Affairs.

B. The Faculty

The Faculty of the School is responsible for formulating academic policies and practices of the School. This includes curriculum planning; graduation requirements; course content and credit; faculty evaluation procedures; curriculum and course evaluation procedures; admissions policies; grading policies, procedures for research project initiation and evaluation; student attendance policies and disciplinary procedures; internal procedures for conflict resolution; and divisional organization of the School. The Faculty may delegate any of these responsibilities to the Leadership Team or the Administrative Advisory Council or other committee of the Faculty, the Administration, or the Executive Teachers.

C. The Leadership Team

The duties and responsibilities of the Leadership Team are:

1. To represent Divisions and advise the Director or their designee on the formulation and execution of School policies related to the mission of the School and its strategic plans; on division budgets; and on divisional organization of the School.
2. To produce the Curriculum Guide annually, to include approving proposals for new courses or course/curriculum changes.
3. With the Administration, establish, revise, and communicate curricular policies and procedures.
4. With the Administration, establish, revise, and communicate lab mission policies and procedures.
5. To establish, participate in, and communicate with faculty about evaluation procedures.
6. To coordinate with the Director about the publication of the faculty handbook for effective dissemination of policies, and
7. To transact such business as shall be delegated to it by the Faculty.

C. The Administrative Advisory Council

The duties and responsibilities of the Administrative Advisory Council are:

1. To represent Divisions and advise the Director or their designee on the school calendar; administrative procedures for non-curricular activities within the school; student attendance policies and disciplinary procedures; and coordinate with the Assistant Director on the publication of the student handbook for effective dissemination of policies.
2. To coordinate with the Director or designee an annual budget update to the faculty,
3. To schedule a meeting with the Director in order to receive an update regarding stipend and other non-contractual compensation (but not compensation of individual faculty or staff members).
4. To coordinate an annual Bylaws training for the school administration and faculty

5. To participate in a periodic review of the Director as requested by the Provost and Executive Vice Chancellor for Academic Affairs and report the results of the review to the Director
6. To administer elections for all standing committees no later than May 1 each year. Special elections to fill vacancies may be scheduled by the Administrative Advisory Council at any time during the school year. All elections are by secret ballot. The sitting Administrative Advisory Council is responsible for establishing nomination and voting procedures and resolving ties or disputes over elections.
7. To transact such business as shall be delegated to it by the Faculty.

D. The Admissions Committee

The Admissions Committee is responsible for implementing the admissions policies approved by the Faculty and for recommending all candidates for admission to the Director. The Admissions Committee will report to the Faculty on the current admissions cycle whenever requested by the Faculty and will do so at least once each year.

F. The Scholarship/Awards Committee

The Scholarship/Awards Committee will select students as nominees or winners of available nominative scholarships and awards.

VIII. DIVISIONS

The faculty may elect to organize itself into divisions within the School. Faculty in such a divisional structure retain full rights and privileges as members of the School Faculty. In cooperation with the Leadership Team, academic divisions will be responsible for developing curricula within their designated discipline areas, proposing changes in the courses offered, and delivering instruction within those disciplines.

- When such a division is formed, a rotation will be established amongst the permanent faculty in that division to each serve as Executive Teacher.
- Each division will decide the length of term for their division's Executive Teacher which will be no less than 3 years and no more than 5 years.
- Should a voting faculty member wish to decline their turn in the rotation they may do so.
- Upon agreement of all members of the division, the position may be renewed for another term.
- By December 1, the Director should communicate with the next faculty member in the rotation and affirm that they plan to serve as Executive Teacher and that they are in good standing or not.
- Division faculty who are in remediation, in danger of remediation, or under disciplinary action will not participate in the rotation until they are deemed in good standing by the Director.
- Should no faculty member in the division be willing to serve in the role of Executive Teacher the Director should call a meeting with the division to resolve the issue.
- Midway through the term, the Executive Teacher will be reviewed by members of the division and the school administration.

IX. AMENDMENT OF BYLAWS

- A. Amendment of these Bylaws may be made at any meeting of the Faculty by two-thirds vote of those members present and voting, provided that a quorum is present, and the meeting notice requirements of Article IV have been met. All amendments are subject to approval by the Provost and Executive Vice Chancellor for Academic Affairs.
- B. Proposals for amendments to these Bylaws may be made by any member of the Voting Faculty. Proposals must be placed on the agenda of a meeting and the text of the proposed amendment must be circulated to the Voting Faculty with the agenda for the meeting.