

THE CHAIRS'/DIRECTORS' COUNCIL of  
ILLINOIS STATE UNIVERSITY

I. Name of the Organization

The name of the “Organization” shall be The Chairs'/Directors' Council of Illinois State University.

II. Purpose

The Chairs'/Directors' Council of Illinois State University shall serve as a forum for interaction among the departmental chairpersons and school directors of Illinois State University; assist chairs/directors in the mentoring and professional development process; facilitate the exchange of information between chairs/directors; articulate the role of chairs/directors in the university community; facilitate the definition and understanding of the role and concerns of the chair/director in the administration of Illinois State University; and make recommendations to the Provost, Deans, and the Academic Senate.

III. Membership

Members shall be defined as all chairpersons/directors, including acting, interim, and temporary chairpersons/directors, of the academic departments and schools at Illinois State University listed in Exhibit A, attached. Those acting in similar positions may request membership in writing to the Chairperson of the Council. This request must be approved by the Council by simple majority. The Council will review and amend the membership list annually.

IV. Chairperson of the Chairs'/Directors' Council

- A. Functions: The Chairperson of the Chairs'/Directors' Council shall convene and preside overall general meetings and shall be the chief spokesperson for the Chairs'/Directors' Council. The chair shall forward all meeting notices, agendas, and other correspondence to the members. The Chairperson, or his/her designee, is responsible for attending meetings of the Academic Senate.
- B. Election and Term of Office: The Chairperson of The Chairs'/Directors' Council shall be elected by majority vote of the members during the month of April of each year. The vote shall be taken via written ballot (by e-mail or campus mail). The Chairperson shall serve a term of one year beginning May 15 of each year, and may be re-elected, but shall not serve more than three consecutive terms.

## V. Other Officers and Committees

- A. Secretary: The Secretary shall take and distribute minutes of each meeting of the Chairs'/Directors' Council to all members. The Secretary shall serve as Chair in the absence of the elected Chair.
- B. Election and Term of Office: The Secretary of the Chairs'/Directors' Council shall be elected during the month of April of each year by written ballot (by e-mail or campus mail). The Secretary shall serve a term of one year beginning May 15 of each year, and may be re-elected, but shall not serve more than three consecutive terms.
- C. Academic Senate Representative: All Chairs/Directors are eligible to serve as the non-voting representative of the Chairs'/Directors' Council at Academic Senate meetings. The Chairperson shall be responsible for signing up Chairs/Directors each year to rotate through this seat.
- D. Assessment Advisory Council: Representation on this committee will be appointed by the Chairperson of the Council.

## VI. Amendments

These bylaws may be amended by a majority of those members present at a meeting called for that purpose or by those who have provided prior written (email included) approval of revisions. Notice of proposed bylaw amendments shall be sent to all members not less than 15 days prior to the meeting. Amendments may be proposed by a bylaws committee appointed by the Chairperson or by any three members who may request the Chairperson to schedule a general meeting to consider proposed amendments.

## VII. Meetings and Procedures

- A. Call of Meetings: Meetings of The Chairs'/Directors' Council may be called by the Chairperson, or by any member who has written support of at least five other members of the Chairs'/Directors' Council. It is the Chairperson's responsibility to see that at least one general membership meeting takes place each semester.
- B. Notice of Meetings: Notice of the time and date for such meetings shall ordinarily be given (either by campus mail delivery or e-mail) at least five working days prior to the date of the meeting. In no circumstances shall such a meeting take place with less than a 24-hour notice.
- C. Time and Location of Meetings: Meetings shall be held at times that are convenient for most chairs/directors and in locations that are on or near campus.
- D. Quorum: A quorum for purposes not otherwise specified shall be a simple majority of the members as defined in III. Membership above.

- E. Procedures: Unless otherwise specified by these bylaws, procedures at all meetings shall be governed by the latest edition of *Robert's Rules of Order*.

#### VIII. Ratification

Ratification of these bylaws shall be by a simple majority of the members as defined in Section III. Membership, above, at a meeting to be called not less than 15 days following the notice of that meeting. A copy of these proposed bylaws shall be sent to all members with that meeting notice.

Adopted: February 7, 1996  
Amended: October 1, 2003  
Amended: November 2, 2005  
Amended: November 10, 2010  
Amended: April 29, 2015

EXHIBIT A  
ILLINOIS STATE UNIVERSITY  
ACADEMIC DEPARTMENTS/SCHOOLS

College of Applied Sciences & Technology

- Department Agriculture
- Department of Criminal Justice Sciences
- Department of Family & Consumer Sciences
- Department of Health Sciences
- School of Information Technology
- School of Kinesiology & Recreation
- Department of Military Sciences
- Department of Technology

College of Arts & Sciences

- School of Biological Sciences
- Department of Chemistry
- School of Communication
- Department of Communication Sciences & Disorders
- Department of Economics
- Department of English
- Department of Geography-Geology
- Department of History
- Department of Languages, Literatures, & Cultures
- Department of Mathematics
- Department of Philosophy
- Department of Physics
- Department of Politics & Government
- Department of Psychology
- School of Social Work
- Department of Sociology & Anthropology

College of Business

- Department of Accounting
- Department of Finance, Insurance, & Law
- Department of Management & Quantitative Methods
- Department of Marketing

College of Education

- School of Teaching & Learning
- Department of Educational Administration & Foundation
- Department of Special Education

College of Fine Arts

- School of Art
- School of Music
- School of Theatre & Dance

Mennonite College of Nursing

Other Units

- Milner Library
- Women's & Gender Studies Program
- Honors Program