

**BYLAWS of  
THE PROGRAM IN HISTORY AND PHILOSOPHY OF SCIENCE  
FLORIDA STATE UNIVERSITY**

**ARTICLE I: MEMBERSHIP AND ELIGIBILITY TO VOTE**

**Section I: Membership in the Program in HPS shall include:**

**A. Full Members:**

1. Full members have full voting rights on all matters related to the Program and are eligible to serve in any elected or appointed position.
2. The following are the criteria for membership in the Program:
  - a) Holds a full-time, or part-time (including Service Retirement Faculty) regular faculty appointment in a tenured or tenure-earning position
  - b) Have Graduate Directive Status in a home department at FSU and have research and teaching interests in an area of HPS
  - c) Participates actively in training and other activities of the Program
  - d) Is approved for inclusion by a subsequent ballot of current Full Members of the Program.

**B. Associate Members:**

Research Associates, Research Faculty or other individuals holding non-tenure-earning faculty positions and/or those who do not hold graduate directive status may be approved as an Associate member, subject to the agreement of the present members of the Program. Associate members will have full voting rights, and are eligible to serve in any elected or appointed position.

**ARTICLE II. OFFICERS**

**Section I: Director**

**A. Term of office:**

The Director's term of office shall be 3 years, normally beginning with the start of the fall term of the academic year. The term is renewable once for an additional 3 years.

**B. Procedures for selection of the Director:**

1. Prior to the expiration of a term of the Director or upon the office's becoming vacant from another cause, the Executive Committee shall request that the dean appoint a nominating committee. This shall normally be done at the beginning of the third year of an incumbent

Director's term unless the appointment is renewed for a second term and the Director agrees.

2. The nominating committee shall make a formal nomination to the dean for approval and appointment after the nomination has been approved by a two-thirds vote of the members of the Program in a secret ballot.

C. Authority and duties of the Director

1. The Director shall serve as the chief administrative officer of the Program.
2. The Director shall call and preside over faculty meetings and prepare agenda for such meetings.
3. The Director shall appoint for one-year, renewable terms, any Other officers needed to administer Program affairs.
4. The Director, in conjunction with the Executive Committee, shall Establish committees for the conduct of Program affairs, as provided in Article III.
5. The Director shall call and preside over meetings of the Executive Committee on a regular basis, at least quarterly.
6. The Director shall regularly report to the Executive Committee and the faculty the actions he or she performs in administering Program affairs.
7. The Director, serving as principal financial officer of the Program, shall:
  - a. supervise the receipt and expenditures of all moneys;
  - b. in conjunction with the Executive Committee, prepare an annual operating budget, which the Director shall present to the faculty as early in the academic year as circumstances permit;
  - c. In consultation with the Executive Committee, prepare an annual financial report, which will be presented to the members of the Program no later than four months after the end of the fiscal year.
8. The Director, in conjunction with the Executive Committee, shall supervise and coordinate the recruiting of new faculty members
9. The Director, with the advice of appropriate committees of the Program, shall coordinate all segments of the academic Program, such as degree requirements, curricular offerings, and catalog announcements. Except when provided for otherwise, the Director or the Director's designee shall serve as liaison officer and Program representative to officers and bodies outside the Program.

D. Procedure for removing a Director from office.

The Program may recommend to the dean that a Director be removed from office. Such an action must be taken according to the following procedure.

1. A petition calling for removal must be signed by a majority of the tenured voting members and submitted to the dean.
2. The dean or the dean's representative shall preside at a meeting of the faculty to consider the petition. Two weeks' notice shall be given of this meeting.

3. To be adopted, a motion for removal must be supported by two-thirds of the voting members in a secret, mail ballot.

### **ARTICLE III. COMMITTEES**

Service on Program committees is considered to be part of each member's responsibility. In addition, all faculty members are encouraged to raise issues and suggest changes to be considered by any committee. Meetings of committees shall be held only when a majority of the voting members of the committee are present. Unless otherwise specified, all committee members serve in a voting capacity.

#### **Section I: Standing Committees**

##### **A. Executive Committee**

1. This committee shall be responsible for monitoring and discussing all budgetary matters and shall advise the Director and the Program members on these matters.
2. This committee shall consider and discuss issues relating to long-range planning within the Program, including potential Program developments, justification for new faculty positions, etc.
3. This committee shall meet quarterly or as often as needed.
4. This committee shall consist of the following six Program members:
  - a. the Director, who shall chair the Committee,
  - b. the Office Manager as a non-voting member.
  - c. Two other members appointed by the Director, and
  - d. Two members elected by the Program from the ranks of eligible voters.
  - e. at least one member of the committee shall come from each of the departments participating in the Program.
5. All appointed committee members shall serve one-year, renewable terms. The elected committee members will serve two-year terms except in the first year in which these bylaws take effect when one member will be elected for a two-year term, the remaining for a one-year term.

##### **B. Graduate Training Committee**

1. This committee shall establish and help implement policies relating to Program-wide aspects of graduate admissions, training, curriculum, Program requirements, etc.
2. The committee shall consist of:
  - a. One faculty member appointed by the Director,
  - b. an elected faculty member from each major Program area, and

- c. One graduate student elected by the Graduate Student Advisory Committee to serve as a member with full voting privileges. (The student member will not be present during discussion of matters relating to the evaluation of another student, graduate student awards or student funding discussions.)

3. All appointed members shall serve one-year, renewable terms. The elected committee members will serve two-year terms except in the first year in which these bylaws take effect when two members will be elected for two-year terms, the other(s) will be elected for one-year term(s). Graduate students serve one-year terms, and are eligible for re-election.

#### C. Graduate Student Advisory Committee

1. This committee shall consist of six full-time graduate students in the program, including one underrepresented minority member, to be appointed by the director, if not otherwise elected.

2. This committee shall discuss issues relevant to graduate students and graduate training in the program and will serve as an advisory body to the Director and Program. This committee will meet with the Director at least once in each of the Fall and Spring semesters.

3. Students are elected to one-year terms with an option to serve for a second year if the person desires. Election will occur within the first three weeks of the Fall term.

#### D. Graduate Recruitment Committee

This committee shall be responsible for organizing the graduate student selection and recruitment activities. They will coordinate efforts to identify sources of funding for first year students.

- a) This committee shall consist of 3 members appointed by the Director.
- b) Members of this committee shall serve a 2 year term, except in the first year in which these bylaws take effect when two will be appointed to 2 year terms and the remaining member to a one year term

#### E. Program Publicity committee

This committee shall be responsible for coordinating outreach and advertising activities such as development of brochures and oversight of the program web site.

- a) This committee will consist of one appointed member and two elected members.
- b) The appointed member shall serve a 1 year term.
- c) The elected members of this committee shall serve a 2 year term, except in the first year in which these bylaws take effect when one will be elected to a 2 year term and the remaining member to a one year term

The Director and program members will make every effort to form committees that include members from each major program area when possible.

**Section II: Other Committees**

The Director may establish other committees as needed to conduct the affairs of the Program. The functions and membership of each such committee shall be made known to the program as soon as is practical in the Fall term of each year.

**ARTICLE IV. "SUNSET" PROVISION**

These bylaws shall cease to apply after the Fall, 2016, initial faculty meeting unless they are approved again by a ballot vote of a majority of the voting members of the department. Typically they will be reconsidered every three years.

**ARTICLE V. AMENDMENTS TO THE BYLAWS**

Any three voting members of the Program may propose an amendment to these bylaws. To be adopted, a proposed amendment must receive an affirmative vote by two-thirds of the Full program members. The amendment must be made available to all voting members at least two weeks prior to a vote. Approved amendments shall take effect immediately or as provided in the amendment itself.