

INMED Faculty Council Bylaws

Faculty Bylaws, INMED, draft 8/7/2023

ARTICLE I. Membership

The Institute for International Medicine (INMED) Faculty Council consists of all members of the Academic Faculty with the rank of Professor and Associate Professor at INMED; all such faculty members have the right to vote in INMED faculty meetings.

ARTICLE II. Duties of the Faculty

INMED Faculty are responsible for teaching and service, and for upholding the standards of INMED and the principle of academic freedom. To these ends, INMED's Faculty:

- a. Review and, as warranted, approve all new academic programs, and significant changes to existing programs. The introduction of and significant changes to all degree requirements, curricula, and courses are subject to the approval of the Faculty; the Faculty also offers advice as needed about academic programs.
- b. Review any proposal to eliminate or curtail programs.
- c. Participate in discussions concerning the academic organization of INMED.
- d. Elect the Dean of the Faculty by vote, who shall serve 3-year terms with the possibility of reappointment.
- e. Approve by vote all new faculty and the promotion of existing faculty.
- f. Represent INMED to the general public.

ARTICLE III. Faculty Meetings

Section 1:

During the academic year, meetings of the Faculty will be called no less than three times per year, and are to be led by the Dean of Faculty or the Dean's designee. Notice of the meeting and its agenda and the minutes of any previous meeting shall be circulated seven days in advance.

Section 2:

The agenda of a meeting of the Faculty shall be prepared by the Dean of Faculty. It shall be the responsibility of the Dean of Faculty or the Dean's representative to ensure

that all faculty members of the Institute have sufficient means and opportunity to contribute to meeting agendas as warranted. Agendas will reserve time for matters from the floor.

Section 3:

The Dean of Faculty or his/her representative shall preside over meetings of the Faculty.

Section 4:

Means of remote attendance shall be provided. Faculty members attending in person or remotely shall be deemed present. If a quorum consisting of a majority of Faculty members is present and vote at the meeting, motions may be adopted at the meeting by immediate vote; adoption is by a majority of votes cast.

Section 5:

The majority of faculty members (50 percent or more) represents a quorum. Regarding motions made and seconded, if (a) a majority of Faculty members cast a vote (signifying the equivalent of a quorum), and (b) the motion secures a majority of votes cast, the motion has passed. If a quorum is not obtained, but at least 25 percent of Faculty members are present, motions may be made and seconded at the meeting, and those motions securing a majority of votes cast at the meeting are then referred to the entire voting Faculty for a vote over a voting period of at least 24 hours..

Section 6:

Minutes of every faculty meeting shall be taken by a scribe designated by the Dean of Faculty and archived. Minutes are subject to approval by vote of the Faculty at the next Faculty meeting.

ARTICLE IV. Amendments

Amendments to the Bylaws may be made at any regular or special meetings of the Faculty, provided due notice of the proposed change has been distributed to the members of the Faculty at least seven days in advance of the meeting at which the amendment will be considered. Amendments are proposed as motions and are adopted by majority vote as provided in Article III, section 4.