BYLAWS
OF
THE SCHOOL OF GRADUATE STUDIES AND RESEARCH
FACULTY COUNCIL
OF
MEHARRY MEDICAL COLLEGE

Article I   Name

The name of this organization is the School of Graduate Studies Faculty Council of Meharry Medical College. Reference to the Faculty Council throughout this document refers to the School of Graduate Studies and Research (SOGSR) Faculty Council.

Article II   Purpose

Section 1. This organization is established to have responsibility for the development of academic policy recommendations for the SOGSR and for the submission of the same to the Dean of SOGSR for approval.

Section 2. The Faculty Council shall provide a representative to all SOGSR academic committees. The Faculty Council shall also participate in the development of non-academic policy by its representation to non-academic committees.

Section 3. The objectives of the Faculty Council are to facilitate the teaching and research programs of the SOGSR by increasing communication between the faculty and the administration of the School. The Faculty Council is concerned with all matters which impinge on its faculty members and students.

Article III   Membership and Organization

Section 1. Membership shall consist of faculty representatives from the SOGSR-Departments with approved Graduate Programs involved in the promotion of Graduate Studies. The Faculty Council currently consists of eighteen (18) persons.

Section 2. The following entities shall be represented by their Director of Graduate Studies (DGS) in the Faculty Council:

- Graduate Program in Neuroscience
- Graduate Program in Microbiology and Immunology
- Graduate Program in Pharmacology
- Graduate Program in Biochemistry and Cancer Biology
- Graduate Program in Physiology
- MHS Program (SOGSR)
- M.S. in Public Health
- M.S. in Clinical Investigation

Section 3. The Administrative Faculty shall be represented on the Graduate School Council by their DGS.
Section 4. The Chairperson of the council shall be elected by the SOGSR Faculty and may not hold an administrative appointment.

Section 5. Officers and Representatives. The Faculty Council will elect from among itself a Vice-Chairperson, a Secretary/Recorder, and two representatives to the Faculty Senate, one of whom shall be administrative and one shall be non-administrative faculty.

Section 6. Terms of Office. The term of office is two years, however, an elected person may remain in office for not more than two consecutive terms.

Section 7. Elections. The SOGSR shall hold elections for the SOGSR Faculty Council during the month of September each year. The newly elected members will assume office responsibility by October 1 of that year.

Section 8. Eligibility. All full-time and part-time faculty members of the SOGSR are eligible for Council membership. Special faculty are not eligible. Special faculty consists of persons whose status does not entitle them to promotion, leave, etc. This category includes adjunct, visiting faculty, research associate, research fellows and other special faculty members.

Section 9. Quorum. More than one third (1/3) of the membership shall constitute a quorum for the transaction of business.

Section 10. Proxy. Each member shall have the right to vote at any meeting of the membership at which a quorum is present. Such a right may be exercised in person or by written proxy provided that no person has more than one proxy. In the event of the absence of any member, a fellow departmental faculty person may represent that department, at the written request of the elected representative.

Section 11. Notification of Attendance. The constituency will be informed by a written statement from the Faculty Council Chairperson or other officer on a semiannual basis, regarding repeated absences of representatives.

Section 12. Contingency. In the face of mental or physical incapacity, resignation, termination or death of a member, another Council member shall be elected by the appropriate constituency to complete that term.

Article IV Duties of the Faculty Council

Section 1. SOGSR shall have a Faculty Council which shall serve as its representative and decision-making body on school related issues. The Faculty Council shall be the official representative body in interactions with the SOGSR faculty, Dean and the Faculty Senate. It is to receive from the appropriate offices of the school, information it needs for its activities; it is to offer advice on its own initiative as well as at the request of SOGSR’s administrators; and it is to be informed of the reasons that on occasion necessitate rejection of its advice.

The need for closed discussions and immediate action by SOGSR’s administrators on some issues affecting the school will be respected.
Section 2. The Faculty Council of SOGSR shall have two representatives from each Graduate Program. Program representatives shall be elected by the departmental faculty. These Program representatives shall be Faculty Council Members.

Section 3. The representative of each Program in the SOGSR shall be a member of the Graduate Studies Advisory Committee to the Chairperson of each of the Departments. This Council Member shall attend all Graduate Studies Advisory Committee meetings called by their Department Chairperson at regular intervals and shall call Graduate Studies Advisory Committee meeting with their chairperson when prompted by 25% of the faculty of that Department. If a Department does not have a Graduate Studies Advisory Committee, then the establishment of one should be recommended to that Chairperson by the SOGSR Faculty Council.

Section 4. The Faculty Council shall hold regular meetings at least once quarterly. The Council must communicate actions addressed during regular meetings to its faculty within two weeks after each meeting.

Section 5. Called meetings will be held at the desire of the Chairperson of the Faculty Council or upon written request of four (4) faculty members of the School of Graduate Studies and Research.

Section 6. Responsibilities of Officers. The Chairperson shall preside over the meetings of the Faculty Council. He or she shall be one of the Representatives of the Faculty Council to the Faculty Senate. He or she shall report the minutes of the Faculty Senate meetings to the Faculty Council members. The Chairperson shall also represent the Faculty Council in the ad-hoc meetings of the Basic Science Chairmen with the Dean of SOGSR and Monthly Executive Committee meetings of the SOGSR. The Chairperson of the Faculty Council shall represent the SOGSR in one of the Board of Trustees Committees.

The Vice-Chairperson shall preside over meeting of the Faculty Council in the absence of the Chairperson. He/she shall assume the responsibilities of the Chairperson in the absence of the Chairperson. The Secretary/Recorder shall record proceedings and oversee or keep files of the Faculty Council.

Section 7. Responsibilities of the Faculty Council to the Faculty Senate. One administrative and one additional non-administrative member shall represent the Faculty Council at the Faculty Senate in addition to the Council Chairperson. The responsibilities of these three persons include, but are not limited to the following:

A) Carry concerns of the Faculty Council to the Faculty Senate
B) Introduce issues and/or problems that are common to the SOGSR and any other School of Meharry Medical College for discussion and/or resolution
C) Report to the Faculty Council on any concerns, issues, and/or problems from the Faculty Senate
D) Report any agenda item that may properly come before these bodies

Section 8. The Faculty Council shall enact such rules for the performances of its functions as the Council shall deem appropriate and necessary. The rules enacted must not conflict with these
byslaws. The rules of procedure in its meetings except as otherwise specified shall be those presented in Robert’s Rules of Order.

Section 9. The Council will not have any standing committees duplicating the committees of the school. The Council will have representatives on all SOGSR committees. These representatives will report to the Council.

Article V School of Graduate Studies Faculty Council Committees

Section 1. Academic Committees.

a) Admissions Committee-Ph.D.
b) Admissions Committee-MSPH
c) Curriculum Design Committee-Ph.D.
d) Curriculum Design Committee-MSPH
e) Curriculum Committee
f) Committee on Faculty Appointments, Promotions, Academic Freedom and Tenure (which may be part of the “Institutional Committee” for these concerns)

Section 2. Non-academic Committees.

a) Ad-hoc member to the RISE Advisory Committee

Article VI Transaction of Business and Parliamentary Authority

Section 1. Agenda. The Faculty Council shall receive written suggestions for addenda items from any member of the faculty of the SOGSR.

Section 2. Parliamentary authority for this body shall be the latest edition of Robert’s Rules of Order.

Section 3. The Faculty Council or any committee at its discretion shall be privileged to give the floor to any college visitor with information concerning a matter under consideration.

Section 4. The Faculty Council shall have the authority to form committees within the Council.

Section 5. Decisions shall be by majority vote of the members in attendance after full discussion and free debate.

Section 6. The Faculty Council shall report its decisions to the Dean of the SOGSR.

Article VIII Amendment of the Bylaws

Section 1. The foregoing Articles in these bylaws may be altered, amended, or repealed by a two-thirds vote of the members present at a meeting of the SOGSR Faculty provided that such changes shall have been proposed by written notice sent to each member at least ten days prior to
the meeting at which the changes are to be moved. A vote shall not be taken until the next meeting after the proposed change has been moved, no sooner than two weeks.

**Section 2.** The SOGSR Faculty Council may promulgate such Bylaws as may be deemed necessary and proper for implementing the functions of the SOGSR that do not conflict with or contradict the Bylaws or mission of Meharry Medical College.

**Article VIII Adoption of Bylaws**

These Bylaws shall be adopted when approved by at least two-thirds (2/3) of the faculty present and voting at the nearest meeting thereto.

Adopted: February 14 2014

Signed:

Chairperson of SOGSR Council

Dean SOGSR