SAMPLE BY-LAWS TEMPLATE

Items in Yellow Highlight Items should be developed and rewritten to fit the proposed center or institute. Text not in yellow highlight must be included in the by-laws essentially as written.

**California State University, Bakersfield**

**BY-LAWS**

**of the**

**Center or Institute [for the INSERT CCI Title]**

1. **Name**. The name of this Campus Center or Institute (CCI) shall be The Center/Institute for the Advancement of Critical and Rational Thinking.
2. **Purpose/Mission**. The Center or Institute shall have the following primary functions: (Review the Primary functions of CCIs with the CSUB Policy Concerning Centers and Institutes for key functions)
	1. Be an advocate for quality critical thinking and education within the University and the region it serves;
	2. Further literacy and public understanding of rational thought by offering enrichment programs for students and special publics, and sponsoring lectures, symposia, and other events related to critical thinking;
	3. Facilitate externally funded research and other scholarly activities which advance critical thinking and contribute to the mission of the University; and,
	4. Coordinate the delivery and monitor the quality of interdisciplinary courses.
3. **Governance**.

NOTE: The Center or Institute shall have an Advisory or Voting Board.

A) In the event of an Advisory Board, the members do not have management nor decision making authority in the affairs of the CCI. The Director(s) has complete management and decision making authority in all affairs.

B) In the event of a Voting Board, members have management and decision making authority through consensus. The total number of voting members must be an odd number, and each member must be defined based on a membership affiliation. In addition, the majority of governing voting board members must be comprised of CSUB employed personnel.

1. The CCI shall have a Voting or Advisory Board which will support the Center or Institute and its affairs. The Voting or Advisory Board shall be comprised of the following individuals:
	1. Voting or Advisory Board Members of the CCI are [list all categories and number of members and their affiliations as in the example below]:
2. The Director(s) of the CCI
3. The Chair of the Departments of Critical Thinking and Rational Thought [name];
4. Three K-12 teachers dedicated to the advancement of critical thinking, [names]; and,
5. A representative of the community-based Committee on Rational Thought.
	1. Members of the Voting or Advisory Board other than the Director(s) shall be elected (or appointed) as follows:
6. A letter of interest and Resume shall be provided to the Director(s) and Sponsoring College Dean for Review.
7. The Director(s) and Sponsoring College Dean will recommend or decline the appointment.
8. Members shall hold office for a term of two (2) years.
	1. Ex-officio non-voting Members of the Board are the:
9. A faculty outside the sponsoring department[name];
10. Sponsoring College Dean.
11. Assistant Vice President for Grants, Research, and Sponsored Programs.
12. Director of Development, University Advancement (if applicable) [name].
13. The Director(s) shall be appointed by the Sponsor­ing School Dean for a period of five (5) years. In the absence of an identified Director, the Sponsoring College Dean shall serve as the Acting Director. The responsibilities of the Director(s) shall be to:
	1. Act as the representative of the Board in the conduct of the routine business of the CCI and shall be authorized to execute documents.
	2. Have responsibility for all disbursements of funds and budget monitoring.
	3. Process all expenditures through the Office of Grants, Research & Sponsored Programs.
	4. Prepare an annual report of all activities/actions of the CCI and forward it to the Sponsoring Dean, Assistant VP for Grants, Research, & Sponsored Programs, and the Provost / Vice President for Academic Affairs.
	5. Prepare an annual budget for the operation of the CCI for review and approval by the Board, Sponsoring Dean, Assistant VP for Grants, Research, & Sponsored Programs, and the Provost/ Vice President for Academic Affairs.
14. The Sponsoring Dean shall have budgetary and programmatic oversight for the CCI.
15. Meetings of the Voting or Advisory Board shall be meet/be held at least twice each academic year or additionally upon call by the Director(s), at such time and place as may be specified in the notice. A simple majority of the total number of voting board members shall constitute a quorum.
16. The annual report shall be forwarded to the Sponsoring Dean for review and subsequent submission to Assistant VP for Grants, Research & Sponsored Programs, the Aca­demic Vice President, and the President.
17. Director(s) will participate in periodic CCI reviews as requested.
18. All activities and affairs of the CCI shall be governed in accordance with all rules and regulations which govern California State University, Bakersfield, California State University Bakersfield Auxiliary for Sponsored Programs Administration, the CSUB Policy Concerning Campus Centers and Institutes, and CSU systemwide policies.
19. **Dissolution.** Upon suspension or dissolution, assets of the CCI shall be the responsibil­ity of the Sponsoring College Dean who will recommend to the GRaSP AVP of any distri­bution of assets.
20. **Amendment.**  The Director(s) and Advisory or Voting Board Members can make recommendations on amendments to the CCI by-laws. Amendments to by-laws are by Sponsoring College Dean, AVP of GRaSP, Provost/ Vice President for Academic Affairs, and the President.

**California State University, Bakersfield**

**BY-LAWS**

**of the**

**Center or Institute [for the INSERT CCI Title]**

**Center Director:** Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Center Director:** Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsoring College Dean**: Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AVP for Grants, Research, & Spon. Programs**: Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Provost & VP for Acad. Affairs**: Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**President**: Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_