

**Bylaws for the
Center for Demography and Population Health
College of Social Sciences and Public Policy
Florida State University**

These are the bylaws for the Center for Demography and Population Health, College of Social Sciences and Public Policy at Florida State University. These bylaws were last approved on 27 April 2022 by a majority of the applicable voting members of the Center for Demography and Public Health and on *[fill in date]* by the *[fill in name of overseeing college/VP office]* and the *Office of Faculty Development and Advancement*.

Preamble

The Center for Demography and Population Health (hereafter the Center) serves as a research and training unit within the College of Social Sciences and Public Policy at Florida State University.

The mission of the Center includes research, training, and service. Research activities include both basic and applied research, with a priority given to extramurally-funded projects. Training activities include responsibility for all aspects of the Master of Science in Demography (hereafter MSD) degree program and graduate education more generally. Service activities include providing professional support to the university, to state and Federal agencies and to the professional organizations with which the faculty are associated.

The authority of the Center resides in its voting membership.

I. Bylaws

A. Adherence with Other Governing Documents.

At all times, institute/center policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

B. Bylaws Revision.

Voting members of the Center may propose an amendment to the By-laws. A proposed amendment must be presented to the voting membership at least two weeks prior to the vote. To be adopted, a proposed amendment must receive an affirmative vote by two-thirds of the voting membership.

C. Substantive Change Statement. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <https://sacs.fsu.edu/substantive-change-policy/>

II. Membership and Voting Rights

A. Faculty Membership. The faculty of the Center for Demography and Population Health shall consist of Emeritus Professors, or persons holding full-time or part-time appointments at the rank of Teaching Faculty, Assistant Professor, Associate Professor, Professor who are either Research Associates or Research Affiliates of the Center, as described below.

The Center has two categories of faculty membership:

Research Associates

Faculty Research Associates are appointed by majority vote of existing Faculty Associates in the Center, through a secret ballot following circulation of qualifying credentials of the candidate.

Faculty Research Associates with departmental affiliations have normal teaching responsibilities in their home academic departments, with an understanding that such teaching should include courses in that department that support the training activities of the Center, including courses required for the MSD degree, where appropriate.

Faculty Research Associates must hold Graduate Faculty Status in the MSD program, allowing them to direct or serve as readers on the independent research projects required for completion of the MSD.

Research Affiliates

Faculty Affiliates are appointed by majority vote of existing Research Associates in the Center, through a secret ballot following circulation of qualifying credentials of the candidate for the appointment.

Faculty Affiliates participate in Center research activities, but typically have offices outside the Center and are less involved in the MSD program. In particular, they are not expected to serve on MSD research paper committees except in unusual circumstances.

B. Center/Institute Membership. In addition to the faculty defined in II.A above, the following are members of the Center for Demography and Population Health: students in the master's degree program in demography, doctoral students who have been allocated Center office space, and office and support staff.

1. Center Graduate Students include all enrolled candidates for the degree of Master of Science in Demography (MSD).
2. Center Graduate Students may also include, at the invitation of the director, other graduate students who are currently enrolled in other graduate-level academic degree or certificate programs of the University and who regard demography or population health as a field of interest, or who are working with Center members on research.

Note: Non-italicized language is set by the university and should not be altered. Italicized language reflects the required bylaws element with the specifics determined by the unit faculty.

3. All Center Graduate Students shall be eligible for nomination to appropriate Center committees, except when otherwise stipulated in these by-laws.

C. Faculty Voting Rights.

The voting membership of the Center is restricted to all Research Associates defined in II.A above. Others do not vote.

D. Non-faculty Voting Rights.

Center members who are not Research Associates do not have Center voting rights.

III. Organization and Governance

A. Faculty Meetings.

1. A full Center meeting of all voting members is held at least once each academic year. Meetings may be called by the Center Director or by a majority of voting members.
2. All Center members receive written notification (including electronic transmission of written notification) of a full Center meeting and its agenda at least 72 hours in advance of the meeting.
3. Two-thirds of the voting members shall constitute a quorum at any meeting. A simple majority of those present carries a motion. Under extenuating circumstances, a voting member may submit a proxy vote to be accepted by the Center Director for inclusion in balloting at a Center meeting.
4. Minutes of full Center meetings shall be posted or distributed to voting members.
5. The annual report of the Center Director and reports of other committees as appropriate are presented and accepted by majority vote at the annual meeting.

B. Director Selection.

The Dean of the College of Social Sciences and Public Policy appoints the Center Director for a term normally assumed to be three years. The incumbent Director is eligible for appointment to subsequent terms following a review by Center Research Associates and the Dean.

Procedures for the selection of the Center Director are determined by the Dean of the College of Social Sciences and Public Policy.

Voting faculty members may recommend to the Dean that a Director be removed from office. Such an action must be taken according to the following procedures:

- a) A motion calling for removal may be submitted to the Dean of the College of Social Sciences and Public Policy by three or more voting members of the Center.
- b) The motion for removal must be considered in a meeting of voting members and supported

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by a majority in a secret ballot conducted and certified by the Dean of the College of Social Sciences and Public Policy.

C. Leadership and Committees.

Center Director

1. The Center Director serves as the administrative officer of the Center, with advice and consultation from the voting members.
 - a) The Director establishes *ad hoc* committees for the conduct of Center affairs as needed.
 - b) The Director coordinates and oversees record-keeping, communications, functioning of office staff, Center publicity, and budgets, including the state budget (E & G), contract and grant accounts (C&G), recovered indirect costs (SRAD), and all other (e.g., FSU Foundation, etc.) accounts of the Center.
 - c) The Director is responsible for the recruitment, admission, academic progress, graduation and placement of students in the MSD program.
 - i. The Director ensures that all Research Associates hold Graduate Faculty Status in the MSD program.
 - ii. The Director selects the winners of the Nam and Serow Scholarships from among the members of the incoming cohort at the start of each Fall semester. Selection is determined by the quality of the candidate's application, although other factors may be considered at the Director's discretion.
 - iii. The Director selects the recipients of tuition waivers at the start of the Fall and Spring semesters, based on application quality (Fall) and academic performance (Spring).
 - iv. The Director selects the winner of the Serow Prize at the start of each Spring semester from among the MSD students based on overall student performance and guided by the advice of Center Research Associates.
 - e) The Director serves as a non-voting member of all Center committees.
 - f) The Director presides over Center meetings.
 - g) The Director makes an annual report of Center activities and plans for the future.
 - h) The Director, serving as principal financial officer of the Center, supervises receipts and expenditures of all monies, prepares an annual budget, and prepares an annual financial report as part of the annual Center report.
 - i) The Director serves as a member of the Executive Committee of the College of Social Sciences and Public Policy.

Associate Director

1. The Center Director may appoint a voting member of the Center as Associate Director. If an Associate Director is appointed, the choice must be ratified by majority vote of the voting members (electronic balloting is allowed) and approved by the Dean.

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2. The term of appointment of an Associate Director shall be at the discretion of the Director, with the consent of the Associate Director and approval by a majority of the Voting Faculty.
3. The Associate Director assumes responsibilities specified by the Director, under the latter's direction or in his/her absence. The Director shall continue to have authority within the Center with regard to all decisions affecting the Center, its faculty, staff, and students.

Standing Committees

1. The Executive Committee will be comprised of three Faculty Research Associates elected by secret ballot. This committee will be advisory to the Center Director on all matters of policy and implementation. The Executive Committee will meet a minimum of once each semester during the regular academic year.
2. The Executive Committee has the following specific responsibilities with regard to graduate training:
 - a) Establishing the curriculum for the MSD degree program.
 - b) Committee members assist the Center Director in recruitment efforts to identify and attract qualified students into the MSD degree program.
 - c) The committee reviews files of applicants to the MSD program and rank-orders applicants by methods they adopt for that purpose, to guide the Center Director in decisions about admission and award of financial aid.
3. Elections for the Executive Committee shall occur annually at the end of each spring semester, with the new committee convening with the beginning of the next fall term. A ballot shall be distributed to all voting members with the names of all eligible Faculty Research Associates.

D. Faculty Recruitment.

FSU faculty who are not Center members may ask the Director to nominate them for membership as either a Research Associate, or Research Affiliate. They join the Center if approved by a majority of voting members, as described in II.A.

E. Unit Reorganization.

The Center may be reorganized via approved amendments to these By-laws, as described in I.B.

IV. Curriculum

See section III.C.2.a

V. Annual Evaluation of Faculty on Performance and Merit

Not applicable. Center faculty are evaluated in their home departments.

VI. Promotion of Faculty

Not applicable. Promotion decisions for Center faculty are made by their home departments.