

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Review and Approval of Bylaws for Individual Schools and Colleges
Policy Number: 01.20.01
Issuing Authority: Board of Trustees
Responsible Officer: Provost

Date Created: October 9, 2001
Date Last Amended/Reviewed: October 9, 2001
Date Scheduled for Review: July 2011
Reviewing Office: Office of the Provost

Scope of Policy

On March 13, 2001, the Board of Trustees delegated to the president, as chief executive officer of the university, full authority to (1) review the governance documents of the various schools and colleges, (2) determine the common or requisite elements of such documents, and (3) recommend to the board the process for review and approval of such documents to assure that they are consistent with the university policies and relevant legal requirements.

Pursuant to that delegation of authority, the president delegated to the provost the responsibility to review the governance documents of the university's schools and colleges and identify the common or requisite elements of such documents. The provost's review having concluded, this policy sets forth and implements the president's recommendation for review and approval of the school and college bylaws that contain the requisite elements and are intended to be consistent with university policies and relevant legal requirements.

The objective of this policy is to give the president full authority to oversee the consultative review process of school and college bylaws and final authority to approve such bylaws and any subsequent amendments to them.

Definitions

The word "bylaws" is defined as any document that purports to govern the internal affairs of a Temple University school, college, department, center, institute or other entity.

The term "University's School/College Standard Bylaws" refers to generic bylaws to govern the internal affairs of a Temple University school, college, department, center,

institute or other academic unit that have been created and approved by the president upon the recommendation of the provost.

The term “schools and colleges” includes every school, college, department, division, program, center, institute or other academic unit within Temple University.

Policy

The president or his/her designee shall review existing school and college bylaws to determine whether they (a) have been properly approved by the Board of Trustees, and/or (b) conform to university policies. The president or his/her designee will then work with the schools and colleges to establish new or revised bylaws that incorporate the elements deemed by the president to be necessary and appropriate for conformance with the policies of the Board of Trustees and for the internal governance and operations of the schools and colleges. All such bylaws will address at least the matters covered in the University’s School/College Standard Bylaws.¹

If any school or college does not receive the president’s written approval of new or revised bylaws by June 30, 2002, then the University’s School/College Standard Bylaws, shall become the bylaws for that school or college from July 1, 2002 until written approval for an alternative set of bylaws has been obtained.

Effective immediately, any provision of bylaws of any individual school or college now in effect or adopted in the future that is in conflict with any present or future actions, resolutions or policies of the Temple University Board of Trustees, the president of Temple University, or any present or future administrative regulations or procedures established pursuant to the authority of the Board of Trustees or the president (collectively referred to as “university policies”) shall be invalid and shall be superseded by those university policies.

School or college bylaws that are adopted by those respective academic units and are approved by the president shall be reviewed every five years thereafter and shall be readopted, amended or revised as necessary by the respective school or college. Such readopted, amended or revised bylaws shall be effective when approved by the president or his/her designee. This provision shall not preclude such earlier amendment or revision of the bylaws as may be found necessary by a college or school, nor shall this provision preclude the president or his/her designee from initiating a review, amendment and/or revision of the bylaws at any time. Any amendments or revisions in bylaws arising from any such process shall be subject to the approval of the president or his/her designee.

¹ These Bylaws have been designated as Presidential Policy #01.20.11 and are available on the University Policies and Procedures website.

This policy is subject to revocation, revision, or amendment by the Board of Trustees at any time, and such revocation, revision, or amendment shall not be precluded by the existence of approved school or college bylaws.

Notes

1. Dates of official enactment and amendments:

Adopted by the Board of Trustees on October 9, 2001.

2. History:

None

3. Cross References

Presidential Policy # 01.20.11, University School/College Standard Bylaws
Temple University Faculty Handbook