

Neuroscience and Behavioral Biology Program BYLAWS

RESOLUTION 1: The Neuroscience and Behavioral Biology Program operates within the bylaws, policies and procedures of Emory College.

RESOLUTION 2: The Neuroscience and Behavioral Biology Program operates within a tradition of collegiality formalized by the Bylaws that follow.

BYLAWS OF THE NEUROSCIENCE AND BEHAVIORAL BIOLOGY PROGRAM EMORY UNIVERSITY

ARTICLE I. Name of the Organization

Neuroscience and Behavioral Biology (NBB) Program, Emory University

ARTICLE II. Object of the Organization

The NBB Program is a body of faculty members charged by Emory College with pursuing the academic functions of teaching, research, and service related to the study of Neuroscience and Behavioral Biology. These by-laws govern the formal actions and deliberations of the Program as a collective body in carrying out these academic functions, as defined below.

ARTICLE III. Members of the Organization

Program faculty include tenured members, tenure-track members, lecture-track members, research track and others on renewable appointments who have an interest in Neuroscience and/or Behavioral Biology and who meet the faculty requirements for teaching and mentoring undergraduate NBB majors. The faculty are defined as: Primary faculty, who have a sole appointment in NBB; Core Faculty, who are Emory College faculty members with teaching, advising and/or mentoring responsibilities; and Affiliated Faculty, who are University faculty (e.g. School of Medicine or Rollins School of Public Health) with mentoring responsibilities.

The requirements for NBB Faculty membership are to participate in one NBB course once every 6 semesters and/or to mentor an undergraduate in a research or in an advising capacity and/or contribute to the intellectual life of NBB.

Application for new NBB Faculty membership:

.....Send to the NBB Program Director a current Curriculum Vitae and cover letter describing how the applicant will contribute to the program. Approval of the applications will be made by a quorum of the Executive Committee.

.....The NBB Program Director will invite faculty to reconsider their standing in the program on a five-year cycle.

ARTICLE IV. Officers

The NBB Program Director who is appointed by the Dean of Emory College, an Associate Director of the Program when appointed by the Dean of Emory College, the Director of NBB Undergraduate Research (DUR) the Director of Undergraduate Studies (DUS), who are to be appointed by the NBB Program Director. The DUR and the DUS are appointed for a three-year term, renewable by the Director.

ARTICLE V. Meetings and Minutes

The Director is authorized to call meetings of the full program faculty and will convene at least one meeting per semester. When necessary, the Officers of the Program may call meetings of appropriate constituencies. Standing and Ad Hoc Committees should request that the Director call meetings of the full faculty, when necessary, in order to report on committee business or conduct discussion of other important business. Individual faculty may request that the Program Director, the Chair of the committee or Executive Committee call a meeting. As appropriate, other persons from outside the NBB Program may be invited to be present during all or part of a meeting.

Regular NBB Program faculty meetings shall have a standard opening agenda as follows:

1. Approval of minutes from the previous meeting, which will have been distributed to the faculty prior to the meeting. Distribution of minutes by e-mail is allowed, and the minutes will be preserved in digital form on the NBB One Drive folder for future reference.
2. Call for reports of Committees. All committees shall report at least once during each academic year on committee business accomplished and pending.
3. Minutes shall be reasonably full and complete records of faculty meetings and shall identify a) the date of the meeting including month, day, and year; b) the names of all faculty present at the meeting; c) issues raised for discussion and d) actions taken as well as significant arguments pro and con, except in the case of personnel decisions, where only the action will be recorded.
4. Voting on proposals by the full program faculty will occur at the faculty meetings. These will be votes that move the issue forward to a primary and Core faculty vote. If 50% or greater of the faculty present at the meeting approve a proposal, it will then be voted on by the primary and core program faculty by email and approval will require a simple majority of the voting members.

ARTICLE VI: Committees

1) The Executive Committee

a) Membership:

- i) **Selected Members:** One member of the NBB executive committee shall be selected from each of the 3 foundation departments (Anthropology, Biology, Psychology) by their current chair with consultation by the NBB faculty in that department. One additional Primary faculty member shall be selected by the Director. These 4 selected members shall be subject to terms of appointment and term limits as described in the section "Terms of the Executive Committee Selected Members".
- ii) **Regular Members:** The chairs (or their representative) of each foundation department shall also be members of the NBB Executive committee. The NBB Director shall also be a member of the Executive committee, and when there is an Associate Director he/she shall also be a member of the NBB Executive committee.

b) Term length:

- i) The selected members of the NBB executive committee shall serve a 3-year term with no more than two consecutive terms. To provide continuity, terms shall be staggered.
- ii) When replacements must be found for selected members, the replacements may be appointed by the appropriate Chair or the Director only for the period of time needed to complete the term of the departing committee member. At the end of the replacement's term, he or she may be eligible for a subsequent term.
- iii) Terms of office extend from selection to selection and not from the beginning of one academic year to the beginning of another.

c) Voting:

- i) Voting shall require a quorum of 5 members of the Executive committee. Only when voting on reappointments for faculty shall the full membership of the Executive Committee be required. Chairs or representatives can vote by proxy if needed. If there is a selected NBB Executive committee member who is too junior in academic rank to participate in a reappointment vote, this member shall be replaced with a person more senior by the appropriate selector.

d) Duties:

- i) The Executive Committee adjudicates all questions or conflicts arising with respect to the Bylaws, their interpretation, and their implementation, and ensures that the By-Laws are followed within the NBB Program; that action is initiated on proposed amendments to the Bylaws; and that the Executive Committee meeting minutes and regular NBB Program Faculty meeting minutes are properly taken and distributed to the faculty members.
- ii) The Executive Committee advises the Director and, when appointed, Associate Director on program policy.
- iii) For all faculty hires in the NBB program:
 - (1) The NBB program director appoints a chair of the search committee
 - (2) The search committee includes one NBB faculty and a representative from each of the

foundational departments, at a minimum. Additional members can be added in consultation with the Director and the Dean of Faculty.

- (3) The Executive Committee plus the NBB Primary faculty will vote on the recommendations of the search committee.
- iv) The Executive Committee reviews and approves all applications for new NBB membership based on the criteria listed in Article III.
- v) The Executive Committee approves Curriculum Committee proposals for new courses and makes recommendations for changes to curriculum that need full faculty approval.
- vi) The Executive Committee will set the agenda for the regular NBB faculty meetings.
- vii) The Executive Committee will meet once during the academic year, at a minimum.

2) *The Curriculum Committee*

a) Membership:

- i) The Chair of the Curriculum committee will be the DUS. The Curriculum Committee members will be comprised of faculty from each of the foundation departments, and one additional NBB Primary or Core faculty member and the current president of NuRhoPsi (non-voting member). The foundation department members will be selected by the Chair of each respective department.

b) Term length:

- i) The members of the NBB curriculum committee shall serve a 3-year term with no more than two consecutive terms. To provide continuity, terms shall be staggered.

c) Voting:

- i) Voting shall require a simple majority of all faculty committee members.

d) Duties:

- i) To review curriculum on a yearly basis and propose changes in terms of removing and/or adding courses
- ii) To vote on recommendations for changes to the curriculum to the Executive committee
- iii) To review all new cross-listing and elective course applications and then to pass their recommendation on to the Executive committee for final approval
- iv) To approve new NBB Study Abroad Programs and curricular changes to existing programs.
- v) NBB Curriculum Committee votes on minor changes (e.g. changes to elective courses) to the curriculum shall stand unless disapproved by the NBB Executive Committee. Major changes to curriculum (e.g. removal or addition of a core course requirement or a change in the number of credits for graduation) require approval of the primary and core faculty.
- vi) Special Topics courses and courses offered by Dean's Teaching Fellows or other approved graduate students or postdoctoral fellows will be approved as NBB electives directly by the Program Director and the chair of the Curriculum Committee.

Revision approved April 29, 2022

3. Ad Hoc committees

The Program may vote to establish an ad hoc committee to work on a specific issue for a limited period of time. The Program Director and Officers may also establish ad hoc committees.

ARTICLE VII: Amendment of the Bylaws

The Bylaws shall be amended as necessary. The procedure governing amendment is as follows:

Amendments may be proposed by any voting member of the NBB Program. The Executive Committee shall research the precedents and consider the possible consequences of any proposed amendment. Upon their recommendation to proceed, the proposed amendment shall be presented to the Program faculty for two votes, the first at least two weeks prior to the second. A two-thirds majority of voting faculty is needed to amend the Bylaws by an email vote. The Executive committee will then revise the Bylaws in order to reflect the change.

This document will take force academic year 2022-2023.