CRJ GUIDELINES ON MODIFYING SCHOOL’S OR COLLEGE’S BYLAWS
(SENATE MANUAL APPENDICES)

Bylaws serve as the blueprint for how a governing body will operate and will likely contain a reference to the leadership structure and other important elements of the organization. It is recommended that bylaws be reviewed every three to five years.

The most important principle regarding bylaws is that they must be followed in practice. If there is a conflict between the bylaw and practice, then either the practice must be changed to comply with the existing bylaws or the bylaws need to be amended to reflect the practice.

GENERATING THE PROPOSAL

How are bylaws modified or created?

For existing bylaws: Begin with the most current version of the bylaws to track changes which reflect the proposed modifications. Please contact the CRJ Analyst for a copy of the bylaws as they appear in the Senate Manual.

For new bylaws: Begin drafting from scratch. Articles are to be labeled A, B, C, etc. and should include (as needed) Purpose of the Organization, Membership, Officers, Meetings, Elections, Committees, and Amendments. Subsections of an Article should be labeled 1, 2, 3... Sub-subsections should be labeled a, b, c... (and then i, ii, iii, iv...)

The faculty executive committee of the School/College must approve the draft proposal before it is submitted to CRJ for review.

How long will this take?

The total process typically takes 1-4 months, from proposal initiation to Assembly review and updating the UCI Senate Manual. However, there are many variables that may impact the timeline. The Senate Analyst will keep those involved informed along the way.

What needs to be included in the proposal packet?

The “Request for Review Form”, available on the CRJ Senate webpage under “Resources and Related Links” (http://senate.uci.edu/committees/committees/rules-and-jurisdiction-committee-on-crj/), should be used as a cover sheet for the proposal. The proposal must include:

1. A statement of the rationale (on the “Request for Review Form”): Briefly explains why the proposed modifications are necessary and when the faculty executive committee of the School/College approved the modifications.

2. Proposed Language (bylaws): attach two copies- One markup copy (redline), indicating deletions by strikeout type and additions by underscore type. One clean copy with the proposed modifications already in place (no markups).

All documents must be submitted in Word Doc form (no PDF’s please). Margins should be 1” and all font should be in Times New Roman Font, Size 11.

Please note that the proposal must adhere to the specifications listed above and failure to do so will result in the return of the proposal and delay in the review process.
How should the proposal be titled?
Proposed Modifications to Appendix (Insert Appendix number), (Insert Chapter number).
(Insert School Name)

e.g.
Proposed Modifications to Appendix I, Chapter VI. School of Humanities

CRJ REVIEW

What happens once CRJ reviews the proposal?
CRJ reviews the proposal to verify that it is consistent with the Code of the Academic Senate (Systemwide and Divisional Bylaws and Regulations), is written in precise legislative language to have the proposers’ intended effect, and is in proper form for consideration by the Divisional Senate Assembly. (CRJ does not approve the substance of the policy change under consideration). There are two outcomes from this process:

- If revisions are suggested or required, the proposal is returned to the proposing body for revision. Delays in resubmission of the proposal will impact the timeline.

- If the proposal is approved, it is forwarded to the Senate Chair (the proposers are copied). The proposal will then be reviewed by the Senate Cabinet followed by the Divisional Senate Assembly.

EXECUTIVE REVIEW

What happens once the Senate Cabinet reviews the proposal?
The Divisional Chair brings the proposal before the Senate Cabinet, which may endorse it, provide comments, or suggest further revisions. If the proposal needs further revisions, it will be sent back to the proposing body. Once the changes are made, the proposal will proceed to the Divisional Senate Assembly. If there are substantial revisions, then the proposal will need to go back to CRJ and through the reviewing process again before being sent to the Divisional Senate Assembly.

FINAL SENATE ACTION

What happens once the proposal is forwarded to the Divisional Senate Assembly?
The proposal is included in the upcoming meeting agenda as an informational item and is considered by the Assembly for adoption into the Senate Manual as an appendix. Proposed modifications to the Senate Manual Appendices may be commented upon by members of the Assembly.

ONCE THE PROPOSAL IS APPROVED
The Senate Chair will submit a final response addressed to the proposers specifying the Assembly’s response and effective date of legislation.*

*Per the Irvine Bylaw 28 (A.1):
Effective date: All legislation becomes effective thirty (30) calendar days after the distribution of the minutes of the meeting at which it was enacted, unless an alternate date of implementation is approved by two-thirds of the Division or the Divisional Senate Assembly present and voting.
Proposing body or individual

The School’s or College’s faculty executive committee approves the draft proposal

The proposal is sent to the CRJ Analyst who will verify that the CRJ guidelines were followed before forwarding the proposal to the CRJ Chair (with copy to the Senate Chair).

Other councils and committees may be consulted

CRJ reviews the proposal

If revisions are suggested or required, the proposal is returned to the proposing body or individual for revisions (then the preceding steps are repeated)

If the proposal conforms to the Code of the Academic Senate, CRJ forwards it to the Senate Chair for consideration by the Senate Cabinet (the proposing body or individual is copied on CRJ’s correspondence)

The Senate Cabinet reviews the proposal and the recommendation by CRJ (and the other councils/committees, if applicable). The Cabinet may endorse it, provide comments, or suggest further revisions.

If the proposal is endorsed by the Senate Cabinet, it is forwarded to the Divisional Senate Assembly as an informational item. The Assembly votes to adopt the School or College’s new/revised bylaws as an appendix to the Senate Manual. (the proposing body or individual is notified of the Assembly’s response)