

BYLAWS OF THE COMMITTEE ON ACADEMIC CENTERS AND INSTITUTES

University of Houston

I. PURPOSE

The Committee on Academic Centers and Institutes (CACI) of the University of Houston is responsible for advising and making recommendations to the Senior Vice President for Academic Affairs and Provost on matters pertaining to scholarly development and on policies concerning the conduct of academic center-related activities at the University.

The specific responsibilities of the CACI include:

- A. Review of proposals to establish new academic centers and institutes at the University level, College level, and Department level.
- B. Designation of formally recognized University-level academic centers and institutes.
- C. Review of annual reports for all University-level academic centers and institutes.
- D. Formal review of all University-level academic centers and institutes every four years.
- E. Sunset review and recommendation for closure of underperforming University-level academic centers and institutes.

II. MEMBERSHIP

- A. The Chair and members of the CACI shall be appointed by the Senior Vice President for Academic Affairs and Provost. Each member shall serve a term of two years with the option of dismissal or reappointment by the Senior Vice President for Academic Affairs and Provost.
- B. Non-members invited by the CACI may attend official meetings and can participate in the discussion when recognized by the Chair; however, they are non-voting members.

III. OFFICERS

- A. The CACI shall have a Chair who shall be a voting member of the CACI.
 1. The Chair is appointed by the Senior Vice President for Academic Affairs and Provost.
 2. The duties of the Chair are as follows:
 - a. To schedule CACI meetings in consultation with the Division of Academic Affairs and members of the CACI. Meetings are held during the academic year on designated Fridays that do not conflict with University holidays and teaching breaks. Emergency meetings may be held during the summer.
 - b. To set the agenda for the CACI meetings in consultation with the Senior Vice President for Academic Affairs and Provost.
 - c. To preside at all meetings of the CACI.

- d. To appoint chairs and members of subcommittees of the CACI, which are described in Section IV of these Bylaws.
 - e. To notify the Provost of the resignation of any member or the extended or frequent absences from the CACI meetings of any member (see Paragraph V – F) and request assurances that either the member will attend or that an appropriate replacement will be appointed.
 - f. To work with the Senior Vice President for Academic Affairs and Provost to ensure that activities of the CACI are forthright and transparent.
3. The Chair may:
- a. Call special meetings of the CACI and set the agenda for those meetings.
 - b. Participate in the discussion of the CACI at its meetings, unless doing so would represent a conflict of interest.
 - c. Vote during meetings of the CACI, unless doing so would represent a conflict of interest.
 - d. With the approval of the CACI, appoint non-CACI members to subcommittees of the CACI.

IV. SUBCOMMITTEES

A. Ad Hoc Subcommittees:

The Chair of the CACI shall appoint ad hoc subcommittees and their chairs, as needed, to develop recommendations to address issues identified by the CACI, in consultation with the Senior Vice President for Academic Affairs and Provost. The chairs of the ad hoc subcommittees shall be members of the CACI, but other subcommittee members may be drawn from the broader University community to lend specific expertise to the issues at hand. The chair of each ad hoc subcommittee shall be prepared to report on the activities of the subcommittee at each CACI meeting when called upon by the Chair. At the end of the academic year, or when the charge of the subcommittee has been accomplished, the chair of the subcommittee shall prepare a written report of the subcommittee's activities and submit it to the Chair of the CACI.

V. MEETINGS

- A. The CACI shall hold meetings as needed (i.e., within two months of notification of an action item) during the fall and spring semesters. The Chair shall announce the dates of the meetings at least two weeks in advance to the CACI and the Office of the Senior Vice President for Academic Affairs and Provost.
- B. Should the need arise, the CACI may hold emergency meetings upon the call of the Chair or the written petition of at least five members. The Chair or members who call the meeting shall notify the members at least one week in advance of the meeting.
- C. Members who are unable to attend a meeting shall notify the Chair as soon as possible.

- D. At meetings of the CACI, one-half the "active membership", (i.e., voting members) currently in good standing (see Paragraph F) shall constitute a quorum.
- E. All CACI meetings shall be conducted according to Roberts Rule of Order, Newly Revised, except where a contrary rule is provided by these Bylaws.
- F. CACI members shall attend meetings regularly. CACI Members who are absent from either three consecutive regularly scheduled meetings or one-half the regularly scheduled meetings of either the CACI or its subcommittees during a one-year period beginning with the first day of the Fall Semester (as defined by the University Class Schedule) may be removed from the CACI. The Senior Vice President for Academic Affairs and Provost will appoint a replacement. In the case where a CACI member will be absent for an entire semester due to a time conflict or absence from the campus, the Senior Vice President for Academic Affairs and Provost will be notified to procure a temporary replacement, so that broad constituencies are represented at the meetings.

Attendance can be physical or virtual, using online meeting services that provide audio and/or video.

VI. ELECTIONS AND VOTING

- A. All matters voted upon shall be determined by a majority of those voting, except where these Bylaws provide otherwise. Upon the call of five or more members, the vote shall be by written ballot.
- B. There shall be no voting by proxy.
- C. Ex-officio members may participate in discussions but have no voting privileges.

VII. AMENDMENTS TO THE BYLAWS

- A. These Bylaws may be amended in two ways:
 - 1. At meetings of the CACI by a two-thirds vote of the members present, provided that written notice of the proposed amendment shall have been distributed to the members of the CACI at least 48 hours in advance.
 - 2. Via electronic balloting with a two-thirds vote of a quorum, as needed.
- B. Unless specified otherwise, an amendment to these Bylaws shall become effective immediately upon its approval by vote.

VIII. RESTRICTIONS

The Bylaws of the University of Houston Faculty Senate supersede all Bylaws described herein.

Approved by the Committee on Academic Centers and Institutes on September 25, 2014
