

**Bylaws of the
Gulf Coast Research and Education Center
University of Florida
Adopted March 1, 2010**

Preamble

The shared goals of the faculty and administration of the Gulf Coast Research and Education Center are to provide professional service to our clientele, attain excellence in academic responsibilities of teaching, research, extension, and service, and to gain national and international recognition for these programs. These goals can be achieved best with a governance structure from the Center level to the University level that fosters collegiality, collaboration, mutual responsibility, mutual accountability, and transparency.

Article I – Governance of the Gulf Coast Research and Education Center

Gulf Coast Research and Education Center (GCREC) is composed of two campuses. They are Plant City campus and Balm campus. These Bylaws establish the general principles by which the Gulf Coast Research and Education Center will be governed. These Bylaws are governed by and are subordinate to the Constitutions of the Institute of Food and Agricultural Sciences and the University of Florida and the policies and directives of the University of Florida's Board of Trustees and the Florida Board of Governors. Operating within the context of these Bylaws, the governance of the Gulf Coast Research and Education Center will be shared between the administration and the faculty.

Article II – The Faculty

Section 1 – Faculty Membership

The faculty of GCREC will consist of individuals in tenured, tenure-accruing, and non tenure-accruing faculty positions. Faculty are defined by the University of Florida Constitution and Senate Bylaws.

Section 2 – Faculty Rights

Faculty have the right to know the expectations of their job assignment and how they will be evaluated, the right to assemble without limit, the right to discuss issues of concern, and the right to open academic discourse without fear of retribution.

Section 3 – Faculty Responsibilities

Faculty are responsible for planning and conducting teaching, research, extension, and service assignments in a competent and professional manner and are responsible for the professional development of students, including mentoring, and organizing, attending and presenting

seminars. Faculty also are responsible for contributing to the operations of the Center and for contributing to the governance of the Center, IFAS, and the University.

Section 4—Center Director Responsibilities

The Center is led by a Director appointed by the Senior Vice President in accordance with the University Constitution. The Director serves as chief executive and administrative officer of the Center. The Director provides financial planning, carries out University policy, and supervises routine operations of the Center, including faculty and selected staff evaluations.

The Director is responsible to the Senior Vice President for administration of the Center and the three Deans for programmatic issues and is the agent of the Center faculty for execution of academic policy. The Director is expected to operate the Center in the spirit of shared governance and seek faculty input, consider it, and provide feedback and rationale about final decisions.

The Director may maintain a program of teaching, research and/or extension, as time for adequate attention to administrative duties permits.

Article III –Committees

Service on Center committees is the primary means by which faculty can participate directly in the governance of the Center. Faculty will have the opportunity to participate in the standing committees through which the major governance of the Center occurs. Faculty, staff and students who are not members of standing committees are welcome to attend and provide non-voting input to proceedings of all committees except the Administrative Advisory Committee. Non-members may be specially invited to attend portions of the Administrative Advisory Committee's meetings at the invitation of the committee chair.

Those standing committees will meet regularly at either the Plant City campus or the Balm campus, be announced to faculty and staff in advance of the meeting, be electronically transmitted between the Plant City campus and Balm campus upon request and upon arrangement by appropriate IT staff, have a chair and a secretary elected from within the committee membership and will keep and archive minutes and records in a folder on the Center's server.

Reports of the standing committees will be made to the faculty via email as helpful and at each faculty meeting.

Policy recommendations developed in the standing committees will be provided to all faculty via email prior to faculty meetings at which time faculty input and discussion will be entertained.

Standing Committee membership, unless specified differently for individual committees, will be maintained as follows: Personnel are encouraged to nominate themselves to committee positions for which they wish to serve. All committee members will be elected by GCREC faculty through paper or electronic ballot. The results of balloting will be tallied by two Center front

office administrative support personnel and relayed to the faculty. The two members rotating off the Administrative Advisory Committee each year will form a nominating subcommittee to solicit candidates for all standing committees in consultation with the Center Director. Some committee structures specify the personnel to occupy committee membership (for example, the IT specialist and Web master of the Technology and Communications Committee). Some committee structures specify numbers of members to come from faculty, staff, or student employment classifications. In those cases the years of membership service will correspond to the number of members specified from the employment classification (for example, the Bylaws specify that the Farm Operations Committee will be composed of five faculty, the farm manager, and the associate center director. In that case each of the five faculty will serve 5 years. Terms will be staggered so that each year the same number of committee members of a specified employment classification will be replaced on the committee. Committee members may be reelected immediately after their term is completed.

In order to provide for staggered membership replacement, initial committee members elected in early 2010 will be elected to various periods of membership some of which will be shorter than the normal term of membership. For the term of normal membership of 2 years, some members will be elected to 1 year of membership and some members will be elected to 2 years of membership, depending on the size of the committee. For term of normal membership of 3 years, members will be elected to either 1, 2, or 3 years of membership, again, depending on the size of the committee. The decision of which successful candidates were elected to the various lengths of service will be determined at the initial election only by the elected persons drawing their term lengths "from a hat". The drawing of terms will be supervised by two Center front office administrative support personnel. Years of service will begin on 1 March, 2009 and end on the last day of February.

As elected committee membership positions become vacated prior to the end of scheduled term, the committee chair will appoint a temporary replacement to serve until the next normally scheduled election. At that time nominations will be sought through the above process and a replacement member will be elected to complete the remaining period of the vacated position.

Section 1 – Administrative Advisory Committee

The Administrative Advisory Committee is responsible for providing input to the Center Director, as needed, on various matters including allocation of funds, long-range planning, and other issues not delegated to other committees. The committee will review the Bylaws of the Center every 3 years and propose modifications to the entire faculty, as necessary.

The Administrative Advisory Committee will consist of four faculty members (at least one from each of the Plant City campus and the Balm campus) who will each serve 2-year staggered terms. Staggering of terms will be provided by the plan described above. All members will be elected by paper or electronic ballot. Two members will rotate off the committee every year and will be replaced by two elected faculty members solicited from a call for nominations from the Center Director to the faculty and subsequently voted to membership by the faculty.

The Director will serve as chair of the committee. The agenda and the names of the committee members will be disseminated before each meeting with an invitation to faculty to propose items for discussion. Results of the meeting will be made available to faculty.

Section 2 - Honors and Awards Committee

The committee will secure nominations for IFAS, University, professional, and other honors and awards for faculty, staff, and students. The committee will solicit nominations from the faculty, staff and students for available honors and awards. A database of awards, awarding organizations, award criteria and nomination due dates, will be maintained by the committee chair. Nominations for awards can occur outside of the committee activity.

This committee will be composed of three faculty (with at least one each from the Plant City campus and one from the Balm campus), one staff, and one student.

Section 3 – Farm Operations Committee

The Farm Operations Committee will develop guidelines for equitable assignment of land, core growing systems, equipment selection and use, farm safety, and other relative aspects of farm operations.

This committee will be composed of personnel from GCREC Balm including five faculty, the associate center director, and the farm manager.

Section 4 – Greenhouse Committee

The Greenhouse Committee will develop guidelines for equitable assignment of space, maintenance and operation of greenhouses, growth rooms, and related structures, safety therein, and other aspects of greenhouse and related operations. These guidelines will exclude high tunnels in field agriculture.

This committee will be composed of four faculty (one from the Plant City campus and three from the Balm campus) and two staff.

Section 5 – Safety Committees

Two committees will develop policy for GCREC safety and will oversee implementation of and accommodate UF and IFAS safety / hazardous waste / pesticide licensing policies. The two committees are the Pesticide Safety Committee and the Laboratory and Buildings Safety Committee and will handle safety issues in their respective areas. Non-pesticidal-related safety policies regarding greenhouse and field operations will be handled through their respective committees.

The Pesticide Safety Committee will work closely with the pesticide safety and other UF and IFAS personnel to ensure that policies regarding pesticide storage and usage in

field, greenhouse, shade house, hoop house, and landscape areas are implemented and followed at Plant City and Balm campuses. This committee will be composed of the associate center director, farm manager, two additional faculty and one additional staff member.

The Laboratory, Buildings, and Grounds Safety Committee will work closely with UF and IFAS personnel to ensure that policies regarding laboratory, chemical, general building safety (interior and exterior), grounds, and shop safety are implemented and followed at Plant City and Balm campuses. This committee will be composed of two faculty, facilities manager, and one additional staff member.

Section 6 – Graduate Student Housing Committee

The Graduate Student Housing Committee will develop guidelines for assignment of rooms, rent rates, visitation, maintenance, housekeeping, and other related aspects of housing.

This committee will be composed of three faculty, the staff graduate student housing coordinator, and the student resident assistant (RA).

Section 7 –Social Committee

This committee will organize and implement plans for social occasions to foster community among employees and students. Social occasions normally include but are not restricted to: Holiday parties in December, spring family picnic in March, monthly birthday gatherings, ethnic heritage pot luck lunch, other irregularly scheduled pot luck lunches, wedding and baby showers, and faculty promotion and employee retirement recognition, etc. The committee should coordinate activities between the two campuses when appropriate, and should invite personnel of both campuses to social functions.

The committee will be composed of five members, with at least one faculty member serving on the committee. Committee members will be elected on a 2 year rotation, however, initially two members will be elected to a 1-year term and three members will be elected to a 2-year term.

Section 8-Technology and Communication Committee

This committee will serve to:

1. Promote the interests of GCREC and its mission within the general public and the agricultural community through informing appropriate entities of class offerings, field days and other educational programs, and center, faculty, and staff recognitions, etc.
2. Disseminate information from the Center Web site that is helpful to student, agricultural, and citizen clientele.
3. Support communication within the GCREC community for the benefit of employees via an employee newsletter
4. Recommend the acquisition, maintenance, and operation of Center IT services

This committee will be composed of three faculty (at least one from each of the Plant City campus and the Balm campus), the GCREC IT specialist, GCREC Web master, and one student.

Section 9-Academic Seminar Committee

The academic seminar committee will schedule speakers at approximately monthly intervals who will keep GCREC faculty, staff, and students informed of current state of science and affairs in arenas of benefit to our faculty, students and staff.

The committee will be composed of three faculty (at least one from each of the Plant City campus and the Balm campus) and one student.

Section 10 – Ad hoc Committees

Ad hoc committees can be appointed by the Director or by the faculty advisory committee, as needed for specific, time-limited purposes.

Article IV – Faculty Meetings

The faculty meeting is the primary means of fostering communication among all faculty within the Gulf Coast Research and Education Center. Faculty meetings should be held as needed. Faculty and administration have the right to place items on the agenda for discussion by contacting the Center Director. The agenda should be distributed via email at least 1 week before the faculty meeting. Gulf Coast Research and Education Center faculty serving as UF Senators and members of the IFAS Faculty Council and other IFAS faculty governing bodies should email short summaries of relevant activities to all faculty before each faculty meeting so that dialogue can be initiated on critical items currently before these governing bodies.

The faculty meeting is the most important venue for discussion of policy issues, new positions, and other issues relevant to our academic mission. Center faculty, plus emeritus, courtesy, and affiliate faculty, and student and staff representatives may speak on any issue before the faculty. Voting on most matters will be restricted to Center faculty.

In hiring new faculty, after all candidates have interviewed, the merits of each candidate will be discussed in a faculty meeting. Written input on candidate qualifications will be submitted. Any faculty member may complete an evaluation for candidate faculty for use by the Director in faculty hiring decisions.

Article V – Ratification and Amendments

These Bylaws will become effective upon their ratification by the faculty of the Gulf Coast Research and Education Center with a two-thirds majority vote, concurrence of the Director, and approval of the IFAS Senior Vice President. Proposals for amendments to these Bylaws may be made to the Director by any member of the faculty. Any changes in these Bylaws will be made by a two-thirds vote of the total faculty, concurrence of the Director, and approval of the IFAS Senior Vice President.

Faculty will have 1 month from the day of disseminating the finished Bylaws document or amendments to the Bylaws to review and register a vote for adoption of the Bylaws or its amendments by electronic or paper ballot.