

**FACULTY OF ARTS AND SCIENCES
SCIENCE AND MATHEMATICS EDUCATION CENTER BYLAWS**

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Article I - Name and Functions

1. Name

The name of the center shall be: "Science and Mathematics Education Center" (SMEC).

2. Functions

The functions of SMEC shall be:

- a. Research and development in the fields of science and mathematics education.
- b. Production of textbooks, experimental curricula, and instructional materials in science and mathematics.
- c. Consultation in science and mathematics education to schools, institutions, or governments regarding curriculum planning, textbooks, laboratories, equipment, and methods of evaluation.
- d. In-service training of science and math teachers by means of institutes, conferences, workshops, or evening classes in conjunction with the Department of Education and other units of the Faculty of Arts and Sciences.

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Article II - Organization

1. SMEC shall function as a unit of the Department of Education.
2. SMEC personnel shall consist of all full time science and math education academic personnel appointed to the Department of Education in addition to those appointed to SMEC by the chairperson of the Department of Education.
3. SMEC shall have a director appointed by the dean of Arts and Sciences after consultation with the voting faculty of SMEC and the Advisory Committee of the Faculty of Arts and Sciences. The appointment is normally for a period of three years, subject to renewal. The director shall normally be of the rank of associate professor or professor. The director may appoint one or more members of the academic unit to assist him as deemed necessary, subject to approval by the dean of Arts and Sciences.
4. The director shall be responsible for :
 - a. The overall administration of SMEC and the implementation of policies set by its faculty within the established regulations and procedures of the Faculty of Arts and Sciences.
 - b. Maintaining and promoting the functions of SMEC in consultation with the SMEC faculty.
 - c. Preparing the budget of SMEC and the budget of its projects in consultation with SMEC faculty.
 - d. Recommending the expenditures under the budgets of SMEC, subject to the approval of the chairperson of the Department of Education.
 - e. Negotiating contracts to be carried out by SMEC in consultation with SMEC faculty.
 - f. Providing for the proper care and maintenance of equipment and other property in the custody of SMEC.
 - g. Preparing periodic and annual reports.
 - h. Reporting to SMEC faculty about the financial status of SMEC and its projects. This is to take place at least once a year and/or upon the request of one faculty member.
 - i. Appointing an acting director for SMEC during the absence of the director.

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Article III - Meetings

1. SMEC personnel shall meet at least once a month upon the call of the director. Additional meetings can be held upon the call of the director or the written request of at least two voting members of SMEC. Minutes of all meetings shall be sent to the Office of the Chairperson of the Department of Education.
2. The voting faculty of SMEC shall consist of all full-time academic personnel of the rank of assistant professor and above.
3. Voting in SMEC is limited to faculty members actually present at the meeting.

In all matters not specified in these bylaws SMEC shall act in accordance with the bylaws of the Faculty of Arts and Sciences.

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