

Bylaws

Lou Frey Institute

University of Central Florida

Proposed June 23, 2026

Approved by Faculty June 25, 2026

I. Membership

For purposes of governance, the membership of the Lou Frey Institute shall include all personnel holding full-time (1.0 FTE) Institute appointments as faculty. Note that appointments are 12-month appointments.

A quorum of Lou Frey Institute faculty shall consist of a simple majority of all faculty, attending in-person or by remote connections.

II. Frequency of meetings

Lou Frey Institute faculty shall meet not less than three times per year; once in the fall semester, once in the spring semester and once in the summer term.

III. Faculty-called meetings

A meeting of the Lou Frey Institute faculty may be called at the request of any faculty member. All Lou Frey Institute faculty shall be notified, in writing, of the meeting request and asked to approve or disapprove the requested meeting. The meeting shall be held if 1/3rd of all Lou Frey Institute faculty approve the meeting, with a specific agenda. Lou Frey Institute staff are also welcome to attend and participate in all meetings. Because it houses the Institute, School of Politics, Security, and International Affairs (SPSIA) faculty are welcome to take part. The meeting shall be held within 5 days of the presented request for special faculty meeting, contingent on broader faculty approval.

IV. Meeting Rules of Order

Roberts Rules of Order shall govern all Lou Frey Institute faculty meetings.

V. Voting

The Institute seeks to make collective decisions on a consensual basis. If the Director deems that consensus cannot be achieved, collective decisions shall be made on the basis of a simple majority of the quorum present and voting. Non-faculty members of LFI and SPSIA faculty may participate in meeting discussions but do not have voting privileges.

VI. Meeting Records

Proposed meeting agendas shall be provided to all faculty not less than 24 hours prior to a faculty meeting.

Recording of meeting records shall be the responsibility of the office of the Director.

Meeting records, including minutes and all associated documents shall be distributed to Lou Frey Institute faculty within one week of a faculty or committee meeting and will be archived on the Institute's Teams folder, to which all Institute faculty have access. Minutes of the immediately preceding meeting will be offered for approval at the next meeting.

Records shall be kept confidential and accessible only to Institute faculty and as required by University and College policy.

Approved by Faculty Excellence July 17, 2026

VII. Committees

So long as the total number of Lou Frey Institute faculty does not exceed a total of 12, the Institute will conduct committee business as a committee-of-the-whole. Should the number exceed a total of 12, the Director shall propose, for adoption, a committee structure.

- i. Governance procedures that apply to the entire faculty shall prevail when faculty are convened as a committee-of-the-whole.

VIII. Ratification and Amendment

Ratification of these bylaws shall require a majority of Institute faculty. Amendment of these bylaws may be proposed by any faculty member and shall require a majority of Institute faculty for adoption.

IX. Advisory Board

The Lou Frey Institute Advisory Board will serve in an advisory capacity to the Director of the Lou Frey Institute. Membership selection and expectation and rules of order are provided in the Lou Frey Institute Advisory Board By-Laws.