

Bylaws of the College of Arts and Sciences of Georgia Southwestern State University

I. Preamble and Mission Statement

1. Mission: The Mission of the College of Arts and Sciences of Georgia Southwestern State University is to provide educational opportunities that emphasize intellectual development, knowledge, leadership, and skills that will allow students to prosper throughout their lives as productive, informed, involved citizens. The College strives to provide an environment where the free exchange of ideas, high standards of scholarship, and creativity prevail. The College is committed to offering educational opportunities that meet the needs of its students through fundamental course work for the University and by offering major programs that assist students in clarifying and achieving their professional and educational goals.

Members of the College of Arts and Sciences of Georgia Southwestern State University have approved the following bylaws to provide the basic organization by which the College of Arts and Sciences will function, as empowered by the Board of Regents of the University System of Georgia and as limited by the policies of the Board of Regents and the Statutes of Georgia Southwestern State University. These bylaws serve to enable the members of the College to perform their duties and discharge their responsibilities more efficiently while cultivating a spirit of democracy, openness, collegiality, and cooperation. The College of Arts and Sciences Bylaws seek to assure close and harmonious working relationships among the faculty, student body, and administration of both the College and the University. Further, these bylaws insure that the College can fulfill the missions of the College and University.

II. Composition and Role of Faculty

1. Composition: The faculty of the College of Arts and Sciences shall consist of all full-time faculty in the College of Arts and Sciences. All members shall have voting privileges.
2. Officers for the College of Arts and Sciences:
 - i. Chair: The Dean of the College of Arts and Sciences or, in her absence, a representative of her choice, shall serve as Chair of the College. The Chair shall oversee meetings of the College and responsibilities, such as meeting announcement and agenda, related thereto.
 - ii. Secretary: A faculty member elected by a majority of the members of the College shall serve a two-year term as secretary of the College. He shall be responsible for keeping minutes at all meetings of the College.
 - iii. Parliamentarian: A faculty member elected by a majority of the members of the College shall serve a two-year term as parliamentarian. She shall have the responsibility to insure that members of the College adhere to the current rules outlined in *Robert's Rules of Order* in meetings of the College.
3. Responsibilities of the Faculty: In exercising their responsibilities, the members of the faculty of the College may delegate such powers and functions as they deem expedient to standing committees as provided by these bylaws or to other committees or councils

as the faculty may establish. The faculty shall serve in an advisory role to the University administration in the following areas:

- i. Curricular and program decisions, particularly those in the College of Arts and Sciences
- ii. Personnel policies
- iii. Budgetary priorities
- iv. Other administrative decisions

III. Meetings

1. Meetings: In addition to meeting during planning week, the faculty of the College of Arts and Sciences shall meet at least twice each academic year on dates designated by the Chair. Special meetings shall be called upon request by petition of at least 15 percent of the faculty of the College or by the Chair. All meetings must be announced two weeks prior to the meeting date.
2. Quorum: A quorum shall consist of at least fifty percent of the voting College faculty, with representation of at least two members from each School within the College. After a quorum has been established, any business conducted by the faculty must be approved by a simple majority of those present. No meetings requiring a vote shall be held during the summer, i.e., between the date of spring graduation and the first day of planning week.
3. Agenda: The agenda shall be established by the Chair and circulated one week prior to the meeting date. Items may be placed on the agenda at the request of faculty members upon notification of the Chair ten days prior to the scheduled meeting.
4. Parliamentary Authority: All business of the faculty shall be executed under the protocol of the current edition of *Robert's Rules of Order* except when the published rules are in conflict with these bylaws or any special order for business the College may adopt. The faculty may by two-thirds vote establish special rules of order.

IV. Committees

1. Standing Committees: Members of standing committees shall be elected by a process of nominations solicited from all members of the school, and election overseen by the Election Committee as per rules for elections stipulated herein.
 - i. **Dean's Advisory Committee**. The Dean of the College of Arts and Sciences shall select members of the College to serve her in an advisory capacity as she deems appropriate. The committee shall meet, provide advice and counsel, and otherwise assist the Dean and the College as designated by the Dean. Terms of appointment shall be at the discretion of the Dean, with the consent of the members of the faculty asked to serve on the committee.
 - ii. **College of Arts and Sciences Promotion and Tenure Committee**. The committee shall consist of seven tenured members. No more than one member of a department may serve on the committee simultaneously, and faculty may not serve as committee members if they are under consideration for promotion in

rank. The committee shall develop its own procedures for review and recommendation of applicants for tenure and promotion. Committee members shall serve terms of two years, and may not serve more than two terms consecutively.

- iii. **Committee on Elections.** The committee shall oversee all College-wide elections in the College of Arts and Sciences. The committee shall be comprised of three members of the faculty, each of whom shall serve on the committee for a period not to exceed two years. Committee members shall be elected by a majority of the faculty. The three committee members shall determine a Chair. The committee may hold elections at meetings of the College or electronically, by email. The Committee shall determine which form an election shall take. In the case of elections in meetings of the College, the Chair shall request nominations at least one week in advance of the meeting from all members of the College, and will oversee the election during the meeting either by show of hands of members present, or by paper ballot. The form of the vote will be by a show of hands, unless a member of the College requests a paper ballot. In the case of an electronic election, the Chair shall: (1) request nominations from all members of the College for any open position; (2) designate and announce to all members of the College a date by which nominations are due, which must allow at least one week for nominations; (3) collect all nominations; (4) send a list of nominations to members of the College with a statement indicating when votes are due—allowing at least two work days for voting—and how votes shall be cast; (4) collect all votes submitted and store them securely; and (5) call and facilitate a meeting of the full Committee, at which all members will count votes and determine the outcome of the election.

V. Amendment of Bylaws

Any proposed amendment to these bylaws shall be submitted in writing to the Chair, and by the Chair, to the members of the College. At a subsequent meeting of the College, not less than one week following the submission of the proposed amendment, members of the College shall determine by a majority vote whether to submit the amendment to a ballot. If members of the College agree by majority vote to consider the amendment, it shall be submitted by secret ballot to all members of the College and will be approved if a vote of at least two-thirds of ballots cast so indicates.