

STATUTES OF SOUTH GEORGIA STATE COLLEGE

Article II. Section B.

1. The Faculty Assembly shall be composed of all members of the full-time teaching faculty of SGSC and shall act as a council of the whole. The Faculty Assembly shall share in the governance of the College as an advisory body to the President and the Vice President for Academic Affairs.

2. The organization, powers, and duties of the Faculty Assembly shall be those specified in the Bylaws of the Faculty Assembly, and meetings of the Faculty Assembly shall be called and conducted in the manner specified in the Bylaws.

South Georgia State College Faculty Assembly Bylaws

PREAMBLE

We, the faculty of South Georgia State College, in order to promote the growth and general welfare of the college, provide a unified voice for its faculty, ensure an efficient means for communication of ideas between South Georgia State College administration and faculty, establish a forum for debate and articulation of ideas, and establish a receptive and collaborative environment for community post-secondary educational needs to be expressed and considered, do hereby establish these bylaws for the Faculty Assembly of South Georgia State College.

ARTICLE I

Purpose

Section 1. The Faculty Assembly shall be composed of all members of the full-time teaching faculty of SGSC and shall act as a council of the whole. The Faculty Assembly shall share in the governance of the College as an advisory body to the President and the Vice President for Academic Affairs of South Georgia State College. Within the policy framework of the Board of Regents of the University System of Georgia and the Statutes of South Georgia State College, and with the approval of the VPAA and the College President, the recommendations of the Faculty Assembly shall be the academic policy of South Georgia State College.

Section 2. These bylaws shall be interpreted to allow the Faculty Assembly to accomplish its responsibilities and objectives provided such interpretation does not directly conflict with the Statutes of South Georgia State College, the authority of the President of South Georgia State College, or the policies of the Board of Regents of the University System of Georgia.

ARTICLE II

Powers and Duties

Section 1. The Faculty Assembly of South Georgia State College shall have those powers and duties which have been and may be delegated to it by the faculty of South Georgia State College, by the President of South Georgia State College, and by the Regents of the University System of Georgia.

Section 2. The Faculty Assembly of South Georgia State College shall have the following advisory powers and duties:

A. To advise and recommend to the President of South Georgia State College, via the office of the VPAA, policies, procedures, educational standards, and curricula in matters that concern the general welfare of the faculty, staff, and students of South Georgia State College, such as, but not exclusively limited to:

- 1) Criteria for faculty appointment, dismissal, promotions, tenure, and retirement;
- 2) Criteria for the selection of campus administrative officers;
- 3) Priorities for the academic budget;
- 4) Priorities for the college development plan; and
- 5) Recommendations to the President regarding the allocation of College resources, and the establishment of budgets, personnel policies, and programs, as well as plans for the construction of buildings, classroom designs and modifications, aesthetics, parking, and roads.

B. To consider policies, procedures, educational standards, and curricula in matters that concern the general welfare of the faculty, staff, and students of South Georgia State College, such as, but not exclusively limited to:

- 1) Recommendations to the President regarding the allocation of College resources, and the establishment of budgets, personnel policies, and programs, as well as plans for the construction of buildings, classroom designs and modifications, aesthetics, parking, and roads.
- 2) Administrative decisions and considerations to be shared with the faculty

C. Decide upon actions to be taken by the College for the protection of academic integrity and academic freedom.

D. Speak openly in the Faculty Assembly without being subject to reprisal or retribution.

E. Have jurisdiction of standing, advisory and *ad hoc* committees of the Faculty Assembly.

F. To consider, advise, and recommend on proposed policies regarding student life, rights and responsibilities.

G. To report and maintain a record of all actions by the Faculty Assembly through:

- 1) Distribution of minutes and necessary supporting documents to all faculty members and to each department head with instructions to maintain them on file for faculty reference;
- 2) Distribution of reports of special committees to all faculty members.

- H. To revise or repeal any action taken by the Faculty Assembly by a majority vote of the Faculty Assembly provided that no rights or acts of third parties shall be affected by such revisions or alteration.
- I. To accept any powers delegated to it by the Regents of the University System of Georgia.
- J. To make all rules and/or provisions which shall be necessary and proper for carrying into execution the foregoing powers and all other powers vested by these bylaws in the Faculty Assembly of South Georgia State College or in any committee or officer thereof.
- K. The Faculty Assembly shall have the power to make, amend and repeal the bylaws by a vote of two-thirds majority of those members present at regular or special meetings of the Faculty Assembly. Votes on any such proposed amendments and/or repeals shall be held at the first meeting of the Faculty Assembly following the meeting at which the proposal was introduced.

ARTICLE III Faculty Assembly Organization

Section I. Members

A. Voting Members

Membership in the Faculty Assembly shall include all full-time teaching faculty and librarians with faculty status. The Vice President for Academic Affairs shall provide a list of full-time teaching faculty.

B. Non-Voting Members

Non-voting membership shall include all part-time and/or adjunct faculty, as well as all faculty not included in Section 1.A. Non-voting members shall be invited to attend all meetings of the assembly and shall be informed of all assembly activities. Non-voting members shall have the right to bring matters before the assembly for a vote. Part-time and/or adjunct members shall not have a vote on matters brought before the assembly.

C. Ex-officio Chair

“The President [of the College] shall be the ex-officio chair of the faculty and may preside at meetings of the faculty.” (BoR 2.5.2).

The President of the college shall have the right to call meetings of any council, faculty, or committee at any time. The President of the college shall have the power to veto any act of any council, faculty, or committee but, in doing so, shall transmit to the Assembly Secretary a written statement of the reason for such veto within 21 days. A copy of each veto statement shall be transmitted to the Chancellor (See BoR 2.5.2). Any proposition of the Faculty Assembly that is approved by the President of the college must be implemented no later than the following semester or by the date indicated within the approved proposition.

Section 2. Meetings.

- A. The Faculty Assembly shall hold a minimum of 1 meeting, on each campus per semester.
- B. The Assembly President shall have the authority to schedule the meetings on other dates, as long as at least ten business days notice is given to the Faculty Assembly..
- C. In addition, the Faculty Assembly shall meet at the call of the President of the Assembly, or in the President's absence, the Vice President of the Assembly or pursuant to a petition signed by one-quarter of the members of the Assembly, or at the call of the President of the College.
- D. A summer Assembly may also meet as needed. All business passed during a summer Assembly session shall be temporary, and apply only to the summer session, unless resubmitted, approved, and passed by the full Assembly in the fall semester.
- E. Meetings of the Assembly shall be conducted according to *Robert's Rules of Order Newly Revised* unless otherwise provided for in these bylaws. Faculty, staff, and student observers may speak if recognized by the presiding officer. Anyone wishing to place an item on the agenda of the Faculty Assembly shall submit it to the President of the Assembly in the form of a written motion at least 5 business days before the meeting of the Faculty Assembly. Such an action does not preclude any Faculty Assembly member from offering a motion from the floor. For a proposed agenda to become the official agenda for a meeting, it must be adopted by the Assembly at the outset of the meeting. At the time that an agenda is presented for adoption, it is in order for any member to move to amend the proposed agenda by adding any item which the member desires to add, or by proposing any other change. The President of the faculty assembly shall be responsible for a call for agenda items and to notify the college of an upcoming meeting 10 calendar days in advance.

Section 3. Quorum

One member more than fifty percent of the voting members shall constitute a quorum for the transaction of business. The affirmative vote of the majority of those members present shall be necessary for the passage of any resolution or motion, unless otherwise stated in these bylaws.

Section 4. Voting.

All voting shall be conducted by secret or electronic ballot. If there are no objections, voting may be by voice or show of hands. All elections shall be conducted by secret or electronic ballot. A tie vote may be broken by vote of the Presiding Officer. Voting electronically is authorized in the Faculty Assembly where such form of voting is requested by motion duly made, seconded, and passed.

Section 5. Order of Business.

- A. The meeting shall be called to order by the President of the Faculty Assembly
- B. Previously distributed minutes of the last meeting shall be approved or amended.
- C. Unfinished business.
- D. Report of special committees.
- E. Report of standing committees.
- F. New business.
- G. Adjournment.

Section 6. Committee Business

- A. Committee chairs shall submit reports containing items requiring Faculty Assembly deliberation (other than receiving of reports) to the Secretary at least 7 business days in advance of the Faculty Assembly meeting during which the report is to be considered.
- B. The Secretary shall distribute all reports to be considered at a Faculty Assembly meeting to all Faculty Assembly members by e-mail or otherwise at least 4 days in advance of meetings. If the report is not delivered within this schedule, consideration of the issue will require approval by a show of hands of two-thirds of the members present and voting.
- C. There shall be committees, both standing and special, as may be established from time to time by vote of the Faculty Assembly.
- D. All committees established by the Faculty Assembly may meet by conference calls or dispense with business by e-mails so long as a quorum of the committee is actively involved.

Section 7. Election of Officers

- A. **Qualifications:** Any full-time teaching faculty member, as well as the Librarians with faculty status, shall be eligible to serve as officers of the Faculty Assembly. The President and Vice President of the Faculty Assembly may not be from the same division.

Election Process: A President, Vice President, Secretary, Parliamentarian, and Faculty Information Officer shall be elected by majority vote of the entire Faculty Assembly. Nominations for these positions shall be made via email to the entire faculty within seven (7) business days of the meeting at which these bylaws are adopted. Voting shall take place at the last meeting in spring semester, with those elected beginning their terms at the start of the following academic year. All representatives will serve for one academic year. The VPAA or an independent designee of the Faculty Assembly shall coordinate all elections for Assembly offices. The individual coordinating elections shall:

- Set a deadline for the forwarding of nominations consistent with these bylaws;
- Forward to the voting members of the Assembly the names of all nominees and the deadline for voting;
- Have the responsibility of counting votes and informing the Faculty Assembly members of all results.

Section 8. Officers of the Faculty Assembly

- A. The officers of the faculty assembly shall be as follows: President, Vice President, Secretary, Parliamentarian, and Faculty Information Officer. These officers shall serve for one academic year.
- B. The Duties of the Officers shall be:
 - 1) To meet at least once between Faculty Assembly meetings to prepare for the upcoming Assembly meeting.

- 2) To recommend the formation of ad-hoc committees of the Faculty Assembly as a whole, and to appoint members of the Faculty Assembly to such committees.
- 3) To review annually the Bylaws and make appropriate recommendations to the Faculty Assembly for amendments.
- 4) To represent the Faculty Assembly in all matters that may arise after the last scheduled Assembly meeting in the spring and before the first scheduled Assembly meeting in the fall.
- 5) To serve as a conduit between the full Faculty Assembly and the Administration, including helping to expedite the flow of information from Administration to the Faculty Assembly.

C. Duties of the specific officers of the Faculty Assembly:

1) Assembly President:

- a) To preside over all meetings of the Faculty Assembly except at those times that the President of the College chooses to preside over the Faculty Assembly.
- b) The Faculty Assembly President shall prepare an agenda for meetings of the Assembly. The President shall include as new business at the next regular meeting of the Faculty Assembly any items proposed by a Faculty Assembly member in accordance with these Bylaws. In accordance with Robert's Rules of Order, the agenda becomes binding only if it is adopted by the Faculty Assembly.
- c) The Assembly President shall represent the faculty and is to be considered the chief spokesperson of the Faculty Assembly.
- d) The President of the Faculty Assembly shall be given a one course release time during the Fall and Spring semester in exchange for their duties as the President of the South Georgia State College Faculty Assembly.
- e) The President of the Faculty Assembly or his/her designee shall serve as SGSC Representative to the Regents of the University System of Georgia.

2) Assembly Vice President: Shall preside over meetings of the Faculty Assembly in the absence of the Assembly President, act on behalf of the President in his/her absence at his/her request and shall assist the President with Faculty Assembly responsibilities.

3) Secretary:

- a) To take attendance at each Faculty Assembly meeting.
- b) To take minutes at each Assembly meeting which will be made available to the Faculty and the College President.
- c) To distribute the agenda of each Faculty Assembly meeting to each Faculty Assembly member at least 3 business days before each Faculty Assembly meeting.

- d) To communicate to the Vice President for Academic Affairs, and if necessary, through this office to the President of the College any and all recommendations and/or resolutions that have been passed by the Faculty Assembly.
 - e) To keep in archival status any recommendations and/or resolutions passed by the Faculty Assembly.
- 4) Parliamentarian: To be the resource of Robert's Rules of Orders for the conduct of all Faculty Assembly meetings.
- 5) Faculty Information Officer:
- a) To maintain all digital archives of the business of the faculty assembly including the Faculty Assembly GeorgiaVIEW shell and to insure they are accessible to the members of the Faculty Assembly.
 - b) To implement, operate and maintain systems and software applications that will allow faculty members to effectively participate remotely from various locations in faculty assembly meetings.

Article IV

Adoption of these Bylaws

- A.** The faculty bylaws shall become the governing document for the conduction of all faculty assembly business upon approval of a simple majority of the faculty in a manner of voting elucidated in Article III, Section 4 of these bylaws.
- B.** Voting on these bylaws shall be completed prior to the first day of classes of the Fall 2016 semester.