

# South Georgia College Faculty Assembly Bylaws

## PREAMBLE

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

## ARTICLE I Powers and Duties

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

**Section 2.** The Faculty Assembly of South Georgia College, Douglas, Georgia shall have the following express powers and duties:

- A.** To consider, advise and recommend to the Vice President for Academic Affairs or, if appropriate, through the Vice President for Academic Affairs to the President of South Georgia College policies and procedures in matters which concern the general welfare of the faculty of South Georgia 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 college budget;
  - 4) Priorities for the college development plan; and
  - 5) Changes in physical facilities.
- B.** To create committees of Faculty Assembly members for the study of certain matters referred to herein, and to delegate matters to said committees for consideration with the duty to report results back to the Faculty Assembly as a whole.
- C.** To consider, advise, and recommend on proposed policies regarding student life, rights and responsibilities.
- D.** To report all actions by the Faculty Assembly to the faculty by:
- 1) Distribution of a summary of actions of the Faculty Assembly to all faculty;
  - 2) Distribution of minutes and necessary supporting documents to all Faculty Assembly members and to each department head with instructions to maintain them on file for faculty reference;
  - 3) Distribution of reports of special committees to all Faculty Assembly members.

- E. To revise or alter 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.
- F. To accept any powers delegated to it by the Regents of the University System of Georgia.
- G. 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 College, or in any committee or officer thereof.
- H. To meet jointly with the Staff Council from time to time as both entities so choose and to consider and vote upon issues pertinent to both bodies and the South Georgia College Campus Community and make recommendations regarding such issues to the Administration of South Georgia College. Any such joint meetings shall be called jointly by the President of the Faculty Assembly and the President of the Staff Council, **or by the President of the College.**

**Section 3. Powers Denied**

- A. The Faculty Assembly has no management or administrative functions, either in itself or through the instrumentality of its committees, administrative matters being expressly reserved to the President of South Georgia College, and delegated by the Board of Regents and through the President of the College to the Vice President of Academic Affairs of the College.
- B. The Faculty Assembly shall not charge nor elicit any fees for membership therein.
- C. The Faculty Assembly shall only conduct official business of the whole if a quorum is present. A quorum is defined as a majority of the entire membership.

**ARTICLE II  
Faculty Assembly Organization**

**Section 1. Members**

- A. The voting membership of the Faculty Assembly shall consist of all full-time teaching faculty members of South Georgia College (SGC), the four Division Chairs of SGC, the Director of the SGC Library, the Director of the SGC Student Support Services, [and] all full-time teaching faculty members of South Georgia College Entry Programs, any other faculty member who is part of the “Corps of Instruction” as defined by BOR Policy Manual Section 302.02, and any administrative officer having faculty status pursuant to BOR Policy Manual Section 302.03.
  - 1) “The President of the College shall be the ex-officio chair of the faculty and may (at his/her choice) preside at meetings of the faculty. The president or the president’s designee may chair such body and preside at its meetings. The President shall be the official medium of communication between the faculty and the Chancellor and between the Assembly and the Chancellor (BOR Minutes, 1993-94, p. 239)” (*BOR Policy Manual, Institutional Governance, 204 Presidential Authority and Responsibilities*)

## **Section 2. Meetings.**

- A. The Faculty Assembly shall ordinarily meet on the second Friday of each month, August through April. In April the Faculty Assembly shall elect members to serve on the Executive Council.
- B. The President of the Faculty Assembly shall have the authority to schedule the meetings on other dates, timely notice being 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. 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. A Faculty Assembly member, the President of the College and Chairs of the College 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 [to be debated,] at least 5 business days before the meeting of the Faculty Assembly. A Faculty Assembly member, 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. The President of the College will submit items to be placed on the agenda in writing to the President of the Faculty Assembly at least 5 business days before the meeting. 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.

## **Section 3. Quorum**

A majority of the 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.**

Voting in the Faculty Assembly will be by voice or show of hands unless, in particular instances, the majority present desires a secret ballot. All elections shall be conducted by secret ballot. A tie vote may be broken by vote of the Presiding Officer. Voting by e-mail is authorized in both the Faculty Assembly and the Executive Council of 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. Advance Distribution of Committee Reports.**

- A. Committee chairs shall submit reports containing items requiring Faculty Assembly deliberation (other than receiving of reports) to the Secretary at least 7 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 (including the Executive Council) 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 Executive Council**

- A. **Membership:** Any full-time teaching faculty member shall be eligible to serve on the Executive Council of the Faculty Assembly. Individuals with faculty status but who hold administrative positions are not eligible to serve on the Executive Council. The Executive Council shall have no more than two members from any one academic division of the college or the SGC Entry Program.
- B. **Election process for implementation year (2007).** A President and Vice President of the Faculty Assembly 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) days of the meeting at which these bylaws are adopted. Voting shall take place at the first April meeting (2nd Friday). Five (5) members of the Faculty Assembly, holding full-time teaching status, shall subsequently be elected to serve on the Executive Council of the Faculty Assembly along with the President and Vice President. These five (5) members shall be elected by the academic divisions and the SGC Entry Program, each of whom shall elect one representative to serve on the Executive Council. These representatives shall be presented to the full Faculty Assembly at the second April meeting (4<sup>th</sup> Friday). Three of these representatives shall serve for two academic years, while two representatives, those not holding an office, shall serve for one academic year.
- C. **Election process for subsequent years (after 2007).** In even numbered years, two new representatives shall be elected to the Executive Council. In odd numbered years, three new representatives shall be elected to the Executive Council. Each member of the Executive Council shall serve for two academic years.

**Section 8. Executive Council of the Faculty Assembly**

- A. Membership shall consist of the five members chosen by the four academic divisions and the SGC Entry Program, as well as the President and Vice President chosen by the full Faculty Assembly in April.

**B.** Members of the Executive Council shall elect from their membership a Secretary, Parliamentarian, and Information Officer, each to serve in that capacity for one academic year. These officers will join the President and Vice President as officers of the Faculty Assembly as well as officers of the Executive Council.

**C.** The Duties of the Executive Council shall be:

- 1) To elect a Secretary, Parliamentarian, and Information Officer of the Executive Council from their membership before the August meeting of the Faculty Assembly.
- 2) To meet at least once between Faculty Assembly meetings to set the agenda for the upcoming Assembly meeting.
- 3) To recommend appointments of Faculty Assembly members to the standing committees of the College.
- 4) 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.
- 5) To review annually the Bylaws and make appropriate recommendations to the Assembly for amendments.
- 6) To represent the Assembly in all urgent matters that may arise after the last scheduled Assembly meeting in the spring and before the first scheduled Assembly meeting in the fall.
- 7) To report any activities of the Executive Council to the Faculty Assembly at the earliest scheduled opportunity.

**D.** Duties of the officers of the Executive Council and officers of the Faculty Assembly:

- 1) President:
  - a) To preside over all meetings of the Faculty Assembly except at those times that the President of the College shall preside over the Faculty Assembly [pursuant to Art. II, Section 1. A. I. of these bylaws].
  - b) The 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 President shall represent the faculty on all occasions and is to be considered the chief spokesperson of the Faculty Assembly.
  - d) The President shall receive support such as secretarial assistance from his/her secretary, and use of college supplies, telephones, computers and other technology for this purpose.
- 2) Vice President: To preside over meetings of the Faculty Assembly and the Executive Council in the absence of the President. The Vice President is not the President-elect for the following year.

- 3) Secretary:
  - a) To record minutes of the Faculty Assembly and Executive Council meetings, and to distribute minutes of both to all members of the Faculty Assembly.
  - b) To distribute the agenda of each Faculty Assembly meeting to each Faculty Assembly member at least 3 days before each Faculty Assembly meeting.
- 4) Parliamentarian: To be the resource of *Robert's Rules of Orders* for the conduct of all Faculty Assembly and Executive Council meetings.
- 5) Information Officer:
  - a) 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.
  - b) To keep in archival status any recommendations and/or resolutions passed by the Faculty Assembly.

### **ARTICLE III Amendments**

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, provided that any proposed changes shall have been submitted to the members of the Faculty Assembly at least ten (10) business days before the meeting at which the vote on them shall be taken.