

Bylaws
Chairs' and School Directors' Assembly
Kennesaw State University

Approved February 14, 2007
Amended March 2010, January 2013, January 2016

The Chairs' and School Directors' Assembly (hereafter referred to as the Assembly) is one of several units that comprise the Kennesaw State University (KSU) system of shared governance. The name of this body was changed from the Chairs' Council to the Chairs' and Directors' Assembly at the September 12, 2012 meeting of the Chairs' Council, to more properly reflect the membership of the body. The name was changed to Chairs' & School Directors' Assembly at the January 20, 2016 meeting to clarify our membership.

These bylaws provide a plan for governance, and procedures for operation, of the Chairs' and School Directors' Assembly. These bylaws were first adopted by members of the Chairs Council on February 14, 2007.

Article I. FUNCTIONS AND RESPONSIBILITIES

A. The Assembly provides a forum for consideration of issues of mutual concern to include faculty, curriculum, personnel, budget, salaries, course scheduling and staffing, faculty development and funding, BOR policies and other issues which impact the responsibilities and duties of academic department chairs and school directors.

B. The Assembly reviews KSU policies, procedures, and operations as to their effectiveness and efficiency in fulfilling the mission of the Academic Departments and makes recommendations to appropriate administrative units at KSU.

C. The Assembly shall serve to initiate and/or review proposals to amend university statutes and policy.

Article II. MEMBERSHIP AND PARTICIPATION

A. Membership

The membership of the Assembly shall consist of all academic department heads whether permanent, acting, or interim who supervise faculty, manage departments and report to a Dean. All Academic Department Heads (Chairs, Directors of Schools) and the KSU Librarian are voting members of the Assembly. Any Member unable to attend may designate an official proxy for his or her vote in writing to the Chair of the Assembly prior to the vote.

B. The Associate Vice President for Faculty (VPF) will attend Assembly meetings as the liaison between the Assembly and the Office of the Provost. The VPF will be a non-voting member.

C. The Center for Excellence in Teaching and Learning (CETL), the Institute for Leadership, Ethics and Character (ILEC), Siegel Institute for Leadership, Ethics & Character, and the

Institute for Global Initiatives (IGI), shall provide representatives to the Assembly. These members are non-voting.

D. The Executive Officer of the Faculty Senate shall be a non-voting member of the Assembly.

E. Other Participants

Individuals asked to attend any meeting of the Assembly by the Chair, another Assembly member, or by an invited guest are to notify the Chair of the intent to attend prior to the scheduled meeting.

F. Representatives to Other Committees

The Assembly shall elect representatives to serve on other committees as required by those committee's bylaws.

Article III. OFFICERS

A. Chair

The Chair is responsible for scheduling meetings of the Assembly and establishing an agenda for each meeting. The Chair represents the Chairs' and School Directors' Assembly on the University Council and in discussions with Academic Affairs and other campus groups. The Chair shall charge *ad hoc* committees as necessary.

B. Chair Elect

The Chair Elect shall not be from the same College as the Chair. In the event that the Chair is unable to perform his/her duties, the Chair Elect shall serve in his/her stead.

C. Past Chair

Upon completion of his/her term, the Chair shall serve one year in the capacity of Past Chair. The Past Chair shall serve in an advisory capacity to the current Chair and Chair Elect and assist in the transition of the Chair Elect to Chair.

D. The Chair, Past Chair, and Chair Elect will constitute the Executive Committee of the Chairs' and School Directors' Assembly. The Executive Committee will serve as an advisory committee to the Chair.

Article IV. ELECTIONS

A. Election Procedures

The election of the Chair Elect shall occur at the last Assembly meeting of the academic year. A simple majority of those voting is sufficient to elect the chair. All members of the Assembly are eligible to serve as Chair or Chair Elect. The Chair Elect will assume his/her responsibilities as Chair at the first Assembly meeting of the academic year.

B. Terms of Office

Each officer shall serve a term of one year.

Article V. MEETINGS

A. Quorum Requirement

A simple majority of members shall constitute a quorum. A quorum is required for any vote taken by the Assembly, but is not required for a meeting.

B. Regular Meetings Schedule

The Assembly will meet monthly. The Chair will identify an appropriate time and place for each meeting.

Article VI. PARLIAMENTARY AUTHORITY

In the event of procedural questions, the Assembly may refer to the current edition of Robert's Rules of Order.

Article VII. OFFICIAL ACTION

The outcome of the Assembly meetings shall be recorded by the CETL representative on the Assembly, distributed for review, approved by the membership, and made available for inspection and reference.

Article VIII. ENACTMENT OF THESE BYLAWS

These bylaws shall go into effect immediately upon approval by the Assembly.

Article IX. AMENDING OF BYLAWS

These bylaws can be amended at any regular meeting called in whole or in part for such purpose, by a two-thirds majority of those voting, provided that the amendment has been submitted in writing at the previous meeting or submitted in writing to the membership at least ten days prior to the day of the next meeting.

Article X. RELATIONSHIP TO OTHER GOVERNING RULES AND REGULATIONS

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost.