**Bylaws**

**Chairs' and School Directors' Assembly (CDA)**

**Kennesaw State University**

Approved February 14, 2007

Amended March 2010, January 2013, January 2016, April 2024

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 Library Directors are voting members of the Assembly. Any Member unable to attend may designate an official proxy for their vote in writing to the Chair of the Assembly prior to the vote.

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

C. The Center for Excellence in Teaching and Learning (CETL), Global Education, University Information and Technology Services (UITS), and the University Registrar 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 committees’ 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

In the event that the Chair is unable to perform their duties, the Chair Elect shall serve in their stead.

C. Past Chair

Upon completion of their 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. Secretary

The Secretary is responsible for recording minutes for each meeting, making amendments to the minutes as needed, and providing those minutes to the Chair for filing after approval.

E. The Chair, Past Chair, Chair Elect, and Secretary will constitute the Executive Committee of the Chairs' and School Directors' Assembly. The Executive Committee will serve as an advisory committee to the Chair and will meet regularly with the Provost to advise Academic Affairs. To the extent possible, the Executive Committee and the Assembly more broadly will encourage College diversity among their ranks.

**Article IV. ELECTIONS**

A. Election Procedures

The election of the Officers 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 Officers. The Officers will assume their responsibilities 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. MINUTES**

The minutes of the meeting shall be recorded by the Secretary, 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 quorum of the eligible voters, 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.