

Georgia Highlands College

Faculty Senate Bylaws

Amended: 12/3/2024

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Definitions

The Corps of Instruction, as defined in the [College Statutes](#) and [Board of Regents Policy 3.2.1.1](#), consists of all full-time professors, associate professors, assistant professors, instructors, and teaching personnel with such other titles as may be approved by the Board shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding part-time and adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

The Faculty is another term for the Corps of Instruction.

The College refers to Georgia Highlands College.

Isolated Changes are minor changes to the wording of the bylaws, such as updating the name of an office, department, or position. (RONR 12th ed, Section 57:3)

General Revisions are changes of the bylaws that are extensive and scattered throughout the bylaws that necessitate the substitution of an entirely new document. (RONR 12th ed, Section 57:5)

Article I – Name and Purpose

The Faculty Senate of Georgia Highlands College, created in Article III, section 3 of the [College Statutes](#), is a deliberative and representative body of the Corps of Instruction that serves as the voice of the Faculty and as a mechanism for shared governance at the College. The Faculty Senate shall have the following purposes:

1. Serve as a forum for the discussion of concerns and issues important to the faculty as professional educators, experts in their fields, or employees of the College
2. Communicate the actions, decisions, and recommendations of the Faculty Senate to the Faculty
3. Maintain a spirit of cooperative communication between the Corps of Instruction and the administration of the College;
4. Communicate the Faculty's concerns to the President of the College and administration with respect to institutional policies and procedures, strategic planning, and actions taken by the President of the College as a representative of the College
5. Make statutes, rules, and regulations for student admissions, suspension, expulsion, classes, courses of study, the learning environment, and requirements for graduation per [Board of Regents Policy 3.2.3](#)
6. Appoint the Faculty membership of Standing Committees, subject to the review of the Corps of Instruction
7. Oversees the selection process of the Walraven Award winner, assisted by the Office of the Provost
8. Call meetings of the Corps of Instruction

A copy of the College's statutes, rules, and regulations made by the faculty shall be filed with the Chancellor.

Article II: Regulation

Section 1: Statutes

The Faculty Senate shall be subject to state and federal laws, the regulations of the Board of Regents of the University System of Georgia, and the [Statutes](#) of Georgia Highlands College

Section 2: Senate Bylaws

The Faculty Senate membership, responsibilities, and procedures shall be outlined in the Faculty Senate Bylaws.

The Bylaws shall be subject to a two-thirds (2/3) vote of the Faculty Senate, a two-thirds (2/3) vote of the Corp of Instruction, and approval of the President of the College.

Section 3: Parliamentary Procedures

The rules contained in the most recent edition of *Robert's Rules of Order* shall govern the Faculty Senate in all cases to which they are applicable and in which they are consistent with these Bylaws, the [Statutes of Georgia Highlands College](#), or any Standing Rules.

Duly approved [Statutes](#), Bylaws, and Standing Rules supersede the most recent edition of *Robert's Rules of Order*.

Section 4: Standing Rules

The Faculty Senate shall have the right to adopt its own short-term Standing Rules, as necessary and appropriate for the conduct of business. Standing Rules

1. may be proposed at any business meeting, without prior notice. Standing Rules are subject to a simple majority vote of the Faculty Senate
2. shall remain in effect until rescinded or amended but may be suspended at any business meeting by a simple majority vote
3. shall not conflict with or amend any bylaw, statutes, or USG policy

Article III – Members

Section 1: Membership

Membership of the Faculty Senate shall consist of the President of the College, the Provost, and elected representatives, called Senators. The President of the College and the Provost shall be non-voting members. The President may chair the Faculty Senate or designate the role to a Faculty Senate President per [Board of Regents Policy 2.6.2](#).

Section 2: Qualifications

Any member of the Corps of Instruction not holding a full-time administrative office, as defined by the [College Statutes](#), at Georgia Highlands College shall be eligible for election to the Faculty Senate after his or her first year of service. A faculty member holding a full-time administrative office cannot serve as a Senator or serve as a proxy for a Senator.

Section 3: Corps of Instruction Representation

Each Academic School and the Library will elect three to five voting Senators and may elect one part-time non-voting Senator.

At least one of the voting Senators from each Academic School and the Library shall be tenured. The Faculty Senate strongly recommends that at least two voting Senators from each Academic School be tenured. If this is not possible, the voting Senator should have at least three years of service at the College or the permission from the leadership of the Academic School or the Library.

Section 4: Part-Time and Adjunct Representation

While the Faculty Senate officially represents the Corps of Instruction, the part-time and adjunct faculty at Georgia Highlands College provide a necessary and valuable service. Therefore, the Corps of Instruction requests that each Academic School provide one part-time or adjunct faculty member as a non-voting Senator to ensure their voices are heard.

Section 5: Election of Representatives

Each Academic School and Library shall have the power to elect its Senators to the Faculty Senate via a selection method of the academic School's or the Library's choosing as the full School or Library deems appropriate, such as election from the entire School or selection of the leadership of the Academic School or the Library. If a School or the Library decides to hold an election, the rules of that election should be documented and announced to the full School or the Library in advance. The results of the vote or appointment should be documented in the minutes of a meeting of the School or the Library.

The terms of service for all Senators shall be staggered by School:

- In even-years, representation for the Atrium Health Floyd School of Health Sciences, School of Humanities, and the Library shall be elected
- In odd-years, representation for the School of Business and Professional Studies, School of Science, Technology, Engineering, and Mathematics, and the School of Social Sciences and Education shall be elected

The leadership of the Academic School or the Library shall have the power to appoint its part-time or adjunct Senator to the Faculty Senate.

Section 6: Terms of Service

Terms of service for Senators from the Corps of Instruction shall be two years, beginning August 1 and ending July 31.

Terms of service for part-time or adjunct Senators shall be one year, beginning August 1 and ending July 31.

Section 7: Term Limits

Senators from the Corps of Instruction may be elected to serve no more than two consecutive two-year terms without serving a one-year hiatus.

Part-time or adjunct Senators may be elected to serve no more than two consecutive one-year terms without serving a one-year hiatus.

Section 8: Vacancy for Corps of Instruction Representatives

If a vacancy occurs during the first year of a two-year term, a replacement Senator shall fulfill the current term and be eligible for one duly elected two-year term before serving a one-year hiatus.

If a vacancy occurs during the second year of a two-year term, a replacement Senator shall fulfill the remainder of the term and be eligible for two duly elected two-year terms before serving a one-year hiatus.

Guidelines for filling a vacancy are in [Section 10: Replacement of a Corps of Instruction Representative](#).

Section 9: Responsibilities

Each Senator acts on behalf of and advocates for their respective Academic School or the Library. Each Senator's duties shall be, but are not limited, to:

1. Attend all regular business meetings and special meetings of the Faculty Senate
 - a. If a Senator is unable to attend a meeting, the Senator shall inform the Faculty Senate President at least 72 hours prior to the meeting
 - b. If a Senator is unable to attend a meeting, the Senator shall identify a proxy from their same School, to be counted for purposes of quorum. The proxy shall have full voting rights at only that meeting of the Faculty Senate
2. Communicate the actions, decisions, and recommendations of the Faculty Senate to their respective Academic School or the Library
3. Represent the interests of their Academic School or the Library, campus or instructional site, Corps of Instruction, student body, and the College
4. Participate in the work of ad hoc subcommittees

Section 10: Replacement of a Corps of Instruction Representative

A Senator from the Corps of Instruction shall be replaced if he or she

- Assumes an administrative role as defined by the [Statutes](#) of Georgia Highlands College
- Forfeits the remainder of his or her term
- Changes Academic Schools

The Nominations Committee, if constituted, or the Faculty Senate Executive Committee shall request a replacement Senator from the appropriate leadership of the Academic School or the Library. The leadership of the Academic School or the Library will determine the replacement and notify the Academic School or the Library and the Faculty Senate Executive Committee.

Section 11: Recall of Representative

The faculty of an Academic School or the Library may recall its Senator(s) by a majority vote of its faculty. The leadership of the Academic School or the Library shall notify the Faculty Senate President in writing of the recall.

Article IV: Officers

Section 1: Election of Officers

The Faculty Senate officers shall be elected by a majority vote of the incoming and outgoing Senators of the Corps of Instruction at a special meeting before the end of Spring semester.

Any incoming or returning Senator is eligible for a Faculty Senate officer position, with the exception of the Faculty Senate President and the Faculty Senate Vice President who shall be tenured teaching faculty.

Nominations, including self-nominations, shall be accepted from the floor. If a vote does not produce a simple majority in support of a candidate, then subsequent votes for the leading two nominees shall be conducted until a simple majority is reached.

Votes for officers shall not be accepted or conducted electronically except for Senators with accommodations to work 100% remotely.

A vacancy in any elected officer position shall be filled by another election of the Faculty Senate.

Section 2: Term Limits of Officers

The officers of the Faculty Senate shall serve a one-year term but are eligible to serve two consecutive terms. Any portion of an officer replacement term shall be considered a full one-year term.

Section 3: President

The President of the Faculty Senate shall be the elected voice of the Faculty Senate and the full Faculty. The President of the Faculty Senate shall be a full-time, tenured, teaching member of the Corp of Instruction. The President's duties shall be, but not limited, to:

1. Represent the Faculty Senate and the full Corps of Instruction as a member of the College Council
2. Serve as the voting representative to the University System of Georgia Faculty Council
3. Create the agenda for Faculty Senate meetings
4. Chair the Faculty Senate meetings
5. Establish and charge ad hoc subcommittees within the Faculty Senate

The President of the Faculty Senate shall be provided a three-credit hour course release for the Fall and Spring semesters of the officer's term.

Section 4: Vice President

The Vice President of the Faculty Senate supports the President. The Vice President of the Faculty Senate shall be a full-time, tenured, teaching member of the Corp of Instruction. The Vice President's duties shall be, but not limited, to:

1. Chair the Nominations Committee
2. Maintain an accurate list of Faculty Senate members
3. Assume the responsibilities of Faculty Senate President, if necessary or needed

Section 5: Secretary

The Secretary of the Faculty Senate maintains the record of the Faculty Senate business. The Secretary's duties shall be, but not limited, to:

1. Prepare detailed minutes for all meetings of the Faculty Senate ([Board of Regents Policy 3.2.3](#))
2. Circulate meeting minutes, no more than fourteen days after a meeting, to the Faculty Senate
3. Submit meeting minutes to Department of Institutional Effectiveness and Strategic Initiatives for archiving

Section 6: Parliamentarian

The Parliamentarian of the Faculty Senate supports adherence to proper parliamentary procedure. The Parliamentarian's duties shall be, but not limited, to:

1. Determine quorum at the beginning of each Faculty Senate meeting
2. Conduct and certify all Faculty Senate votes during each Faculty Senate meeting or via electronic means
3. Ensure Faculty Senate activities follow proper parliamentary procedure and appropriate [Statutes](#), Bylaws, and Standing Rules
4. Assist the Office of the Provost, as needed with any votes of the Corps of Instruction, during any regular business meeting or via electronic means

Section 7: Webmaster

The Webmaster of the Faculty Senate maintains the Faculty Senate Webpage. The Webmaster's duties shall be, but not limited, to:

1. Update all content on the Faculty Senate Webpage
2. Confirm, in conjunction with the Secretary, that all materials are submitted to Department of Institutional Effectiveness and Strategic Initiatives for archiving

The Webmaster shall acquire editing privileges for the Faculty Senate Webpage from the Division of Information Technology at the beginning of term as officer.

Section 8: Immediate Past President

The immediate Past President, occupied by the last duly elected Faculty Senate President not currently serving in the position, supports the Executive Committee, as necessary. The immediate Past President's duties shall be, but not limited, to:

1. Advise the Executive Committee on Faculty Senate procedures and past activities, as needed
2. Attend meetings of the Faculty Senate, as needed

The immediate Past President need not be a current sitting Senator. If the immediate Past President is not a current Senator, then the immediate Past President:

- Shall not count as a Faculty Senator or Officer term for purposes of required one-year hiatus
- Shall not satisfy membership representation requirements
- Shall be considered a non-voting member for purpose of quorum

Section 9: Removal of Officers

Any voting member of the Faculty Senate, as a regular business item, may call for the removal of an officer for dereliction of duty.

Removing an officer requires a two-thirds (2/3) majority vote of the Faculty Senate.

If an officer is removed, the Faculty Senate shall elect a new officer ([Article IV, § 1](#)). The Faculty Senator removed from office remains as a Faculty Senator, unless recalled by his or her Academic School.

Article V: Senate Subcommittees

Section 1: The Executive Committee

The Executive Committee shall be comprised of the elected officers: the President, Vice President, Secretary, Parliamentarian, and Webmaster. The Executive Committee shall serve as liaison to the administrative officers of the College when necessary or warranted and shall appoint faculty senators to Faculty Senate committees.

Section 2: The Nominations Committee

The Nomination Committee shall be comprised of a faculty senator from each Academic School and the Library, where one of these members is the Vice President. The Vice President shall chair the committee. The purpose of the Nominations Committee is to seek and prepare a slate of faculty nominees for Standing Committees and replace senators, if necessary. The Nominations committee will be constituted at the first Senate meeting of the academic year.

Section 3: Ad Hoc Committees

Ad Hoc Committees shall be created and charged by the Faculty Senate President to research and report on issues important to the faculty as professional educators, experts in their fields, or employees of the College or at the request of the President of the College.

Ad hoc committees shall have at least three but not more than seven Faculty Senators.

Final reports shall be shared with the Faculty Senate at least 72 hours before presentation at regular business meetings.

Ad-hoc committee final reports and recommendations with the exception of amendments to the bylaws are subject to a simple majority vote of the Faculty Senate,

Article VI: Faculty Senate Business

Section 1: Regular Business Meetings

The Faculty Senate shall meet to conduct regular business once per month, on the second Friday, during the Fall, Spring, and when necessary, Summer semesters.

The meeting time, place, and agenda for Faculty Senate meetings shall be announced at least 72 hours but no more than 5 days before and open to the Corps of Instruction and staff of the College.

The Senate shall convene on campus at least once per full semester, in addition to the two mandatory meetings for the Corps of Instruction specified in the Statutes.

The Executive Committee reserves the right to reschedule or cancel a regular business meeting or to schedule additional regular business meetings, as necessary.

The Executive Committee may close any specific portion of a regular business meeting to all but sitting Faculty Senators, pursuant to Georgia Open Meetings Law (O.C.G.A § 50-14-1), if discretion on a specific issue is warranted and a simple majority of business of the meeting remains open to the Corps of Instruction and guests.

A quorum of a simple majority is required to conduct any order of business, including votes.

Section 2: Agenda Items

Any faculty member may add an item to the agenda of a regular business meeting by contacting the Faculty Senate President at least 72 hours prior to the meeting.

Items from sitting Faculty Senators take priority. Items submitted after the necessary 72 hours may be included at the discretion of the Faculty Senate President.

Any Faculty Senator shall be allowed to introduce for discussion during the regular business meeting any bills, policies, or ordinances under consideration at the federal, state, or local level likely to have an impact on the Georgia Highlands College community. The items shall be handled as follows:

1. Faculty Senate shall determine by a simple majority vote whether to act on said issue. Action is limited to:
 - a. Notification of Corps of Instruction and President of the College about said issue. Notification shall include:
 - i. Context about said issue with multiple perspectives, including support and opposition
 - ii. Information about how Corps of Instruction can act as individuals should they choose to
 - b. Measurement of Corps of Instruction sentiment about said issue via electronic means. A survey shall include:
 - i. Fair and balanced questions crafted by Senators supporting and opposing the said issue
 - ii. Results shared with Corps of Instruction and President of the College no later than thirty days after survey completion

Section 3: Special Business Meetings

The Executive Committee may call additional special meetings of the Faculty Senate or of the full Corps of Instruction.

The meeting time, place, and agenda for special meetings shall be duly announced with at least 72 hours' notice and open to the full Corps of Instruction.

Section 4: Voting

A quorum of simple majority of the Faculty Senate is required to conduct any vote, whether in-person or electronically.

In-person voting includes physical presence or presence at a synchronous online Senate meeting. Any Faculty Senator may request a secret ballot for any in-person vote.

Electronic voting occurs through an accessible electronic voting modality, provided the modality is deemed secure by the Executive Committee. Asynchronous electronic voting shall have the following voting periods:

- A minimum of five business days for routine matters
- A minimum of fourteen business days, if deemed appropriate by Executive Committee
- No more than twenty-one business days on any issue

Section 5: Resolutions

Any written messages, resolutions, or letters constructed in such a way as to suggest that authorship included the full Faculty Senate are subject to a simple majority vote of approval from the Faculty Senate.

Article VII: General Provisions

Section 1: Faculty Review

Actions of the Faculty Senate are subject to review by the Corps of Instruction using the following guidelines:

- In matters that were approved by the Faculty Senate and approved by a vote of the Corps of Instruction, Faculty Review may be initiated within one year
- In matters that were approved by the Faculty Senate and not approved by a vote of the Corps of Instruction, Faculty Review may be initiated at any time

The Faculty Review process is as follows:

1. Any member of the Corps of Instruction may request Faculty Review of a specific action of the Faculty Senate in writing to the Office of the Provost, which shall notify the Faculty Senate President of the request
2. The Office of the Provost shall arrange for a vote of the Corps of Instruction, duly announced at least fourteen days before the date on which a vote is held
3. If a simple majority of the Corps of Instruction vote in opposition to the specific action of the Faculty Senate, the Faculty Review supersedes and overturns the action, when possible, to do so

Section 2: Amendment to Bylaws

2.1 Amendment Proposals

An amendment to the Bylaws may be proposed by any member of the Corps of Instruction, in writing, to the Faculty Senate President. The Executive Committee shall determine if the proposed amendment is an isolated change or a general revision. Once the Senate approves through either the [Isolated Change Process](#) or the [General Revisions Process](#), the amendment will be submitted for

a vote of the Corps of Instruction. If successful, the amendment is presented to the President of the College for approval.

2.2 Isolated Change Process

If the proposed amendment is considered an isolated change, the following procedure shall be followed:

1. The proposed amendment shall be distributed for input and feedback to all Faculty Senators at least 72 hours but no more than 5 days prior to the monthly Faculty Senate meeting
2. The proposed amendment with implemented feedback shall be presented at the monthly Faculty Senate meeting for limited discussion and vote. The Faculty Senate may vote to:
 - Approve by two-thirds (2/3) majority vote
 - Not approve
 - View the change as a general revision and move to the general revision process

2.3 General Revision Process

If the proposed amendment is considered a general revision, the following procedure shall be followed:

1. An ad-hoc committee shall be created to review the proposed amendment
2. A first read of the ad-hoc committee's recommendations shall occur at the next monthly Faculty Senate meeting for additional input and feedback
3. A second read of the ad-hoc committee's recommendations with implemented feedback shall occur at the subsequent monthly Faculty Senate meeting for limited discussion and vote. The Faculty Senate may vote to:
 - Approve by two-thirds (2/3) majority vote
 - Not approve
 - Need more discussion. Recommendation is returned to ad-hoc committee for further research

2.4 Vote of the Corps of Instruction

If the proposed amendment is approved by the Faculty Senate, then,

1. The Corps of Instruction shall be informed of the amendment recommendation no later than five days after approval
2. The Corps of Instruction shall vote electronically or at the next in-person faculty meeting. The amendment recommendation shall be redistributed to the Corps of Instruction within five days of the vote. The Corps of Instruction may vote to:
 - Approve by two-thirds (2/3) majority vote, with quorum
 - Not approve

2.5 Presidential Approval

After approval from Corps of Instruction, the President of the College shall approve or veto the amendment recommendation in compliance with [Board of Regents Policy 2.6.2](#). Any proposed amendment approved by the President will be effective immediately.

2.6 Notification of the University System of Georgia

The President of the College will submit the Bylaws to the Chancellor in accordance with [Board of Regents Policy 3.2.3](#).

Revision History

Initial Approval by Faculty Senate on December 13, 2024

Approved by full Corps of Instruction via electronic vote on February 6, 2025

Approved by President Mike Hobbs via email sent to Faculty Senate President on February 28, 2025