

Georgia State University
Bylaws of the University Senate
Draft of June 10, 2015

Article I. Purposes and Powers

Section 1. The University Senate of Georgia State University, having been created by direction of the University faculty to act by and for that body, is endowed with all the legislative powers and authority of the University faculty except for those powers specifically reserved by that body to itself provided that the University faculty may amend or repeal any general policy decisions adopted by the University Senate.

Section 2. The University Senate shall exercise legislative functions dealing with the general educational policy of the University and perform all of the functions set forth in Article VI, Section 2, of the Statutes of Georgia State University.

Section 3. These Bylaws and all amendments shall constitute the rules and regulations governing the conduct and procedure of the Senate of Georgia State University in the performance of those duties authorized and empowered by the Statutes of the University and Policies of the Board of Regents, University System of Georgia.

Article II. II. Membership

Section 1. The University Senate shall be composed of those members as set forth in Article VI, Section 1, of the Statutes of Georgia State University.

Section 2. Vacancies which occur during a term of service shall be filled for the remainder of that term in one of the following ways.

A. Elected Faculty Members

When the need arises to replace a Senate member who was elected by one of the various departments or units in accordance with Article VI, Section 1, of the Statutes of Georgia State University, the original electing unit shall, at the earliest possible time, and in the same manner as the original election, elect a replacement to serve the remaining term of the individual being replaced. The chair or other official of the department or unit shall, within five days of such election, advise the chair of the Senate Executive Committee and the Secretary of the Senate.

B. Appointed Members

When the need arises to replace a Senate member who was appointed under the provisions of Article VI, Section 1, of the Statutes of Georgia State University, the appropriate appointing official shall, at the earliest possible time, appoint a replacement to serve the remaining term of the individual being replaced. The appointing official shall, within five days of such appointment, advise the chair of the Senate Executive Committee and the Secretary of the Senate.

C. Student Members

Any student vacancy occurring during an elected term of office shall be filled by the Student Government Association, with the concurrence of the academic dean of the college concerned.

The President of the Student Government Association shall, within five days of such election, advise the chair of the Senate Executive Committee and the Secretary of the Senate.

C. Staff Members

Any staff senator vacancy occurring during an elected term of office shall be filled by a vote of the Staff Council. The President of the Staff Council shall, within five days of such election, advise the chair of the Senate Executive and the Secretary of the Senate.

Section 3. A replacement who has been elected or appointed to fill a vacancy occurring during a term of service shall immediately assume all duties and committee assignments, but not elected office, of the individual being replaced. Membership on the Senate Executive Committee and the Hearing Committee shall be considered as elective offices, and vacancies on these committees shall be filled in the same manner as the original election.

Section 4. Alternates shall not be considered as members of the University Senate and, if in attendance at any meeting of the Senate or its committees, shall be regarded as observers and shall have no vote.

Article III. Officers

The University Senate shall have as its chair and presiding officer, the President of the University. The Senior Vice President for Academic Affairs and Provost shall serve as vice chair. The chair shall appoint a secretary and a parliamentarian during the spring semester, and may appoint other officers to perform specific assignments deemed necessary by the membership.

Article IV. Meetings

The University Senate shall hold four regularly-appointed meetings during each academic year, with the chair of the Senate Executive Committee having the option of canceling a maximum of one of these four meetings should s/he determine that there is insufficient business for the meeting. In the first three years following the consolidation of Georgia State University and Georgia Perimeter College, one Senate meeting per year will be held at a campus that was part of Georgia Perimeter College. A majority of the membership shall constitute a quorum. The agenda, with the text of proposed motions, shall be distributed five (5) working days prior to the meeting, except in the case of a special meeting. Special meetings may be called by the chair of the Senate, or the chair of the Senate Executive Committee. In addition, upon petition of twenty (20) percent of the membership of the University Senate, a meeting must be called. At least 48 hours notice shall be given for any special Senate meeting. Only business mentioned in the call of a special meeting can be transacted at such a meeting. Meetings of the University Senate and its committees, except the Executive Committee at its own discretion, shall be open to the university community, provided that only members have the privilege of voting and non-members shall have the privilege of the floor only when specifically provided for by the University Senate or its committees. The minutes of the University Senate and its committees, including the Executive Committee, shall be open to inspection by the university community. Exceptions shall be made in cases where confidential information about particular individuals would be otherwise revealed. The responsibility for the determination of confidentiality shall rest

with the Executive Committee, who shall secure the consent of the individual affected before making such information available in the minutes. All meetings of the University Senate and its committees shall be conducted in accordance with the provisions of the University Statutes and the Senate Bylaws, and for matters not covered in such Statutes and Bylaws then in accordance with the latest edition of Robert's Rules of Order. Actions by a senate committee or subcommittee may be taken by electronic voting. Motions should be sent to the official university email address of record of each committee member, and the committee chair must afford the committee members a reasonable amount of time, and no less than two business days, to respond to a request to vote by email. At least a majority of the entire committee membership must participate before an electronic vote can be considered valid. At least a majority of those responding must vote affirmatively for a motion to pass. Non-responses will not count as either affirmative or negative votes or as abstentions. If a committee member objects to using electronic voting for a particular motion at the time of the vote, voting on the motion must be delayed to an official meeting of the committee. The results of an electronic vote must be reported at the minutes of the next meeting.

Article V. Senate Organizations

The organization of the Senate and of its committees shall conform to the provisions of Article VI, Section 4, of the Statutes of Georgia State University. For purposes of election to standing committees, including the Executive Committee, student members shall be considered as a unit representing the student body and staff senators shall be considered as a unit representing staff, without regard to academic affiliation.

Article VI. Committee Organization

Section 1. The regular operations of the Senate shall follow a committee review procedure. Unless the Senate by a two-thirds majority vote acts to suspend committee review of a specific matter and act as a committee of the whole, all matters of substance shall be submitted for committee study, recommendations, and/or action prior to definitive action by the Senate. Standing committee business may be initiated by each committee, the chair of the University Senate, an individual member of the University Senate, or by a vote of the general faculty.

Section 2. Until such time as the Senate amends this pattern, the committees listed in Article VII of these Bylaws shall constitute the standing committees of the Senate. These committees, through their duly elected chair, shall, at all regular meetings of the University Senate, make a brief verbal report of business transacted. The text of any motions or resolutions that are to be proposed by committees at a Senate meeting shall be provided to the Executive Committee ten (10) working days before the meeting, and shall be forwarded to Senate members by the Executive Committee five (5) working days prior to the meeting. In addition, each committee shall present a comprehensive, written, annual report or comprehensive committee minutes to the Executive Committee in the spring semester. This comprehensive report, which shall be submitted to the Executive Committee by the end of the second full week of classes, shall include a summary of the major items considered by the committee during the full year and the disposition of each.

Section 3. All standing committees, except the Committee on Nominations, the Fiscal Advisory Committee to the President, and the Hearing Committee hereinafter provided for, shall be elected by the University Senate at the last Senate meeting of the academic year. All members of standing committees shall serve for a one-year term, or until their successors assume office, and shall be eligible re-election. Within ten (10) working days after the election of a new committee, the chair of the outgoing committee shall call a meeting of the new committee and transfer current committee records to it. Records older than twelve (12) months and not needed by the new committee shall be handled in accordance with the policies of the Board of Regents and the Georgia Records Act of 1975, as amended. The new committee shall elect a chair and a secretary and shall report these names to the Secretary of the Senate.

Section 4. All elected members of the University Senate shall have at least one Senate committee assignment.

In order to accommodate the requirements of the Statutes and Bylaws, the Committee on Nominations shall recommend to the Senate that the membership of various committees be increased or decreased.

Faculty members, staff, and students who are not members of the Senate may be nominated to Senate committees when the Nominations Committee deems that a special case exists. Committee members who are not members of the Senate shall be afforded all rights of committee membership, including voting, but shall have none of these rights in the Senate.

Section 5. Vacancies on committees which occur between regular elections, other than those resulting from a vacancy in the Senate term of service and those which occur on the Senate Executive Committee or the Hearing Committee, shall be filled by the Committee on Nominations. Such vacancies shall be reported immediately to the Nominations Committee by the chair of the committee on which the vacancy occurs. Selection of individuals to fill such vacancies shall be made by the Committee on Nominations at the earliest possible time, in the manner indicated in the duties of that committee. The Committee on Nominations shall, within five days of such selection, report the name of the replacement to the chair of the Senate Executive Committee and to the Secretary of the Senate. The replacement shall immediately assume the committee assignment, but not elective office, of the individual being replaced.

Section 6. Each committee shall determine its own rules and procedures within the limits of its functions as described herein. Each committee shall decide on its meeting dates, but shall meet at least once a semester. A majority of committee members shall constitute a quorum. Prior public notice of all committee meetings shall be provided whenever practicable.

Section 7. All committees shall keep minutes of all meetings, including a list of members present and members absent. The minutes of the committee meetings shall be deposited in the University Library within fourteen (14) days following the date of their approval by the particular committees. The minutes of standing committees shall be in addition to reports as required by Article VI, Section 2, of these Bylaws.

The minutes of all standing committees shall be open to inspection by the faculty, except for the Student Discipline Committee and except as specified in Article VI, Section 3, of the Statutes of Georgia State University.

Article VII. Committees

Section 1. Executive Committee

The Executive Committee shall consist of the President, the Senior Vice President for Academic Affairs and Provost (who shall serve as Vice-Chair), and ~~seven~~ (7) elected members who are also elected members of the University Senate. The ~~seven~~ members shall be elected by secret ballot by the University Senate annually during the last Senate meeting of the academic year. No one of the several colleges, the Andrew Young School of Policy Studies, the Byrdine F. Lewis School of Nursing and Health Professions, the School of Public Health, or the University Library shall have more than two (2) representatives on the Executive Committee. In the first three years following the consolidation of Georgia State University and Georgia Perimeter College, at least one member of the faculty of Perimeter College will be a member of the Executive Committee of the University Senate. In those three years, if no member of the faculty of Perimeter College is among the top seven (7) vote getters, then the member of the faculty of Perimeter College with the most votes will replace the faculty member who receives the seventh most votes.

The Executive Committee shall meet at least twice per semester during the academic year. Additional meetings of the Executive Committee may be called by the presiding officer, or upon written request of a majority of the committee membership. Adequate notice shall be given for any meeting, and a majority of the committee membership shall constitute a quorum. The minutes of the meetings of the Executive Committee, at the discretion of the committee, shall be open to inspection by the faculty.

The duties of the committee shall include the following:

The Executive Committee shall serve as members of the Administrative Council, an advisory body to the President on all administrative policies of the University. The members of the Executive Committee shall also constitute an advisory committee of the faculty which the President may consult.

The Executive Committee shall set the agenda for regular meetings of the Senate. The agenda shall be disseminated to members of the Senate no later than five (5) working days prior to the meeting, and shall provide the text, when available, of any motions that are to be proposed to the Senate.

The Executive Committee shall review each policy and procedure proposed by a standing committee to determine whether the policy/procedure should go to the full Senate for approval prior to implementation. In the case when approval of the proposing committee is deemed sufficient, the policy or procedure will be forwarded to the full Senate as an information item. All approved policies and procedures will be included in the University Policy Library.

The Executive Committee shall, in the manner prescribed in Article XI, Section 24B(1) of the Statutes of Georgia State University, elect and appoint members of the Hearing Committee.

The Executive Committee, when consulted by a committee of the Senate, shall be responsible for the determination of confidentiality relating to meetings of all standing committees when sensitive information about particular individuals would be otherwise revealed. Prior to any decision about confidentiality of any committee's meeting, including meetings of the Executive Committee itself, the Executive Committee shall consult with any individual(s) involved, so as to determine and take into account the preference of these individuals.

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Except when the Senate gives specific directions, the Executive Committee shall, when consideration is being given to referring any matter to a standing committee, determine the standing committee which shall have jurisdiction; provided, however, that nothing in this responsibility shall refute the President's responsibility for interpretation of the Statutes and Bylaws or for determining ultimate jurisdiction when conflicts arise.

In accordance with Article VI, Section 1, of the Statutes of Georgia State University, the Executive Committee shall act as consultant to the President and/or the Senior Vice President for Academic Affairs and Provost in the President's annual appointment of eleven (11) faculty or officers of administration to the University Senate.

The Executive Committee shall receive and disseminate reports of all standing committees prior to meetings of the Senate. The Executive Committee may review the reports and, when deemed appropriate, make its own recommendations in addition to forwarding those of the committees to the full Senate.

The Executive Committee shall appoint a Committee on Nominations which shall nominate candidates for standing committees of the Senate as provided for in these Bylaws.

The Executive Committee may recommend to the President and to the University Senate for their consideration such special committees as it deems necessary.

The Executive Committee may consider and recommend to the University Senate matters dealing with the general educational policy of the University, and any other matters which are within the powers of the University Senate as defined in Article VI, Section 2, of the Statutes of Georgia State University.

Subject to Article XVI of the Statutes, the Executive Committee shall have responsibility for initiating and maintaining the system of overlapping terms, for verifying the number of representatives authorized for each department or equivalent unit, and for resolving questions related to the faculty election process.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 2. Hearing Committee

The composition and election of the Hearing Committee, and procedures in cases of dismissal for cause, shall be as described in Article XI, Section 24, of the Statutes of Georgia State University.

Complaints by a faculty member or members, other than proceedings for removal or non-renewal, shall be subject to the Bylaws or official instructions of the college, school, or other administrative unit to which the complainant is assigned. Appeal from the dean or other administrative official shall be in accordance with the policies and regulations of Georgia State University, and shall consist of a review through the appropriate vice-president channels of the decision and record of the original hearing. The Hearing Committee may be called upon to review the appeal by the appropriate vice-president and hearing procedures shall be as described in Article XI, Section 24, of the Statutes of Georgia State University.

When the President considers the appeal of a faculty member upon a complaint, the President may call upon an appropriate committee of faculty members to assist in reviewing the record and to advise the President as a preliminary to reaching a decision. The functions of such committee shall be advisory in nature and shall not be binding to the President.

Section 3. Committee on University Statutes and Senate Bylaws

The Committee on University Statutes and Senate Bylaws shall be composed of two administrators appointed by the President; one student who is a member of the Senate; one staff senator; and at least seven (7) faculty members as follows: one (1) senator from each college, one (1) from the Andrew Young School of Policy Studies, one (1) from the Byrdine F. Lewis School of Nursing and Health Professions, and one (1) from the University Library.

The duties of the committee shall be:

To review periodically, the University Statutes and Senate Bylaws of the University and to recommend to the Senate such amendments as it deems necessary or appropriate; and

To receive from university councils, committees, administrative officers, and faculty members, any proposals for amendments to the University Statutes and Senate Bylaws, to consider such proposals and to make appropriate recommendations on each proposal as specified in Article XV of the University Statutes and Article IX of the Senate Bylaws of Georgia State University.

To revise the Senate Bylaws to update college/school/unit names and administrative titles so they are in concurrence with current practice.

At the discretion of the President, the members of the committee may serve as an advisory committee on questions of interpretation of the University Statutes and Senate Bylaws.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 4. Library Committee

The Library Committee shall be composed of the Dean of Libraries, the the Vice President for Enrollment Management and Student Success and Vice Provost; two students who are members of the Senate; one staff senator; and at least seven (7) faculty members, as follows; one (1) representative from each college, one (1) from the Andrew Young School of Policy Studies, one (1) from the Byrdine F. Lewis School of Nursing and Health Professions, with any additional members elected at large.

The committee shall be advisory to the Dean of Libraries, shall make recommendations to the University Senate, and shall serve as liaison between the members of the faculty and the library.

The duties of the committee shall be:

To review annually the status of the Library as it affects the programs and curricula of the University, and as it relates to the standards of the various accrediting agencies; and to make such recommendations for improvement as may seem necessary;

To advise the Dean of Libraries on policy and operational matters which may be brought to the committee by the Dean of Libraries or referred to the committee by the University Senate;

To review with the Dean of Libraries matters of long-range library planning, and to make recommendations where appropriate;

To receive from the faculty or from any college or unit recommendations or suggestions which may aid in the development, promote efficient service, or encourage increased use of the Library.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 5. Committee on Admissions and Standards.

The Committee on Admissions and Standards shall be composed of the Senior Vice President for Academic Affairs and Provost; the Vice President for Student Affairs; the Director of Admissions; the Registrar; the Dean of Students; the Director of Financial Aid; the Dean of the Honors College; and the Director of the Student Advisement Center; one student who is a

member of the Senate; one staff senator; and at least twenty-two (22) faculty members, as follows: six (6) members from the College of Arts and Sciences, [five \(5\) members from Perimeter College](#), four (4) members from the J. Mack Robinson College of Business, and three (3) members from the College of Education; one (1) member each from the Byrdine F. Lewis School of Nursing and Health Professions, and the Andrew Young School of Policy Studies; with the remainder elected at large.

The committee shall review and recommend to the Senior Vice President for Academic Affairs and Provost and to the University Senate (1) changes in requirements and standards for admission to the university's undergraduate degree programs, (2) changes in requirements and standards for undergraduate graduation, (3) changes in undergraduate academic regulations, (4) changes in the requirements concerning undergraduate grades and the undergraduate grading system, (5) petitions for deviations from the requirements and standards just listed, and (6) policies regarding enrollment management, and academic calendar.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 6. Committee on Academic Programs

The Committee on Academic Programs shall be composed of the Senior Vice President for Academic Affairs and Provost; the academic deans of the Colleges of Arts and Sciences, Business, Education, Law, the Byrdine F. Lewis School of Nursing and Health Professions, the Andrew Young School of Policy Studies, and the Honors College; one student who is a member of the Senate; one staff senator; and at least twenty-seven (27) faculty members, as follows: four (4) members [each](#) from the College of Arts and Sciences, [Perimeter College](#), the J. Mack Robinson College of Business, and the College of Education; two (2) members from the Andrew Young School of Policy Studies; one (1) each from the Byrdine F. Lewis School of Nursing and Health Professions, the College of Law, and the School of Public Health; with the remainder elected at large.

The duties of the committee shall include the following:

- developing long-range plans for the academic affairs of the University;
- reviewing and recommending of university policies concerning curricula, new and existing programs, the deactivation and termination of academic programs, and the core curriculum;
- assessing academic programs and general education;
- approving courses having a university-wide designation;
- advising the Senior Vice President for Academic Affairs and Provost on graduate and undergraduate matters, including the promotion, development, and coordination of graduate and undergraduate education.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 7. Committee on Research

The Committee on Research shall be composed of the Senior Vice President for Academic Affairs and Provost; the Vice President for Research and Economic Development; the Senior Vice President for Finance and Administration; one student who is a member of the Senate; one staff senator; and at least twenty-six (26) faculty members and at most thirty (30) faculty members, as follows: six (6) members from the College of Arts and Sciences, three (3) members each from the J. Mack Robinson College of Business, and the College of Education; one (1)

member each from [Perimeter College](#), the Byrdine F. Lewis School of Nursing and Health Professions, the College of Law, the Andrew Young School of Policy Studies, and the School of Public Health; with the remainder elected at large.

The duties of this committee shall be to review, revise, and propose research policies, programs, and services.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 8. Committee on Planning and Development

The Committee on Planning and Development shall be composed of the Senior Vice President for Academic Affairs and Provost; the Senior Vice President for Finance and Administration; the Vice President for Student Affairs; the Vice President for Research and Economic Development; the Associate Provost for Strategic Initiatives and Innovation; the Associate Provost for Institutional Effectiveness; the Associate Vice President for Information Systems and Technology; the Dean of Libraries; the Associate Vice President for Facilities Management; three students who are members of the Senate; at least two staff senators; and at least twenty-eight (28) faculty senators with at least one person from each of the following units: the Andrew Young School of Policy Studies, the Byrdine F. Lewis School of Nursing and Health Professions, the College of Arts and Sciences, the College of Education, the College of Law, [Perimeter College](#), the School of Public Health, the J. Mack Robinson College of Business, and the University Library. The elected members shall be chosen so that the total members from each unit will generally reflect the maximum percentage of elected senators from that unit.

The purpose of this committee shall be to advise and make recommendations to the President and University Senate. The committee shall be responsible for the development of long-range projections, taking into account the role and scope of the University, its financial resources, budget-making process, and its relation with, and service to, the public. Included in the responsibilities of the committee shall be the recommendation of the University Strategic Plan; review of the implementation of the University Strategic Plan; consideration of long-range planning for academic programs as developed by the Committee on Admissions and Standards, the Committee on Academic Programs, and the Committee on Research; the acquisition of facilities, the maintenance of physical facilities and grounds, the allocation of space, development, alumni affairs, and institutional studies; and to oversee the Administrative and Support Unit Review process.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 9. Committee on Student Life and Development.

The Committee on Student Life and Development shall be composed of the Associate Vice President for Student Affairs and Dean of Students; the Assistant Dean and Director of Student Life and Leadership; one other Student Life and Leadership staff member; the Academic Director of Student Retention; the Director of International Student Services; one representative from Legal Affairs (non-voting); at least twelve (12) faculty members, two (2) members each from the College of Arts and Sciences, Perimeter College, the J. Mack Robinson College of Business, and the College of Education; one (1) each from the Andrew Young School of Policy Studies, the Byrdine F. Lewis School of Nursing and Health Professions, the College of Law, and the School of Public Health, twelve (12) student members of the University Senate; one staff

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senator and two (2) student members who are not members of the University Senate, appointed by the Dean of Students.

The purpose of this committee shall be to advise and make recommendations to the Dean of Students and to the University Senate concerning matters relating to student organizations and the following student programs and services: student activities, student conduct, recreation, housing, media, orientation and leadership, student facilities, volunteerism, disability services, and honors and awards.

The committee shall elect a chair within ten (10) working days after election of a new committee.

Section 10. Committee on Student Discipline

The Committee on Student Discipline shall be composed of at least ten (10) faculty members elected at large, one student who is a member of the Senate, and three additional students selected from the Student Judicial Board.

The committee shall meet at the call of the Dean of Students. The duties of the committee shall include acting on matters of student discipline brought before it, including charges of cheating, theft, and other matters which concern student misconduct and which are within the jurisdiction of the Dean of Students. Proceedings of the committee shall be in accordance with the general catalog and the student conduct code of the University.

The findings and recommendations of the committee shall be forwarded to the Dean of Students for such action as may be deemed appropriate.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 11. Committee on Athletics

The Committee on Athletics shall be composed of the Associate Vice President for Student Affairs and Dean of Students, the Faculty Athletic Representative, a representative from the Office of Legal Affairs, at least seven members of the university faculty elected at large by the Senate; three students who are members of the Senate; and one staff senator. The Director of Athletics shall serve as an ex-officio, non-voting member.

The duties of the committee shall include the following:

To promote an understanding of intercollegiate athletics among faculty, students, and staff.

To advise the Senate in matters concerning the relationship between athletic and academic interests of the University (specifically providing comments related to the impact of proposed GSU or NCAA academic requirements on student athletes to the Senate Committee on Admissions and Standards).

To recommend policies to the Director of Athletics relative to eligibility and participation of student athletes, including but not limited to matters of Title IX compliance.

To review the overall calendars of athletic teams and make recommendations where appropriate to the Director of Athletics.

To assist with the development of official reports to be submitted by the President as part of the NCAA certification process.

To review with the Director of Athletics matters of long-range athletic program planning and make recommendations where appropriate.

To advise the Director of Athletics on advisement, academic support, and counseling services available to student athletes.

To review the Compliance program for the department, including the receipt and review of the Compliance Audit.

To insure all relevant issues dealing with the athletic program at Georgia State University falling within this committee's area of responsibility are considered.

To provide oversight and guidance regarding the Department of Athletics Student-Athlete Drug Testing Policy and Program.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 12. Committee on Faculty Affairs

The Committee on Faculty Affairs shall be composed of the Senior Vice President for Academic Affairs and Provost; the Senior Vice President for Finance and Administration ; one staff senator; and at least ~~thirteen~~ (13) faculty members as follows: two (2) members each from the College of Arts and Sciences, ~~Perimeter College~~, the J. Mack Robinson College of Business, and the College of Education; one (1) member each from the College of Law, the Andrew Young School of Policy Studies, the Byrdine F. Lewis School of Nursing and Health Professions, the School of Public Health, and the University Library; with ~~any additional members~~ elected at large. In addition, the Director of Affirmative Action, the AVP for Human Resources, the University Ombudsman, the AVP for Auxiliary and Support Services, and the representative of the Emeriti Association will attend as non-voting members.

The duties of this committee shall be to review and recommend to the Senior Vice President for Academic Affairs and Provost and to the University Senate policies which relate to faculty members and their welfare, including recruitment; faculty development; faculty research; academic freedom; promotion and tenure; leaves; compensation programs; health, life insurance programs, and other fringe benefits; and retirement.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 13. Committee on Nominations

The Committee on Nominations shall be appointed by the Executive Committee immediately after the election of the new Senate. The Committee on Nominations shall be composed of at least ~~ten~~ (10) faculty members, as follows: two (2) members from the College of Arts and Sciences, one (1) member each from ~~Perimeter College~~, the J. Mack Robinson College of Business, the College of Education, the Byrdine F. Lewis School of Nursing and Health Professions, the College of Law, the Andrew Young School of Policy Studies, the School of Public Health, and the University Library.

The duties of the Committee on Nominations shall include the following:

Committee on Nominations shall select candidates for all standing committees of the Senate, except the Executive Committee, the Fiscal Advisory Committee to the President, and the Hearing Committee. The committee will consider faculty preferences and past activities in making nominations to Senate committees. Staff senators will be nominated to committees according to the recommendations of the Staff Council chair. Students will be nominated to committees according to the recommendations of the SGA President. In like manner, the committee shall fill vacancies on standing committees as specified in Article VI, Section 5, of these Bylaws.

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In all such nominations, representation shall be in accordance with Article VI, Section 4 of the University Statutes, and Article VI and Article VII, of these Bylaws.

In order to comply with Article VI, Section 4 of the University Statutes, the Nominations Committee will report on the ratio of senators to non-senators, and on the proportion of committee membership that is non-elected senators who serve by virtue of office or are presidential appointees for all standing committees of the Senate. Such a report will be submitted when the initial committee recommendations are made and any time that changes are proposed to committee membership.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 14. Committee on Commencement

The Committee on Commencement shall be composed of the President; the Registrar; the Associate Vice President for Student Life and Dean of Students; at least seven (7) faculty members, elected at large; one staff senator; and two (2) students who are also members of the University Senate. In addition, the representative of the Emeriti Association will attend as a non-voting member.

The duties of the committee shall include the following:

To develop a pool of speakers for commencement exercises,

To review and make recommendations concerning commencement exercises and related activities, and

To review and make recommendations concerning honorary degree candidates to the President.

The President submits the candidates' names to the Board of Regents for final approval.

Recommendations concerning speakers for commencement exercises may be made to the committee by members of the university faculty. Recommendations concerning honorary degree candidates may be made by any faculty member, staff member, student or alumnus.

The committee shall elect a new chair within ten (10) working days after the election of a new committee.

Section 15. Committee on the Budget

The Committee on the Budget shall be composed of the Senior Vice President for Academic Affairs and Provost; the Senior Vice President for Finance and Administration; the Vice President for Research and Economic Development; the Vice President for Student Affairs; the Director of the Office of Government and Community Affairs; and at least fifteen (15) faculty members as follows: two (2) members each from the College of Arts and Sciences, [Perimeter College](#), the J. Mack Robinson College of Business, and the College of Education, one (1) member each from the College of Law, the Byrdine F. Lewis School of Nursing and Health Professions, the Andrew Young School of Policy Studies, the School of Public Health, and the University Library, with the remainder elected at large; one staff senator and the vice chair of the Staff Council; two representatives from the Student Government Association; the deans of the colleges and schools, and Library; and the two senators elected to the Fiscal Advisory Committee to the President by a vote of the chairs of all Senate Committees, as per Article VII, Section 17, Part A.

The Chair of the Committee shall be elected from among the faculty members of the committee.

The purpose of this committee shall be to review the budget of the University and make recommendations to the appropriate university administrators regarding the budget allocation priorities.

Section 16. Committee on Cultural Diversity

The Committee on Cultural Diversity shall be composed of the Vice President for Student Affairs; the Senior Faculty Associate for the Advancement of Women; the Senior Faculty Associate for Underrepresented Faculty; the Director of African American Student Services; the Director of the Office of Affirmative Action; a representative from the Office of International Student Services; two students who are members of the Senate; two staff senators; at least twelve faculty members, one from each of the colleges, and the University Library, with the remainder elected at large; and the Ombudsperson as a non-voting member.

The purpose of this committee shall be to advise and make recommendations to the University Senate on any matters concerning cultural diversity. The duties of this committee shall include: advocating equal treatment for the groups identified under the University Discriminatory Harassment Policy, which include race, gender, sexual orientation, age, disability, national origin, and religion, and recommending ways in which the campus climate might be made more supportive of diversity;

reviewing the annual report by the Affirmative Action Office on faculty, student, and staff diversity, and providing an annual Cultural Diversity Report on campus progress and areas of concern to the Senate at the Spring meeting as well as to the Senate Executive Committee for referral to the appropriate standing committee(s);

supporting the continued diversity of incoming students and their retention by assisting the appropriate bodies;

assuring diversity in the recruitment and retention of staff at all levels;

disseminating information to the colleges as needed to implement their guidelines for recruiting and retaining underrepresented faculty;

advising the Senior Faculty Associate for Underrepresented Faculty on strategies for recruiting and retaining underrepresented faculty, and advising the Senior Faculty Associate for Women as needed;

reviewing and recommending changes in the University Harassment Policy and its implementation; and

participating in the development, review, and recommendation of changes in University policies supporting equal treatment for the groups identified above.

The committee shall elect a chair within ten (10) working days after the establishment of a new committee.

Section 17. Fiscal Advisory Committee to the President

The Fiscal Advisory Committee to the President shall be composed of the Senior Vice President for Academic Affairs and Provost, the Senior Vice President for Finance and Administration, one additional vice president selected by the remaining vice presidents, two deans selected by the Council of Deans, the Chair of the Senate Executive Committee, the Chair of the Senate Budget Committee, the Chair of the Senate Planning and Development Committee, two additional elected senators elected by a vote of the chairs of all Senate committees, the chair of the Staff Council, and the President of the Student Government Association. Members' terms will start the last week of spring semester.

The Fiscal Advisory Committee to the President will provide the forum for developing university-wide recommendations on the university budget and recommendations regarding final budget allocations or changes in allocations. Recommendations from this committee to the President will be based on university strategic plan, state-level revenue projections, college and division budget recommendations, Senate Budget Committee recommendations, and input from various university constituencies.

The chair of the committee (normally the Provost) will be appointed annually by the President.

Section 18. Committee on Information Systems and Technology

A. The Committee on Information Systems and Technology shall be composed of the Associate Vice President for Information Systems and Technology, the Vice President for Enrollment Management and Student Success and Vice Provost, a representative from Enrollment Services, a representative from Finance and Administration, a college-level administrator or staff member who uses the system, three representatives from the Student Government Association, one staff senator; and at least **eleven (11)** faculty members as follows: one from each college, one **(1)** from the Andrew Young School of Policy Studies, one **(1)** from the Byrdine F. Lewis School of Nursing and Health Professions, one from the University Library, and two elected at large.

B. The duties of this committee shall be to (1) develop long-range plans for the computing needs of the University; (2) advise the Associate Vice President for Information Systems and Technology on academic and administrative matters; (3) review annual programmatic plans for IS&T; (4) review annual budgetary submissions by the Associate Vice President for Information Systems and Technology; (5) provide a liaison between its subcommittees and IS&T; and (6) provide faculty membership for its Student Technology Fee Subcommittee as set forth in paragraph C.

C. The Student Technology Fee (STF) Subcommittee of the Senate Committee on Information Systems and Technology (IS&T) will meet annually to review proposals for expenditures of monies from the Student Technology Fee and will make recommendations for allocations to the Fiscal Advisory Committee to the President. It shall be composed as follows: the Provost, after consultation with the Chair of the Senate Committee on IS&T and the President of the Student Government Association, will appoint annually a subcommittee consisting of the Chair of the Senate Committee on IS&T, a staff senator, **14** additional faculty, and **14** students. The **14** faculty members will be selected from the IS&T Committee as follows: Arts and Sciences-4; **Perimeter College-2**; Robinson College of Business-2; Education-1; Byrdine F. Lewis School of Nursing and Health Professions-1; Law-1; Andrew Young School of Policy Studies-1; the Institute of Public Health-1; Library-1. Of the **14** student members, **10** will be recommended by the deans of the colleges, and approved by the Student Government Association, as follows: Arts and Sciences-3; **Perimeter College-2**; Robinson College of Business-2; Education-1; Law-1; Andrew Young School of Policy Studies-1. The Student Government Association will appoint 4 student members. The Associate Vice President for Information Systems and Technology and the Director of the Center for Instructional Innovation will serve as ex-officio (and non-voting) members of the subcommittee. The Chair of the STF Subcommittee will be the Chair of the Senate Committee on IS&T and shall have the power to vote.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 19. Committee on Sustainability

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The Committee on Sustainability shall be composed of the Senior Vice President for Academic Affairs and Provost; the Senior Vice President for Finance and Administration; at least seven (7) faculty senators, including at least one (1) from each college and the Andrew Young School of Policy Studies, and one (1) from the University Library; at least two (2) staff senators; and two (2) students (senators or non-senators). In addition, the Associate Vice President for Facilities Management Services and the Associate Vice President for Student Affairs shall be non-voting members.

The purpose of the committee shall be to advise and make recommendations to the University Senate and appropriate administrators regarding issues of sustainability. The duties of the committee shall be to provide a central focus for integration of academic programs, facility planning, and campus operating interests in sustainability. The committee shall recommend and support efforts to improve environmental stewardship and sustainability in facility planning and operations. The committee shall support sustainability as part of an ongoing education, research, operations, and outreach programs.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 20. Committee on Distance Education

The Committee on Distance Education shall be composed of the Senior Vice President for Academic Affairs and Provost; the Associate Vice President for Information Systems and Technology; at least twelve (12) faculty senators, including at least one (1) from each college and the Andrew Young School of Policy Studies, the School of Public Health, and the Byrdine F. Lewis School of Nursing and Health Professions; and one (1) from the University Library; at least two (2) staff senators; and two (2) students (senators or non-senators).

There shall be at least one member of the Committee on Distance Education on each of the following committees: Library, Admissions and Standards, Academic Programs, Planning and Development, Student Discipline, and Budget.

The duties of this committee shall be to advise and make recommendations to the University Senate and appropriate administrators regarding (1) plans to advance distance learning; (2) best practices for distance learning; (3) assistance to faculty as they develop distance learning programs; (4) the academic integrity of distance learning courses and programs; (5) methods to increase retention in distance learning courses and programs; (6) the training, development opportunities, and technological needs of faculty and students who participate in distance learning.

The committee shall elect a chair within ten (10) working days after the election of a new committee.

Section 20. Special Committees

If at any time the need for special committee(s) should arise, the University Senate may create such special committee(s) to study and make recommendations to the Senate on any matter which concerns the interest of the University, over which the University Senate has jurisdiction,

but which does not come within the jurisdiction of any standing committee. The Senate shall elect or authorize the appointment of such special committee(s).

Special committees shall be announced to the Senate and the purpose and composition of each committee shall be included in the minutes of the Senate for the meeting if the appointment is interim. When a special committee has completed its mission, an announcement of its termination shall be made at the next regular meeting of the Senate. No special committee shall continue in existence more than twelve (12) months unless its term is extended by a majority vote of the Senate.

Nothing in this section shall refute the University President's power to appoint special or standing committees as specified in Article II, Section 1D, of the Statutes of Georgia State University.

Article VIII. Ratification and Implementation

These Bylaws shall be in full force and effect after adoption by a majority vote of the University Senate and approval by the President. In the event the President objects to any part of these Bylaws, the President's objections shall be processed in the same manner as that provided for in Article XV of the Statutes of Georgia State University. Disapproval of any portion of these Bylaws does not preclude implementation of the remainder, after adoption by the Senate and approval by the President.

Article IX. Amendments

The University Senate shall have the power to consider and adopt by a two-thirds majority vote any amendments to or modifications of these Bylaws, provided a quorum exists. Amendments to these Bylaws may be proposed at any time by any member of the Senate. Proposals originating outside the University Senate committee on University Statutes and Senate Bylaws shall be submitted in writing to the chair of the University Senate who shall transmit them within one week to the committee on University Statutes and Senate Bylaws. After due deliberation, the committee shall report such proposed amendments to the Senate along with the recommendations of the committee. Proposed amendments and the committee's recommendations shall be reported to the Senate at its next regular meeting after the committee receives the proposals or no later than the second regular meeting if the committee receives the proposals ten (10) days or less in advance of the first regular meeting.