ATHENS STATE UNIVERSITY

FACULTY MEETING

AUGUST 16, 2013

FOLLOWING FACULTY/STAFF MEETING

ROOM 104 CLASSROOM BUILDING

Agenda
August 16, 2013

Call to Order

Roll Call

Correction and Approval of Minutes from June 22, 2013 Special Called Faculty Meeting

Faculty Committee Reports

Old Business
        a. Academic Affairs Committee: Virtual Office Hour Proposal

New Business
        a. Welcoming New Faculty
        b. Distribution and Discussion of:
                1. Meeting Schedule of 2013-2014 Senate
                2. Twenty Objectives of 2013-2014 Senate
                3. Suggested Responsibilities of Standing Committees of Faculty Senate and Membership
                4. Task Force on Shared Governance Proposal

Additional Comments and Announcements

Adjournment

Faculty Members

2013-2014

Name

1	Aquila, Mary A.	Library
2	Baird, Debra J.	Education
3	Baugh, LaDoris T.	Business
4	Bell, Kimberly W.	Business
5	Bergeron, Gail	Arts and Sciences
6	Berzett, John Q.	Business
7	Bolen, Yvette M.	Education
8	Branscombe, Nancy A.	Education
9	Brown, Jesse C.	Arts and Sciences
10	Buck, Katherine L.	Education
11	Bunn, Leigh H.	Education
12	Burkhardt, Robert R.	Library
13	Burks, Barbara J.	Library
14	Busick, Sean R.	Arts and Sciences
15	Chandler, Bridgette W.	Education
16	Cline, Sara	Arts and Sciences
17	Cook, Cynthia J.	Education
18	Cort, Malcolm A.	Arts and Sciences
19	Corzine, Emily R.	Business
20	Covick, Lawrence A.	Arts and Sciences
21	Cowan, Wendy L.	Education
22	Cox, Scott R.	Business
23	Dorning, Janet W.	Arts and Sciences
24	Dupre, Joseph K.	Arts and Sciences
25	Durm, Mark W.	Arts and Sciences
26	Essary, Michael L.	Business
27	Ferguson, Debra L.	Education
28	Fitzsimmons, David L.	Arts and Sciences
29	Fritze, Ronald H.	Arts and Sciences
30	Gadberry, James H.	Arts and Sciences
31	Gardner, Jameha T.	Education
32	Glaze, Patricia E.	Arts and Sciences
33	Gordon, Tedi T.	Education
34	Haghighi, Michael K.	Business
35	Harris, Mary S.	Education
36	Heatherly, Bonnie D.	Education
37	Heatherly, Michael R.	Education
38	Hemingway, Linda J.	Business
39	Hendrix, Valarie N.	Education
40	Hodges, Rosemary M.	Education
41	Hughes, Stacie P.	Business
42	Hutchinson, Wanda W.	Education
43	Hyde, Lisa B.	Education
44	Jack, Kimberly	Arts and Sciences
45	Johns, Mary E.	Arts and Sciences

46	Johnson, Jeff E.	Business
47	Joiner, Harry M.	Arts and Sciences
48	Keller, Pamela S.	Arts and Sciences
49	Kennedy, Bryan	Business
50	Kerner, James I.	Business
51	Kerner, Laura L.	Business
52	Khoury, Samir	Business
53	Kuby, Patricia A.	Education
54	Kuzmicic, Andryna	Education
55	LaFevor, Kimberly A.	Business
56	Leslie, Mike	Arts and Sciences
57	Lewis, Adam W.	Arts and Sciences
58	Long, Hugh K.	Arts and Sciences
59	Lundin, Johnnie S.	Education
60	Mayfieild, Katia	Arts and Sciences
61	McCain, Jimmy W.	Business
62	Merritt, Ronald L.	Arts and Sciences
63	Mitchell, Nathaniel A.	Education
64	Moyers, Tony L.	Arts and Sciences
65	Myhan, Stephen W.	Education
66	Newland, Derek B.	Arts and Sciences
67	Oneal, Delos M.	Library
68	Otto, Christopher J.	Arts and Sciences
69	Owen, Susan E.	Arts and Sciences
70	Pieplow, Thomas C.	Business
71	Rich, Elizabeth L.	Business
72	Rimes, Brady R.	Arts and Sciences
73	Roberts, Charles R.	Business
74	Roberts, Kim C.	Business
75	Serna, Edward	Business
76	Shaw, Ann G.	Arts and Sciences
77	Sloan, Tina R.	Education
78	Smith, Jackie L.	Business
79	Stevenson, Quanda W.	Arts and Sciences
80	Thomas, Bruce R.	Arts and Sciences
81	Valcana, Gary J.	Business
82	Vaughn, Debra J.	Business
83	Vinson, Beth M.	Education
84	Wanbaugh, Teresa B.	Business
85	Werner, Melissa S.	Education
86	White, Darlene T.	Education
87	White, Robert A.	Arts and Sciences
88	Wilkes, William W.	Business
89	Williams, Timothy D.	Library
90	Wolfe, Jennifer L.	Library
91	Woodruff, Cathy L.	Education

Faculty Senate Members

Faculty Senate Meeting Schedule

2013-2014
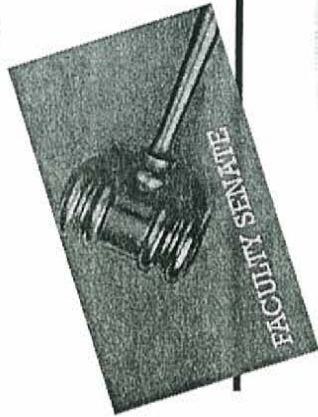
2013-2014 FACULTY SENATE

College of Arts and Sciences	College of Business	College of Education
Dr. Sean Busick (History)	Dr. Kimberly Bell (Management/Statistics)	Dr. Amanda Branscombe (Elementary/Secondary Education)
Dr. Mark Durm (Psychology)	Dr. Mike Haghighi (Management/MIS)	Dr. Mary Harris (Elementary)
Dr. Bebe Shaw (English)	Dr. Stacie Hughes (Accounting)	Dr. Bonnie Heatherly (Elementary)
Dr. Robert White (Religion)	Dr. Debra Vaughn (Management)	Dr. Lisa Hyde (Elementary)
	Instructor Jennifer Wolfe (Library) [Non-voting member]	

SCHEDULE OF REGULAR MEETINGS
OF 2013-2014
FACULTY SENATE

Waters Hall Conference Room 200
12 Noon

September 9, 2013

October 7, 2013

November 4, 2013

December 2, 2013

January 6, 2014

February 3, 2014

March 3, 2014

April 7, 2014

May 5, 2014 (if needed)

*Note: All meetings are scheduled for Mondays at Noon in the Waters Hall Conference Room 200

Twenty Objectives of Senate

2013-2014

Objectives for Faculty Senate
2013 – 2014

1. In order to establish *policies* that focus on students, a good work environment, and maintaining the financial viability of the University there should be:

    O   A standing Faculty Senate Committee or ad-hoc committee on Finance that is actively engaged in and knowledgeable of University finances and business actions that help sustain the University's financial health (cost/revenue benefit);
    O   Communication of clear and concise policies, especially those that may have an adverse effect on faculty;
    O   Policies that reflect the exempt (salaried) status of faculty;
    O   A focus on building commitment to such policies rather than compliance.

2. In order to foster *active engagement and inclusion of faculty expertise* in decisions at department, college and university levels there should be:

    O   Faculty control over course content;
    O   Recognition of academic freedom of faculty;
    O   Promotion of initiatives that encourages faculty training and development;
    O   Creation of an environment that encourages open discourse of faculty concerns about academic matters without fear of retaliation against dissenting views.

3. In order to improve *Faculty Governance* and its effectiveness there should be:

    O   Involvement of faculty in academic policy decisions and curricula policy decisions;
    O   A faculty Bill of Rights included in the Faculty's Senate Constitution – and – Bylaws;
    O   An elected Faculty Advisory Committee (selected by faculty and consisting only of faculty) to the Board of Trustees;
    O   A Faculty Senate Handbook that reflects the position statement and general process of the Senate aimed at improving the effectiveness of faculty governance.

4. In order to create a *climate of trust and respect* and to improve morale there should be:

    O   Professional treatment of everyone with dignity, respect, and honor that allows honest and candid communications that value differences of opinion;
    O   Congruence of public commitments and private actions;
    O   Communication and understanding of Board and Administrative decisions and actions;
    O   An objective, externally administered, employee satisfaction survey that identifies strengths and weaknesses with results being transparent to all entities of the University.

5. In order to *utilize work and recommendations* from existing faculty standing committees there should be:

    O   More transparency about what committees are doing;
    O   Clear responsibilities, procedures, and authority of each standing faculty committee;
    O   Empowerment and engagement of Faculty Senate Standing and Ad Hoc Committees;
    O   Elimination of Ad Hoc Committees that conflict with existing Faculty Standing Committees (that is, committee redundancy).

Important Dates

Academic Calendar

2013-2014

IMPORTANT DATES
Academic Year 2013-2014

Fall 2013

Faculty Responsible Days	August 15 - December 13, 2013 plus Graduation December 7, 2013
First Day of Classes	August 19, 2013
Fiddler's Convention	October 4 - 5, 2013
Holidays	September 2, 2013 November 27 - 29, 2013 December 18, 2013 - January 1, 2014
Last Day to Withdraw	November 25, 2013
Additional Days No Classes Held	November 26, 2013
Final Exams	December 2 - 6, 2013
Fall Commencement	December 7, 2013
Grades Due	December 11, 2013

Spring 2014

Faculty Responsible Days	January 2 - May 12, 2014 plus Graduation May 3, 2014
First Day of Classes	January 6, 2014
Holidays	January 20, 2014 March 19 - 21, 2014
Additional Days No Classes Held	March 17-18, 2014
Last Day to Withdraw	April 21, 2014
Final Exams	April 22 - 28, 2014
Grades Due	April 30, 2014
Spring Commencement	May 3, 2014

see back of page for Summer 2014 dates

Important Dates (Continued)

Summer 2014		
	Faculty Responsible Days	May 15 - July 30, 2014 plus Graduation August 2, 2014
	First Day of Classes	May 19, 2014
	Holidays	May 26, 2014 July 4, 2014
	Last Day to Withdraw	July 21, 2014
	Final Exams	July 22 - 28, 2014
	Grades Due	July 30, 2014
	Summer Commencement	August 2, 2014

FACULTY ACADEMIC YEAR CALENDAR 2013-2014

FALL — August 2013

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 (G)	17 (GR)
18	19 (B)	20	21	22	23	24
25	26	27	28	29	30	31

FALL — September 2013

S	M	T	W	T	F	S
1	2 (H)	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					20

FALL — October 2013

S	M	T	W	T	F	S
		1	2	3	4 (FC)	5 (FC)
6	7	8	9	10	11 (FC)	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FALL — November 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 (NC)	26 (W)	27 (H)	28 (H)	29 (H)	30 (H)
						23

FALL — December 2013

S	M	T	W	T	F	S
1	2 (E)	3 (E)	4 (E)	5 (E)	6 (E)	7 (GR)
8	9	10 (G)	11 (G)	12	13	14
15	16	17	18 (H)	19 (H)	20 (H)	21 (H)
22 (H)	23 (H)	24 (H)	25 (H)	26 (H)	27 (H)	28 (H)
29 (H)	30 (H)	31 (H)				10

Faculty Days M-F August 15, 2013 through December 13, 2013 plus Graduation December 7, 2013. — 82

SPRING — January 2014

S	M	T	W	T	F	S
			1 (H)	2	3	4
5	6 (B)	7	8	9	10	11
12	13	14	15	16	17	18
19	20 (H)	21	22	23	24	25
26	27	28	29	30	31	

SPRING — February 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
						20

SPRING — March 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 (NC)	18 (NC)	19 (H)	20 (H)	21 (H)	22 (NC)
23	24 (NC)	25 (H)	26 (H)	27 (H)	28 (H)	29 (NC)
30	31					

SPRING — April 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 (W)	22 (E)	23 (E)	24 (E)	25 (E)	26 (E)
27	28 (E)	29	30 (G)			22

SPRING — May 2014

S	M	T	W	T	F	S
				1	2	3 (GR)
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 (B)	20	21	22	23	24
25	26 (H)	27	28	29	30	31
						8

Faculty Days M-F January 2, 2014 through May 12, 2014 plus Graduation May 3, 2014. — 87

THIS CALENDAR IS FOR THE 'ACADEMIC YEAR' 2013-2014 ; Summer Semester is on 2nd worksheet.

LEGEND

B-Classes Begin	9-2 Labor Day
G-Grades Due	11-28 Thanksgiving Day
FC-Fiddler's Convention	11/26-29 Student break
H-Holidays/Campus Closed	11/27-29 Campus Closed
E-Exams	12-25 Christmas Day
GR: tentative Graduation	12/18-31 Campus Closed
W last day to withdraw-- classes are in session	1-1 New Year's Day
NC- No Classes	1-20 Martin Luther King Day
	3/17- 22 Spring Break
	3/19-21 Campus Closed

Note- Fall Friday Classes will have extended hours.

Faculty Days for Fall Semester	82
Faculty Days for Spring Semester	87
TOTAL FOR ACADEMIC YEAR	169

FACULTY SUMMER CALENDAR 2013-14

May 2014

S	M	T	W	T	F	S
				1	2	3 GR
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 B	20	21	22	23	24
25	26 H	27	28	29	30	31

11

June 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

21

July 2014

S	M	T	W	T	F	S
		1	2	3	4 H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 E	26
27	28 W	29 E	30 G	31 E		

21

53

August 2014

S	M	T	W	T	F	S
					1	2 GR
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 B	19	20	21	22	23
24	25	26	27	28	29	30
31						

0

53

Faculty for Faculty under Summer contracts M-F May 15, 2014 to July 30, 2014 plus Graduation August 2, 2014.

LEGEND

B-Classes Begin
G-Grades Due
H-Holidays/Campus Closed
E-Exams
GR: tentative Graduation
W last day to withdraw-- classes are in session

5-26 Memorial Day
7-4 Fourth of July

FACULTY DAYS

53

Note- Fall Friday Classes will have extended hours.

Suggested Responsibilities of the Standing Committees of Faculty Senate and Membership

2013-2014

OVERVIEW OF COMMITEES

Curriculum Committee

This committee is an institutional peer committee with representatives from the three colleges and the library. The committee reviews and recommends new curriculum (courses, certificates, minors and majors) and any changes in current curriculum. This is done to ensure that quality in learning is evident and learning outcomes/goals are clear with appropriate and varied assessments. This review ensures institutional goals are addressed as appropriate (e.g. courses have writing in them since ASU QEP is about improving writing). This committee may also develop reasoned guidelines for curriculum and curriculum development.

Academic Affairs

This committee is engaged in a wide ranging list of responsibilities focused on improving quality in academic affairs, such as developing systemic information and research programs that are in all disciplines, suggestions for undergraduate research, guidelines for quality internships, etc... This committee traditionally has input into the academic calendar.

Faculty Affairs

This committee has responsibilities related to recommendations for programs that address the welfare of the faculty such as professional development opportunities, guidelines and suggestion for professional development around teaching excellence, and review of tenure and promotion procedures and policies.

Learning Resource Committee

This committee has responsibilities for making recommendations to improve service in the library and learning commons. They may review assessment measures of the quality of service and work with the library director to develop action plans to improve critical skills in research, information literacy and writing.

Election Committee

This committee has responsibilities for conducting necessary elections, such as elections for faculty senate, Presiding Officer and members of the promotion and tenure committee. They may be asked to assist in other faculty votes.

During the next six months the responsibilities of these committees will be reviewed and discussed with the goal to have more clear responsibilities articulated for 2014-15.

COMMITTEE PREFERENCE
ACADEMIC YEAR 2013-14

Name (print): _____

College: _____

I would like to serve on the following Standing Committees of the Faculty Senate:
(Choose 3 and list your preference as #1, #2, and #3).

_____   Academic Affairs Committee

_____   Curriculum Committee

_____   Faculty Elections Committee

_____   Faculty Affairs Committee

_____   Learning Resources Committee

Task Force on Shared Governance Proposal

2013-2014

Statement on Shared Governance

Definition

Athens State University values shared governance. For the purposes of this statement, shared governance is defined as an environment where all members of the University community work collaboratively concerning all matters which serve to accomplish the University's mission and, either directly or indirectly, affect the academic environment at the University. Shared governance involves the full participation of the Board of Trustees, faculty, administration, staff, and students concerning matters affecting the University, within their respective roles and responsibilities.

The Role of the Faculty in Shared Governance

Faculty either have primary responsibility or share responsibility equitably with other University constituencies, as outlined below, in formulating and forwarding recommendations to the University administration. It is desirable that the faculty should, following such recommendations, have the opportunity for further consideration and further transmittal of its views to the President or the Board of Trustees. However, administrative matters such as budgets, personnel limitations, time constraints, laws, and the policies of other groups, bodies, and agencies having jurisdiction over the institution, among other things, may set limits to the opportunities for additional faculty input. The faculty's role may include, but is not limited to, recommendations concerning curriculum, course content, degree requirements, class schedules, evaluations, representation on other units or bodies, discipline and dismissal of faculty/staff/students, fair academic policy and fair faculty/staff/student representation on search committees for University administrators.

Whatever the faculty's role, the principles of shared governance include:
- Valuing and seeking fair and objective dealings between administration and faculty members, with opportunities for open and collegial communication between faculty and administrators;
- Scheduling of meetings with adequate notice, and reasonable timeframes for decision-making processes, so as to allow faculty to prepare for, and productively engage in the meeting and/or decision-making process;
- An environment of professionalism, dignity, and respect (e.g., an absence of intimidation or retaliation);
- Professional, fair, and consistent treatment of all faculty, with the understanding that faculty not treated in this manner may engage the University's employee grievance process;
- Timely and reasonable communication by the University administration offering rationale for any modification or rejection of the input received.

Faculty Role at the Departmental Level

Primary Responsibility
- The departmental faculty makes recommendations (and decisions, where such duties are defined by the President) on departmental matters that include, but are not limited to, departmental academic programs and curricula, course content, degree requirements, class schedules, departmental budget priorities and requests, and other departmental needs.
- Department chairs are appointed by the appropriate College Dean following a recommendation by vote of the faculty in their respective units. Department chairs serve three-year terms.

Shared Responsibility
- The departmental faculty has reasonable and equitable participation in bodies involved in the recruitment and selection of new faculty members in the department.
- The departmental faculty has reasonable and equitable participation in the recommendations on academic matters affecting the department's College.

Faculty Role at the College Level

Primary Responsibility
- The College faculty makes recommendations (and decisions, where such duties are defined by the President) on College matters that include, but are not limited to, academic programs and curricula in the College, College budget priorities and requests, and other College needs, services, and facilities related to the College's academic programs.
- The College faculty elects the faculty members who serve on the Faculty Senate and the University Tenure and Promotion Committee.
- Faculty representation on standing and ad-hoc committees or other decision-making groups (concerning such College matters) should be included.

Shared Responsibility
- The College faculty has reasonable and equitable participation in bodies involved in the recruitment and selection of the Dean for the College.

Faculty Role at the University Level

Primary Responsibility
- The faculty makes recommendations (and decisions, where such duties are defined by the President) relative to all matters that affect the academic environment, including, but not limited to, those related to academics and academic personnel.
- The faculty makes recommendations (and decisions, where such duties are defined by the President) concerning the curriculum review process.

Shared Responsibility
- Faculty shall have reasonable and equitable participation in bodies involved in the recruitment and selection of administrators.
- Special committees formed by the President or Provost will include equitable faculty, staff, and student representation, as may be deemed appropriate by the President or Provost.

Constitution and By-Laws

PART SEVEN
FACULTY GOVERNANCE

7.1   **ROLE OF FACULTY**

7.2   **FACULTY CONSTITUTION AND BY-LAWS**

7.1 ROLE OF FACULTY

Cecfgo ke"r qnke{/o cmkpi "tguvu"kp"yj g"hcewnv{"cv'Cyj gpu"Uvcvg"Wpkxgtukv{0"Vj g"gpvktg"hcewnv{"eqpuvkwwgu"yj g"cecfgo ke"i qxgtpcpeg"dqf {"qh"yj g"kpuvkwwkqp."y kyj "yj g"Hcewnv{"Ugpcvg"cevkpi "cu"cp"gzgewkxg"eqo o kwgg"cpf "vtcpucevkpi "yj g"tgi wct"dwukpguu"qh"yj g"Hcewnv{0"Vj g"Ugpcvg"o ggvu"o qpyj n."y j kng"yj g"gpvktg"Hcewnv{"o ggvu"w keg"f wtkpi "yj g"pkpg/o qpy "cecfgo ke"r gtkqf 0"Ur gekcn'o ggvkpi u"o c{"dg"ecngf "cv'qyj gt"vko gu0"
"

Ewttgpvn{."yj g"Hcewnv{"j cu"ukz "uvcpf kpi "eqo o kwggu<"
"

30'	Cecfgo ke'Chhcktu'Eqo o kwgg
40'	Ewttkewnwo "Eqo o kwgg
50'	Hcewnv{"Chhcktu'Eqo o kwgg
60'	Ngctpkpi "Tguqwtegu'Eqo o kwgg
70'	Ucddcvkecn'Eqo o kwgg
80'	Hcewnv{"Grgevkqpu'Eqo o kwgg

"

Vj gug"eqo o kwggu"ceegr v'ej cti gu"htqo "yj g"Hcewnv{"qt"yj g"Hcewnv{"Ugpcvg"cpf "tgr qtv'dcem'vq"yj g"tgur gevkxg"i tqwr "hqt"cevkqp"qp"yj gkt"hkpf kpi u0"Vj g"r tgukf kpi "qhhkegt"y kn'kuuwg"c"ecn'vq"cn'hcewnv{"o go dgtu'hqt"tgs wguvu"hqt"uvcpf kpi "eqo o kwgg"cuuki po gpvu"cv'yj g"dgi kppkpi "qh"yj g"cecfgo ke"{gct"cpf "pgy "Hcewnv{"o c{"uwdo kv'tgs wguvu"cv'yj g"vko g"yj g{"ctg"j ktgf ."y kyj "yj g"r tgukf kpi "qhhkegt"cuuki pgf "yj g"vcum'qh"o cvej kpi "yj gug"tgs wguvu0"Uvcpf kpi "eqo o kwggu'qh"yj g"Hcewnv{"uj qwnf "j cxg"gs wcn'tgr tgugpvcvkqp"htqo "gcej "Eqnngi g0"
"

7.2 FACULTY CONSTITUTION AND BY-LAWS
(Revised by vote of The Faculty, October 2008)"

"

Cv'ku"o ggvkpi u."vj g"vko g"cpf "htgs wgpe{"qh"y j kej "uj cm'dg"f gvgto kpgf "d{"kugrn."vj g"Hcewn{"uj cm'eqpf wev" dwukpguu""ceeqtfkpi "vq"vj g"twrgu"qh"r ctrkco gpvct{"r tqegf wtg"y j gpgxgt"c"s wqtwo "eqpukuvkpi "qh"c"uko r ng" o clqtkv{"qh"cm'tgi wrct"xqvkpi "hcewn{"o go dgtu"uj cm'dg"r tgugpv0"'Tgi wrct"xqvkpi "hcewn{"o go dgtu"ctg" f ghkpgf "cu"cm'vj qug"y j q"ctg"pqv"tgvktgf."cf lwpev."qt"go r qtct{0"**Historical note:** Rtgukf gpv'Lgtt{"Dctvngu" r ncegf "c"tguvtkevkqp"qp"xqvkpi "o go dgtuj kr "kp"cp"qhhkekcn'o go q"f cvgf "Hgdtwct{"36."3; ; 3."gzenwf kpi "vj qug" hcewn{"o go dgtu"y j qug"f wvkgu"ctg"gzenwukxgn{"qt"guugpvkcm'cf o kpkuvtcvkxg0"Cv'cv"ko g."j g"cf j cu"qh"uej qqnu" y gtg"pqv"chhgevgf "d{"vj ku"tguvtkevkqp"cpf "eqwrf "r ctvkekr cvg"hwm'kp"Hcewn{"o ggvkpi u0"J qy gxgt."qp"vj g" qeecukqp"qh"vj g"cr r qkpvo gpv'qh"Uej qqn'*pqy "Eqmgi g+ F gcpu."vj g"Rtgukf gpv'cungf "vj cv'vj g"F gcpu"gzgo r v" vj go ugnxgu"htqo "Hcewn{"o ggvkpi u0"'Vj g"r tgukf kpi "qhhkegt"cv'vj gug"o ggvkpi u"uj cm'dg"gngevgf "d{"vj g"tgi wrct" xqvkpi "hcewn{"htqo "ku'qy p"o go dgtuj kr 0'

"

Cp{"o cuvgt'tgncvkqp "vq"cecf go ic"ke"o cwtu"cpf "r tqr gtn"r cuugf "d{"vj g"Hcewn{"uj cm'dgeqo g"vj g"r qnke{"cpf " r tcevkeg"qh"vj g"kpuvkwwkqp"wprguu"kv'*c+'ecppqv'dg"r gthqto gf "hqt"hkuecn'qt'qvj gt "untkev"cf o kpkuvtcvkxg"tgcuqpu" qt"*d+'eqpegtpu"cp"kuuwg"y j gtgkp"vj g"ncy ."kpenwf kpi "uvcv/dqctf "r qnke{."tgs wktgu"vj g"cf o kpkuvtcvkqp"vq"ugv" r qnke{"qt"r tcevkeg"hqt"vj g"kpuvkwwkqp"qt"vq"hqnnqy "ctrgcf {"gzkuvkpi "r ncy "qt"r qnke{0"Kp"gkej gt"qh"vj gug"ecugu."vj g" cf o kpkuvtcvkqp"uj cm'tgr qtv'r tqo r vn{"vq"vj g"Hcewn{"vj g"tgcuqpu"y j {"vj g"o gcuwtg"ecppqv'dgeqo g"r qnke{"cpf " r tcevkeg."kp"y j kej "ecug"vj g"o gcuwtg"dgeqo gu"c"tguqnwvkqp"gzr tguukpi "vj g"ykm'qh"vj g"Hcewn{"kh'cpf "y j gp"vj g" cf o kpkuvtcvkqp"ku"cdng"vq"cev0"

"

Vj g"v{ r g"cpf "pwo dgt"qh"eqo o kwggu"cpf "eqwpeknu"uj cm'tgo ckp"ckp"vj g"uco g"cu"kp"vj g"3; ; /; 2"cecf go ic"{ gct" wpvkn'vj g"tgi wrct"xqvkpi "hcewn{."vj tqwi j "r ctrkco gpvct{"r tqegf wtg."gpcev'ej cpi gu0'

"

Vj ku"r tqr qucn'cuuwo gu"vj cv'qp"pqp/cecf go ic"o cwtu"qh"uj ctgf "eqpegtp."uwej "cu"vj g"ugngevkqp"qh"go r nq{gg" dgpghkv'r ncpu."vj g"hcewn{"y km'o ggv'y kj "vj g"uvchh'cpf "cf o kpkuvtcvkqp"kp"c"hcewn{/uvchh'o ggvkpi "gpvktgn{" ugr ctcvg"htqo "vj g"Hcewn{"o ggvkpi u"f guetkdgf "cdqxg"cpf "y km'xqvg"qp"vj g"kuuwg."gcej "xqvg"eqwpvkpi "gs wcm0'

"

*Historical Note: Vj g"Hcewn{"cf qr vgf "vj ku"eqpuvkwwkqp"d{"y tkwgp"xqvg"qp"Hgdtwct{"33"cpf "34."3; ; 30" Rtgukf gpv'Lgtt{"Dctvngu"j cf "cr r tqxgf "vj g"i qxgtpcpeg"eqo o kwgg"r ncp"vq"cmqy "qpn{"kpf kxkf wcnu"j qrf kpi " tgi wrct"hcewn{"cpmq"xqvg"hqt"qt"ci ckpuv'cf qr vkqp."cpf "j g"j cf "cmq"f gengtgf "cf o kpkuvtcvqtu."gzegr v'hqt" j gcf u"qh"uej qqnu."kpgnki kdng"vq"xqvg0"Vj g"qhhkekcn'o ci kp"qh"cf qr vkqp"y cu"49"{ gc."38"pc{0"'

By-Laws of the Athens State University Faculty

Article I. Name."'Vj g"pco g"qh"vj g"i qxgtpkpi "dqf {"guvcdrkuj gf "d{"vj g"Eqpuvkwwkqp"uj cm'dg"vj g"Cvj gpu" Uvcvg"Wpkxgtuk{"Hcewn{"qt."kp"j qwug."vj g"Hcewn{0'

"

Article II. Purpose."'Vj g'r wtr qug"qh"vj ku"dqf {"ku"vq"r tqxkf g"i qxgtpcpeg"kp"cm'cecf go ic"ke"o cwtu'cv'Cvj gpu" Uvcvg"Wpkxgtuk{"vq"vj g"o czko wo "gzvgpv'cmqy gf "d{"ncy 0'

"

Article III. Members."'Xqvkpi "o go dgtu"uj cm'eqpukuv'qh"cm'hcewn{"o go dgtu"y j q"ctg"pqv'cf lwpev." vgo r qtct{."qt'tgvktgf."gzenwf kpi "vj qug"y j q"j qrf "tgi wrct"hcewn{"cpmq'dwv'y j qug"f wkgu"ctg"gzenwukxgn{"qt" guugpvkcm'cf o kpkuvtcvkxg"*g0 0'Eqmgi g'F gcpu+0'

"

Article IV. Officers."'Vj gtg"uj cm'dg"c"r tgukf kpi "qhhkegt"gngevgf "d{"vj g"Hcewn{"ceeqtf kpi "vq"vj g"r tqeguu" f guetkdgf "kp"Ctvkeng"Z K0"Rctkt tcr j "E0"Vj g"r tgukf kpi "qhhkegt"uj cm'dg"gnki kdng"hqt"tg/grgevkqp0"Vj g"r tgukf kpi " qhhkegt"uj cm'cr r qkpv'c"ugetgvct{"y j q"uj cm'dg"tgur qpukdng"hqt"tgeqtf kpi "vj g"o kpwgu"qh"cm'Hcewn{"cpf " Ugpcvg"o ggvkpi u"cpf "hqt'r tgr ctkpi "cpf "f kuvtkdwvkpi "wr f cvgf "eqr kgu"qh"vj g"eqpuvkwwkqp"cpf "d{/ncy u"vq"gxgt{" Hcewn{"o go dgt"{ gctn{0 Vj g"r tgukf kpi "qhhkegt"o wuv'dg"c"vgpwtgf "o go dgt"qh"vj g"Hcewn{0"'Vj g"r tgukf kpi " qhhkegt"uj cm'r tgukf g"qxgt"cm'o ggvkpi u"qh"vj g"Hcewn{"cpf "vj g"Hcewn{"'Ugpcvg0

Kh'vgo r qtctkn{"cdugpv'htqo "c"o ggvkpi "qt"r qtvkqp"qh"c"o ggvkpi ."vj g"r tgukf kpi "qhhkegt"uj cm'cr r qkpv'c" vgo r qtct{'r tgukf kpi "qhhkegt"htqo "co qpi "ewttgpv'ugpcvqtu0'Kh'c"r gto cpgpv'xcecpe{"uj cm'qeewt"kp"vj g"qhhkeg" qh'r tgukf kpi "qhhkegt."vj g"ugpcvg"y kj "vj g"o quv'ugpkqtkv{"cv'Cvj gpu"Uvcvg"Wpkxgtuk{"uj cm'ko o gf kcvgn{" cuugo dng"vj g"f wkgu"qh'r tgukf kpi "qhhkegt."cpf "vj g"Hcewn{"Grgevkqpu"Eqo o kwgg."wukpi "c"r tqegf wtg"uko krct"vq"

yj cv'qwvlkpgf "kp"Ctvkeng'Z KRctci tcr j "E.'uj cm'qti cpk| g'cpf "eqpfwev'y kj kp"y j ktvj "fc{u'cp'gngevkqp"d{'ugetgv'
uki pgf "qt "gngevtqpke"dcmqv'co qpi "Vj g"Hcewm| "vq "ugngev"c"pgy "rtgukfkpi "qhhkegt"htqo "co qpi "ewttgpv'
ugpcvqtu0'
"
Vj g"rtgukfkpi "qhhkegt"ugtxgu"c"vgto "qh"qpg"{gct0"Vj g"vgto "qh"qhhkeg"hqt"rtgukfkpi "qhhkegt"eqo o gpegu"qp"
Lwpg'30'
"
Article V. Quorum."'C"swqtwo "uj cm'eqpukuv'qh'c"uko r ng"o clqtkv{'qh'cm'vj qug'gnki ikdng"vq "xqvg"kp"Hcewm{ "
o ggvkpi u0'
"
Article VI. Parliamentary Authority."'Tqdgtv'u'Twngu'qh'Qtfgt'uj cm'dg"vj g"rctnko gpvct{'cwvj qtkv{'wugf "
vq "ugvwg"rtqegfwtcn'qdlgevkqpu'qt'r qkpvu'qh'qtfgt0'
"
Article VII. Meetings."'Vj g'tgi wct'o ggvkpi "vko gu'qh'vj g'Hcewm{'uj cm'dg"ko o gfkcvgn{'hqmqy kpi "vj g'hktuv'
cpf "ncuv'o qpvj n{ "Hcewm{ "cpf "Uvchh"o ggvkpi u'ecmgf "d{ "vj g"Rtgukfgpv'qh'Cvj gpu'Uvcvg"Wpkxgtukv{ "kp"vj g'
tgi wct "cecfgo ke"{gct (**Adopted October, 1995**)0'"Vj g'Hcewm{ "y km'qpn| "o ggv'fwtkpi "vj g'pkpg/o qpvj "
cecfgo ke'r gtkqf (**Adopted September, 1991**)0 Ur gekcn'o ggvkpi u'o c{'dg'ecmgf "d{'cp"Hcewm{ "o go dgt'd{ "
pqvkh{kpi "vj g'gpvktg'o go dgtuj kr "kp'y tkvkpi "cpf "ucvkpi "vj g"rwtr qug'qh'vj g'o ggvkpi 0' Kf'c'swqtwo "cwgpfu'vj ku'
o ggvkpi ."dwukpguu'o c{'dg"eqpfwevgf "dwv"ku'nko kgf "vq "vj g"ucvgf "rwtr qug'qh'vj g'o ggvkpi 0'Vj g'rtgukfkpi "
qhhkegt'cpf "ugetgct{'y km'eqo r kng'c"ustekt{'kphqto cvkqpcn'qpprgtuecr vkxg'ci gpfc'hqt'cm'Hcewm{'o ggvkpi u'
*(**Adopted**"April."**1991**)0"'Rtqz{'xqvgu'ctg'qpn{'cmqy gf "hqt"qr ci ckpuv'tgfgtttkpi "c'r wdlkuj gf "ci gpfc'kvgo "vq "c"
eqo o kwgg'(**Adopted**"**May, 1992**))0'
"
Article VIII. Limitations on Debate."'Fgdcvg"uj cm'pqv'dg"nko kgf "vq "o qvkqpu'qp"vj g'hqqt'dwv'uj cm'dg"
r gto kwgf "cdqwv'cecfgo ke'kuuwgu'cpf "eqpegtpu'gxgp"y j gp"pq"o qvkqp'ku'r gpfkpi 0'J qy gxgt."y j gp"c"o qvkqp'
ku'r gpfkpi ."fgdcvg'uj cm'dg"nko kgf "vq "vj g'kuuwg'kv'eqpegtpu'kp"ceeqtf cpeg'y kj "Tqdgtv'u'Twngu'qh'Qtfgt0'"Kp"
cm'fkuewuukqp"qt'fgdcvg."y j gvj gt"kp"tgi ctf "vq "c"r gpfkpi "o qvkqp"qt"qvj gt kue."vj g'rtgukfkpi "qhhkegt'uj cm'
tgeqi pk| g'cm'r gtuqpu'uggmkpi "vj g'hqqt'vq "ur gcm'qp"cp'kuuwg'dghqtg'tgeqi pk| kpi "cp"r tgxkqwu'ur gcmgt'qp"vj cv'
kuuwg0'Gzgo r v'htqo "vj ku'ctvkeng'ctg'eqo o kwgg"o go dgtu'rtgugpvkpi "c'tgr qtv."hqt"kp"vj cv'ecug"vj g"cuuo dn{ "
pggfu'vq "j gct "vj go "cpuy gt"ej cti gu'cpf "swguvkqpu"kp"c"vko gn{ "o cppgt0'Hwtvj gt."vj g'o cmgt"qh"c"o qvkqp."
kpenwfkpi "cp"co gpfo gpv."y j q"j cu'j cf "pq"qr r qtwpkv{ "vq "cpuy gt'qdlgevkqpu'uj cm'j cxg'vj g'tki j v'vq "cpuy gt'
vj go ."gxgp"kh'j ku'o gcpu'ur gcmkpi "hqt"c'vko g"chvgt"fgdcvg"j cu'dggp"enqugf "d{"c'ecm'hqt"vj g'rtgxkqwu'
swguvkqp0'
"
Article IX. Committees."'Vj g'Hcewm{'uj cm'j cxg'vj g'tki j v'cpf "r qy gt'vq "hqto "dqvj "uvcpfkpi "cpf "cf j qe"
eqo o kwggu0'"Vj g'rtgukfkpi "qhhkegt'y km'kuuwg"c"ecm'vq "cm'hcewm{ "o go dgtu'hqt"tgs wguvu'hqt"uvcpfkpi "
eqo o kwgg"cuuki po gpvu'cv'vj g'dgi kppkpi "qh'vj g'cecfgo ke"{gct'cpf "pgy "Hcewm{ "o c{ "uwdo kv'tgs wguvu'cv'vj g'
vko g"vj g{ "ctg'j ktgf."y kj "vj g'rtgukfkpi "qhhkegt'cuuki pgf "vj g'vcm'qh'o cvej kpi "vj gug'tgs wguvu0'"Uvcpfkpi "
eqo o kwggu'qh'vj g'Hcewm{ "uj qwf'j cxg'gs wcm'rgr tgugpvcvkqp'htqo "gcej "Eqmgi g0 Eqo o kwggu'cr r qkpvgf "qt"
gngevgf "cv'o ggvkpi u'qt'kp'tgur qpug'vq "o qvkqpu'cv'o ggvkpi u'uj cm'kpenwfg'c'tgr tgugpvcvkxg"htqo "gcej "Eqmgi g."
y kj "vj g'nkdtct{ "eqpukfgtgf "cu'c'r ct v'qh'vj g'Eqmgi g'qh'Ctvu'cpf "Uekgpegu0"'
"
Gzegr v'hqt"eqo o kwggu'tgr qtvgt'eqpukfgtgf "d{ "vj g'Ugpcvg."eqo o kwgg"tgr qtvu'chhgevkpi "vj g'Hcewm{ "cu'c'y j qng'
hqt"cp'cecfgo ke"{gct'qt'nqpi gt "uj cm'dg"rtgugpvgf "vq "cm'o go dgtu'cv'ngcuv'qpg'y ggm'kp'cf xcpeg'qh'vj g'
Hcewm{'o ggvkpi "y j gtg'vj g'tgr qtv'y km'dg"qtcn{ 'rtgugpvgf "cpf "f kuewuugf 0'"Vj g'cevwcn'xqvg"uj cm'dg"d{ "ugetgv'
uki pgf "qt "gngevtqpke"dcmqv'r tgugpvgf "vq "cm'o go dgtu'pq'ncgt "vj cp"vj g"Vwguf c{ "hqmqy kpi "vj g'Hcewm{ "
o ggvkpi "y j gtg'vj g'kuuwg'ku'f kuewuugf "cpf "f gcf rkpgf "pq'gct rkgt 'vj cp"vj g'hqmqy kpi "Htkf c{0'Uwej "xqvgu'tgs wktg"
c'swqtwo "*(c"o clqtkv{ "qh'vj g'Hcewm{ "ecuvkpi "c"xcrkf "dcmqv0"'Hqt"r cuuti g."c'r tqr qukvkqp'o wuv'tgegkxg"c'
o clqtkv{'qh'xqvgu'qh'vj qug'ecuvkpi "xcrkf "dcmqv0 "Vj g'dcmqv'uj cm'dg"ngr v'qp'hkrg'hqt"qpg'o qpvj "hqt"
kpur gevkqp'd{ "cp'Hcewm{ "o go dgt."cpf "c'cdwrcgf "uwo o ct{ 'qh'vj g'dcmqv'uj cm'dg'mgr v'qp'r gto cpgpv'hkrg0'
"
Rwtuwcpv'vq "vj ku'd{/ncy ."vj g"Hcewm{ "j cu"guvcdrkuj gf "vj g'hqmqy kpi "uvcpfkpi "eqo o kwggu<"vj g"Cecfgo ke"
Chhcktu'Eqo o kwgg."vj g"Ngctpkpi "Tguqwtegu"Eqo o kwgg."vj g"Ewttkewmo "Eqo o kwgg."vj g"Hcewm{ "Chhcktu'
Eqo o kwgg."vj g"Ucddcvkecn'Eqo o kwgg."cpf "vj g"Hcewm{ 'Grgevkqpu'Eqo o kwgg0'
"
Vj g"Ucddcvkecn'Eqo o kwgg"o wuv'eqpukuv'qh'ukz 'hwm/vko g"vgpwtgf "hcewm{ "o go dgtu."y q "htqo "gcej "Eqmgi g"
*(ugg'Hcewm{ "J cpfdqqm'Ugevkqp'50∩2)0"'Vj g"Hcewm{ "Grgevkqpu'Eqo o kwgg"o wuv'eqpukuv'qh'pkpg"o go dgtu."
vj tgg'htqo "gcej "Eqmgi g0'O go dgtu'qh'vj g'Hcewm{ "Grgevkqpu'Eqo o kwgg'ecppqv'dg"ecpfkf cvgu'hqt'cp{ "ugpcvg"
qhhkegu'qt'r qukkqpu0'

C"eqpvkpwkpi "fww{"qh"vjg"Cecfgo ke"Chhcktu"Eqo o kwgg"y km'dg"vq"uwdo kv'vq"vjg"Hcewn{"gctn{"kp"gcej "
cecf go ke"{gct'c'r tqr qucge"ecrgpf ct'hqt"vjg"hqmqy kpi "{gct'(**Adopted February, 1992**)0

C"eqpvkpwkpi "fww{"qh"vjg"Hcewn{ "CHhcktu"Eqo o kwgg"y km'dg"vq"eqpf wev'cp"cppwcn'tgxkgy "qh"vjg"Hcewn{ "
J cpf dqqm'cpf "vq"uwdo kv'r tqr qugf "ej cpi gu"vq"vjg"Hcewn{ "hqt"cr r tqxcn'y j gp"cr r tqr tkcvg0'

Vj g"r tgukf kpi "qhhkegt"y km'dg"vj g"tgr tgugpvcvkxg"qh"vjg"Hcewn{ "qp"vjg"Rtgukf gpvju"Cf o kpkutcvkxg"Eqwpekn
(**Adopted April, 1992**)0

Cnn'eqo o kwggu"o wuv'mggr "hqto cn'o kpwvgu"qh"vjgkt"o ggvkpi u"vq"o ggv'vj g"ceetgf kvcvkqp"tgswktgo gpvu"qh"vj g"
Uqwvj gtp'Cuuqekcvkqp"qh'Eqngi gu"cpf "Uej qqm"*SCEU+0'

<u>**Article X.   Amendment of Constitution and By-Laws.**</u>""Vj g"Eqpuvkwwkqp"o c{"dg"co gpfgf "qpn{ "d{"c"
y tkvgp'cpf "tgeqtfgf "wo q/vj ktfu'xqvg"qh"vj g'Hcewn{ "hqmqy gf "d{'c'y tkvgp'ceegr vcpeg"d{'vj g"Rtgukf gpv'qh"vj g"
Wpkxgtukv{0'"Vj g"D{/Ncy u"o c{"dg"co gpfgf "d{'c'y tkvgp'cpf "tgeqtfgf "wo q/vj ktfu'xqvg"qh"vj g'Hcewn{ "
r ctvkekr cvkpi "kp'c'xqvg"y j gtg"c'swqtwo "ku'r tgugpv'qt'r ctvkekr cvkpi 0'"Vj g"D{/Ncy u'o c{"dg"vgo r qtctkn "
uwur gpfgf "d{'c'y tkvgp'cpf "tgeqtfgf "wo q/vj ktfu'xqvg"qh'vj qug"xqvkpi "cv'c'o ggvkpi "y j gtg"c'swqtwo "ku'r tgugpv.'dwv'vj ku'fqgu'pqv'
cr r n'"vq'vj g"Eqpuvkwwkqp0'Y j gp"c'r tqxkukqp'htqo "vj g"Eqpuvkwwkqp"ku'tgr gcngf "kp'vj g"D{/Ncy u."vj g'twng"kp"
vj ku'ctvkeng'vj cv'i qxgtpu'vj g'Eqpuvkwwkqp'uj cm'cr r n{0'
"
<u>**Article XI.   The Faculty Senate.**</u> "Fwtkpi "kpvgtko "r gtkqfu'dgwy ggp"tgi wnct"o ggvkpi u'qh'Vj g"Hcewn{ "qh"
C'j gpu'Uvcvg"Wpkxgtukv{.'"vj g"Hcewn{ "Ugpcvg"qh"C'j gpu'Uvcvg"Wpkxgtukv{"uj cm'vtcpucev'vj g"dwukpguu"qh"Vj g"
Hcewn{0'
"

   A.   **Membership.**   Vj g"Ugpcvg"uj cm'eqpukuv'qh"34"tgi wnct'xqvkpi "o go dgtu'qh"Vj g"Hcewn{.'"
kpenwfkpi "vj g"r tgukf kpi "qhhkegt0'Gcej "Eqngi g"y km'gngev'hqwt'ugpcvqtu'd{"ugetgv'dcnqv'wukpi "vj g"
r tqegfwtg'ur gekhkgf "kp'Rctci tar j "D'dgmy 0'Ugpcvqtu'ugtxg'c'vgto "qh'qpg"{gct0'Vj g'vgto u'qh'qhhkeg"
hqt"ugpcvqtu'eqo o gpeg'qp'Lwpg'30'

   B.   **Election of Senators.**   Gctn{ "kp" Lcpwct{.'"vj g" vj tgg" o go dgtu" qh" vj g" Hcewn{ " Gngevkqpu"
Eqo o kwgg"htqo "gcej "Eqngi g"y km'ecm'hqt'pqo kpcvkqpu'hqt"ugpcvqtu'htqo "vj g"Hcewn{ "htqo "vj ktt "
Eqngi g0'Vj g"o go dgtu'qh"vj g"Hcewn{ "Gngevkqpu'Eqo o kwgg"htqo "gcej "Eqngi g"y km'vj gp"eqpfwev'
gngevkqpu"d{ "ugetgv'dcnqv'hqt"hqwt'ugpcvqtu"htqo "vj g"pqo kpggu"htqo "vj ktt "Eqngi g"fwtkpi "vj g"
Lcpwct{ "Eqngi g"o ggvkpi u0'"" P qo kpggu"htqo "vj g"Ugpcvg"o wuv'j cxg'dggp"go r ng{gf "cu'hwn/vko g"
hcewn{ "o go dgtu'cv'C'j gpu'Uvcvg"hqt'cv'ngcuv'qpg"cecf go ke"{gct0'"*P qvg<'hqt"Eqngi gu'vq'j cxg'
r qvgpvkcn'pqo kpggu'hqt"r tgukf kpi "qhhkegt'ugpcvqt/gngevu'o wuv'dg"vgpwtgf "hcewn{0+''P co gu"qh'vj g"
ugpcvqt/gngev'o wuv'dg"uwdo kwgf "vq"vj g'gpvktg"Hcewn{ "Gngevkqpu'Eqo o kwgg"pq"ncvgt'vj cp"Hgdtwct{ "
30'

   Kh'hqt"cp{ "tgcuqp'c'r gto cpgpv'xcecpe{"qeewtu'kp'vj g"Ugpcvg"o go dgtuj kr."vj g'vj tgg'o go dgtu'qh'vj g"
Hcewn{ "Gngevkqpu'Eqo o kwgg"htqo "vj g"Eqngi g"kp"y j kej "vj g"xcecpe{"qeewtu'uj cm'qti cpk|g'cpf "
eqpfwev'c'ur gekcn'gngevkqp"y kj kp"vj ktv{ "fc{u'vq'hkm'vj g"xcecpe{0'C"ugpcvqt'gngevgf "vq'hkm'c'o kf/
vgto "xcecpe{"uj cm'vcmg'qhhkeg"ko o gfkcvgn{"cpf "uj cm'ugtxg'vj g"tgo ckpfgt'qh"vj g"r tgfgeguuqt)u"
vgto 0'

   C. **Election of Officers.**   Wr qp" tgegkr v'qh"vj g'nkuv'qh"ugpcvqtu/gngev'htqo " "vj g"Eqngi gu.'"vj tgg"
o go dgtu"*qpg"htqo " gcej "Eqngi g+'qh"vj g"Hcewn{ "Gngevkqpu'Eqo o kwgg"y km'kuuwg"c"ecm'hqt"
pqo kpcvkqpu'vq"vj g gpvktg"xqvkpi "hcewn{ "hqt"vj g"r qukvkqp'qh"r tgukf kpi "qhhkegt0'"Qpn{ "hwn/vko g"
hcewn{ o go dgtu'o c{"uwdo kv'pqo kpcvkqpu'hqt"vj g'r tgukf kpi "qhhkegt'r qukvkqp0''"
   "
Vj g"vj tgg"o go dgtu'qh"Hcewn{ "Gngevkqpu'Eqo o kwgg"y km'dg"tgur qpukdng"hqt'xgtkh{kpi "vj g'nkuv'qh"
pqo kpggu"*0+0'gpuwtg"vj cv'pqo kpggu'ctg"vgpwtgf "hcewn{ "cpf "ctg"y kmkpi "vq"ugtxg+.'cpf "vj g'nkuv'qh"
pqo kpggu'o wuv'dg"hkpcnk|gf "pq"ncvgt'vj cp'O ctej "30'
   "

Vj g"ngevkqp"hqt"r tgusikfkpi "qhhkegt{"y kni'dg"eqpfwevgf"d{"vj g"vj tgg"o go dgtu'qh"vj g"Hcewnv{"Gngevkqpu"
Eqo o kwgg'xkc"ugetgv'uki pgf"qt"gngevtqpke'dcnqv."cpf"vj g"gngevkqp"o wuv'dg"eqo r ngvgf"pq"ncvgt"vj cp"
Cr tkn'30'"Vj g"r tgusikfkpi "qhhkegt"uj cnl'dg"gngevgf"wr qp"tgegkxkpi "c"o clqtkv{"qh"xqvgu"ecuv"kp"vj g"
gngevkqp0'

"

D. Power of Proxy. Kh'hqt"cp{"tgcuqp"c"ugpcvqt"ku"vq"dg"cdugpv'htqo "c"Ugpcvg"o ggvkpi ."uwej "
ugpcvqt"ku"go r qy gtgf "vq"cwvj qtk| g"c"r tqx{"vq"cwgpf "o ggvkpi u'cpf "vq"xqvg"qp"dgj cnh'qh'vj g"cdugpv'
ugpcvqt0'"J qy gxgt."uwej "cwvj qtk| cvkqp"o wuv'dg"kp'y tkvkpi "cpf "o wuv'dg"r tgugpvgf "vq"vj g"r tgusikfkpi "
qhhkegt"qh'vj g"Ugpcvg"r tkqt"vq"vj g"uvctv'qh'vj g"Ugpcvg"o ggvkpi 0'Vj g"r tqx{"o wuv'dg"c'tgi wnct"xqvkpi "
o go dgt"qh'Vj g'Hcewnv{ 'htqo "vj g"Eqmgi g"qh'vj g"cdugpv'ugpcvqt0'"

"

E. Meetings. Rtkqt"vq"vj g"hktuv'y qtmkpi "fc{"qh"vj g"ugeqpf "o qpvj "qh'gcej "ecdfgo ke"{gct."vj g"
Ugpcvg"uj cnl'guvcdnkuj "cpf "f kuvtkdwvg"vq"Vj g'Hcewnv{ "c"o ggvkpi "uej gfwng"*fcvgu/lko gu/r ncegu+'qh'vj g"
Ugpcvg)u'tgi wnct"o ggvkpi u0"Uwej "tgi wnct"o ggvkpi u'uj cnl'dg"j gnf "cv'ngcuv'qpeg'r gt"o qpj "f wtkpi "vj g"
pkpg/o qpj "ecdfgo ke'{gct0"Ur gekcn'o ggvkpi u'qh'vj g"Ugpcvg"o c{"dg"ecmgf "cv'vj g'tgs wguv'qh'vj g"
r tgusikfkpi "qhhkegt."qt"uj cnl'dg"ecmgf "d{"vj g"r tgusikfkpi "qhhkegt"wr qp"tgegkr v'qh"c"y tkwgp"r gvkvkqp"
y j kej "j cu'dggp"uki pgf "d{"cv'ngcuv'ugxgp"o go dgtu'qh'vj g"Ugpcvg0"Pq'tgi wnct"qt"ur gekcn'o ggvkpi "qh'
vj g"Ugpcvg"uj cnl'j gnf "wpnguu'o go dgtu'qh'Vj g'Hcewnv{ "ctg'i kxgp'cv'ngcuv'ugxgp'fc{u'pqvkeg'qh'vj g"
o ggvkpi "cpf "ku'ci gpfc'xkc'eco r wu'o cknlqz gu0'

"

Vj g"hktuv'qtfgt"qh'dwukpguu'cv'c"Ugpcvg"o ggvkpi "uj cnl'dg"c'tgeqtf gf "tqm/ecnl'vcnl{"qh"Ugpcvg"
o go dgtuj kr ='vj ku'vcnl{"uj cnl'dg"o cipvckpgf "d{"vj g'tgeqtfkpi "ugetgvct{'cu'vj g'tgeqtf "qh'cwgpf cpeg"
d{"ugpcvqtu0"C"o go dgt"qh'vj g"Ugpcvg"y j q."ceeqtfkpi "vq"vj ku'vcnl{.'ku'cdugpv'htqo "o qtg"vj cp"vj tgg"
tgi wnct"o ggvkpi u'qh'vj g"Ugpcvg"f wtkpi "c"vgto "qh'qhhkeg"uj cnl'j cxg'xcecvgf "vj g"qhhkeg='vj g"o go dgtu"
qh" vj g" Hcewnv{ " Gngevkqpu"Eqo o kwgg" htqo " vj cv" ugpcvqt"u'cecfgo ke" Eqmgi g uj cnl'dg" pqvkhkgf "
r tqo r vn{"qh'vj ku'xcecpe{"d{ "vj g'r tgusikfkpi "qhhkegt"qh'vj g"Ugpcvg0'"

"

F. Voting. Vj g"Ugpcvg"uj cnl'vtcpucev'dwukpguu'qpn{ "kh"ugxgp"qt"o qtg"ugpcvqtu'ctg"r tgugpv'kp"vj g"
o ggvkpi "tqqo 0'"Qp"cnl'o cwgtu'dghqtg"vj g"Ugpcvg."c"f gekfgf "tqm/ecnl'xqvg"uj cnl'dg"vcmgp"kh"
tgs wguvgf "d{"cv'ngcuv'vj tgg"ugpcvqtu'kp"c'ko gn{ "o cppgt='qy j gty kug.'xkkc'xqkeg"xqvkpi "ku'r gto kwgf 0'
Pq"ugetgv'qt"cpqp{o qwu'dcnlqvkpi "uj cnl'dg"r gto kwgf "wpfgt"cp{ "ektewo uvcpeg0"Vj g"r tgusikfkpi "
qhhkegt"uj cnl'j cxg"cp"gs wcnl'xqvg"kp"cnl'o cwgtu0'Vj g"Ugpcvg)u'r tqeggfkpi u'uj cnl'dg"eqpfwevgf "kp"
ceeqtf cpeg"y kj "Tqdgtvru'Twngu'qh'Qtfgt."wpnguu'cnvgtgf "qt"r tqj kdkvgf "d{"vj g'Hcewnv{"Eqpuvkwwkqp."
vj gug"D{/ncy u'qt"c"o clqtkv{ "xqvg"qh'vj g"Ugpcvg0'"Vj g"Ugpcvg"uj cnl'o cmg"ghhqtvu'vq'tgeqtf "cnl'
r tqeggfkpi u'd{ "gngevtqpke'f gxkeg"cpf "y tkwgp"pqvcvkqpu='vj gug"tgeqtfu'uj cnl'dg"cxcknlcdng"vq"cnl'
o go dgtu'qh'Vj g'Hcewnv{0'"

"

G. Proposals. C'tgi wnct"xqvkpi "o go dgt"qh'Vj g'Hcewnv{ "cpf "o go dgtu'qh'vj g"Ugpcvg"uj cnl'gplq{ "
vj g'tki j v'vq"ur qpuqt"cpf "o cmg'r tqr qucnu'vq"vj g"Ugpcvg"cv'ku'o ggvkpi u.'r tqxkfgf "uwej "o go dgtu'qh'
Vj g'Hcewnv{ "cpf "Ugpcvg'cfj gtg"vq"vj g"hqmqy kpi "i wkfgnkpgu<'

30'"" c"o go dgt"uj cnl'i kxg"32 "fc{u'pqvkeg "vq"vj g"r tgusikfkpi "qhhkegt"qh"vj g"Ugpcvg"
tgi ctfkpi " vj g" o go dgt)u" kpvgpvkqpu" cdqwv" c" i kxgp" r tqr qucn" gzegr v" hqt"
tguqnwkqpuvj cv'ctg"gzenwukxgn{ "cp"gzr tguukqp"qh'eqpi tcwnncvkqpu'qt"eqpfqngpeg0'""
40'"" c"o go dgt"uj cnl'pqv'cfftguu'vj g"Ugpcvg"hqt"nqpi gt"vj cp"hkxg"o kpwvgu'cdqwv'cp{ "
qpg'r tqr qucn'y kj qwv'vj g"wpcpko qwu'eqpugpv'qh'vj g"ugpcvqtu'r tgugpv0'"
50'"" c'o go dgt"uj cnl'pqv'kpvtqf wee"o qtg"vj cp"qpg'r tqr qucn'r gt"Ugpcvg"o ggvkpi ."
60'"" qpn{ "qpg'o go dgt"uj cnl'kpvtqf wee"cpf "ur gcm'kp"uwr r qtv'qh"c'i kxgp'r tqr qucn'cpf "
70'"" c"o go dgt"o wuv'dg"r tgugpv'kp"r gtuqp"vq"o cmg"c'r tqr qucn'vq"vj g"Ugpcvg0'

"

Cnl'r tqr qucn'dghqtg"vj g"Ugpcvg"uj cnl'qtki kpcvg"kp"vj g"hqto "qh"c't{ r gf "tguqnwkqp0'"Vj g"$y j gtgcu$"
ugevkqp"qh"vj g'tguqnwkqp"uj cnl'eqpvckp"vj g"hcewcnl'cuugtvkqpu'cpf " tcvkqpcng"hqt"vj g"r tqr qugf "cevkqp='
vj g"$y j gtghqtg$"ugevkqp"uj cnl'eqpvckp"vj g'r tqr qugf "cevkqp0'"Vj g"hktuv'r ci g"qt"eqxgt"uj ggv'qh'vj g"gcej "
tguqnwkqp"uj cnl'cfj gtg"vq"qpg"qh"vj g"hqto cvu'r tguetkdgf "kp'gkj gt"Uco r ng"Hqto "C "qt"D "hqmqy kpi "

28

yj gug"D{/ncy u0"Cnn"uwej "rtqrqucnn'uj cn'eqpvckp"yj g'pco gu'cpf "uki pcwtgu'qh'yj g'hcewn{ "urqpuqt*u+"
qh'yj g'tguqnwkqp0""

"

Ko o gf kcvgn{ "rtkqt"vq"yj g"kpvtqf wevkqp"qh'c"tguqnwvkqp"cv'c"Ugpcvg"o ggvkpi ."c"eqr{ "qh'yj g'tguqnwvkqp"
uj cn'dg"i kxgp'vq"gcej "o go dgt"qh'yj g"Ugpcvg"cpf "vy q"eqr kgu'uj cn'dg"o cf g"cxckncdng"vq"yj g"Ugpcvg)u"
tgeqtf kpi "ugetgvct{0"Ko o gf kcvgn{ "hqnqy kpi "yj g"kpvtqf wevkqp"qh'c"tguqnwvkqp.'yj g'rtgukf kpi "qhhkegt"
uj cn'cuuki p"yj g'tguqnwvkqp"vq"c"eqo o kwgg"hqt"gxcnwcvkqp'cpf "tgeqo o gpf cvkqp0"C'tguqnwvkqp'uj cn'
dg "cuuki pgf "vq"c"uvcpf kpi "eqo o kwgg"qh"Vj g"Hcewn{ "qt"vq"cp'cf "jqe"eqo o kwgg"etgcvgf "d{ "yj g"
Ugpcvg0"J qy gxgt.'c'tguqnwvkqp'uj cn'pqv'dg"cuuki pgf "vq"c"eqo o kwgg"kh'yj g'uwdlgev'qh'yj g'tguqnwvkqp"
ku"gzenwukxg"cp'gzr tguukqp"qh'eqpi tcwncvkqpu'qt"eqpf qngpeg."qt"kh'c"oqvkqp"ku"o cf g"kp'c"vko gn{ "
o cppgt"vq"uwur gpf "yj g'tgs wktg gpv'hqt"eqo o kwgg'gxkgy "cpf "yj ku"o qvkqp'tgegkxgu'yj g'chhkto cvkxg"
xqvgu"qh'32"ugpcvqtu0"Tguqnwvkqpu'pqv'cuuki pgf "vq"eqo o kwgg"uj cn'dg"eqpukf gtgf "ko o gf kcvgn{ "d{ "
yj g"Ugpcvg0""

"

Tguqnwvkqpu'cuuki pgf "vq"c"eqo o kwgg"hqt"gxcnwcvkqp'uj cn'dg"tgxkgy gf "d{ "cv'eqo o kwgg"y kj kp"67"
f c{u'qh'kpvtqf wevkqp'vq"yj g"Ugpcvg"cpf "uj cn'dg"tgr tugf "vq"yj g'hwnn'Ugpcvg"y kj "c"tgeqo o gpf cvkqp"
hqt"r cuuci g"y kj qwv'ej cpi g."c"tgeqo o gpf cvkqp'qh'r cuuci g"y kj "ej cpi g."qt"c"tgeqo o gpf cvkqp'qh'
pqp/cr r tqxcn0"Hcknwtg"d{ "c"eqo o kwgg"vq"tgxkgy "cpf "tgr qtv'c"tguqnwvkqp"vq"yj g"Ugpcvg"y kj kp"67"
f c{u'qh'kpvtqf wevkqp"uj cn'r gtokv'eqpukf gtcvkqp'qh'yj g'tguqnwvkqp'd{ "yj g"Ugpcvg"y kj qwv'eqo o kwgg"
gxcnwcvkqp.'r tqxkf gf "uwej "eqpukf gtcvkqp'd{ "yj g"Ugpcvg"ku"cwj qtk| gf "d{ "cp'chhkto cvkxg"xqvg"qh'
ugxgp"ugpcvqtu0"Eqo o kwgg"tgr qtu'cdqwv'r tqr qucnultguqnwvkqpu'uj cn'dg"c"hkzgf "ci gpf c"kvgo "hqt"cn'
Ugpcvg"o ggvkpi u='uwej "tgr qtu'uj cn'dg"o cf g"vq"yj g"Ugpcvg"d{ "eqo o kwgg"ej ckr gtuqpu"qt"yj gkt"
f guki pggu0""

"

Vj g"Ugpcvg"o c{ "co gpf "tguqnwvkqpu'd{ "yj g"chhkto cvkxg"xqvgu"qh'ugxgp"ugpcvqtu."cpf "o c{ "cr r tqxg"
tguqnwvkqpu'y j kej "tgncvg"gzenwukxgn{ "vq"o cwgtu'qh'eqpi tcwncvkqpu'qt"eqpf qngpeg'kh'ugxgp"ugpcvqtu"
xqvg"kp'yj g'chhkto cvkxg"hqt"yj g'tguqnwvkqp0"J qy gxgt."hkpcn'cr r tqxcn'qh'c"tguqnwvkqp'd{ "yj g"Ugpcvg"
uj cn'tgs wktg"yj g'chhkto cvkxg"xqvgu"qh'32"ugpcvqtu'kh'uwej "tguqnwvkqp"tgncvgu"vq"o cwgtu'qyj gt"yj cp"
gzr tguukqpu'qh'eqpi tcwncvkqpu'qt"eqpf qngpeg0""

"

Pqy kj uvcpf kpi "cp{ "twng"vq"yj g"eqpvtct{."ugxgp"ugpcvqtu'o c{ "uwdo kv'c"tguqnwvkqp."y j kej "j cu"j cf "
cp'qr r qtwpkv{ "hqt"eqo o kwgg"eqpukf gtcvkqp."vq"c"ugetgv'uksi pgf qt"gngevtqpke dcnqv'xqvg"co qpi "
gnki kdng"Hcewn{ "qt"cu'cp'ci gpf c'kvgo "cv'yj g'pgzv'o ggvkpi "qh'Vj g"Hcewn{0""

"   "   "
Tguqnwvkqpu'cr r tqxgf "d{ "yj g"Ugpcvg"y j kej "o ggv'yj g'chqtgo gpvkqpgf "etkgtkc'uj cn'dg"eqpukf gtgf "cp"
qhhkekcn'gzr tguukqp'qh"Vj g"Hcewn{ "qh""C yj gpu"Uvcvg "Wpkxgtukv{0 "Uwej "tguqnwvkqpu."chvgt "hkpcn'
cr r tqxcn'uj cn'dg"uwdo kwgf "d{ "yj g"r tgukf kpi "qhhkegt"qh'yj g"Ugpcvg"vq"cr r tqr tkcvg"Wpkxgtukv{ "
cwj qtkkgu'cpf "qyj gt"tgngxcpv'r ctvkgu."cpf "uj cn'dg"o cf g"cxckncdng"hqt"r wdnke"kpur gevkqp"cv'yj g"
Wpkxgtukv{ "nkdtct{0'

"

Pqy kj uvcpf kpi "cp{ "twng"vq"yj g"eqpvtct{."ugxgp"ugpcvqtu"o c{ "ecn'c"ur gekcn'o ggvkpi "qh"Vj g"
Hcewn{.'"r tqxkf gf "o go dgtu'qh"Vj g"Hcewn{ "ctg"i kxgp'cv'ngcuv'ugxgp'f c{u'pqvkeg'qh'yj ku'o ggvkpi "cpf "
ku"ci gpf c0""

"

Tguqnwvkqpu'y j kej "ctg"uwdo kwgf "vq"yj g"Ugpcvg"hqt"eqpukf gtcvkqp'qp"qt"chvgt"Lwpg"3"qh'gxgt{"{ gct"
uj cn'tgegkxg"hkpcn'cr r tqxcn'd{ "yj g"Ugpcvg"qt"Vj g"Hcewn{ "d{ "yj g"hqnqy kpi "O c{ "53.'qt"uj cn'j cxg"
dggp"uwdo kwgf "hqt"c"ugetgv'uki pgf "qt"gngevtqpke'dcnqv'xqvg"d{ "yj g"hqnqy kpi "O c{ "53=qyj gty kug'yj g"
tguqnwvkqp'o wuv'dg"tguwdo kwgf "hqt"tgeqpukf gtcvkqp'd{ "yj g'chqtgo gpvkqpgf "r tqeguugu0'

Sample Form A"
"
Rci g"3 Eqxgt"Uj ggv"
"
"
TGUQNWVKQP "QH'EQO O GP F C VKQP "*EQP F QNGP EG+"
"
"
F cvg"qh'Kpvqf wevkqp<*O qpyj If c{ l{gct+<"
"
Tguqnwvkqp'P wo dgt<*Cuuki pgf "d{ "Tgeqtf kpi "Uge0<"
"
Ur qpuqt*u+<""
"
"
"
Ur qpuqt*u+'Uki pcwtg*u+<"
"
"
"
Uwdlgev'O cvgt"qh'Tguqnwvkqp<"
"
"
Ugpcvg'Cevkqp"*F cvg'cpf 'F gekukqp+<"
"
"
Cf o kpkutcvkxg'Cevkqp IHqmqy /Wr <""
"
"
///"
"
Rci g"4 "cpf "Uwdugs wgpv'Rci gu00"
"
"   Y J GT GCU"(((((((('"
"
"   Y J GT GCU"(((((((('"
"
"   Y J GT GCU"(((((((('"
"
"   P QY ."VJ GT GHQT G"DG'KV"TGUQNXGF "D["VJ G'HCEWNV["QH'CVJ GP U"UVCVG"
WP KXGT UKV["VJ CV<"
"
"   ((((((((((('"
"
"
"
"
"
"

Sample Form B"

Rci g"3 lEqxgt"Uj ggv"

"
TGUQNWVKQP "TGNCVKPI "VQ"KPUVKVWVKQPCN"I QXGTPCPEG"
"
"
F cvg"qh"Kpvtqf wevkqp<*O qpyj lf c{l{gct+<"
"
Ur qpuqt*u+<""
"
"
"
Ur qpuqt*u+'Uki pcwtg*u+<"
"
"
"
Uwdlgev'O cwgt"qh'Tguqnwkqp<"
"
"
"
Tguqnwkqp'P wo dgt<*Cuuki pgf "d{ "Tgeqtf kpi "Uge0<"
"
Eqo o kwgg'Cuuki po gpv<*Cuuki pgf "d{ "Rtgukf kpi "Qhhkegt+<"
"
Eqo o kwgg'Tgeqo o gpf cvkqp<"
"
Ugpcvg'Cevkqp"*F cvg'cpf "F gekukqp+<"
"
"
Cf o kpkuvtcvkxg'Cevkqp lHqmqy /Wr <"
"
///"
"
Rci g"4 "cpf "Uwdugs wgpv'Rci gu00"
"
" Y J GTGCU'㎜㎜㎜㎜㎜"
"
" Y J GTGCU'㎜㎜㎜㎜㎜"
"
" Y J GTGCU'㎜㎜㎜㎜㎜"
"
" P QY ."VJ GTGHQTG'DG'KV'TGUQNXGF "D{ "VJ G'HCEWNV["QH'CVJ GP U'UVCVG"
WP KXGTUKV["VJ CV<㎜㎜㎜㎜㎜"