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Article I. Name

The name of the body to be governed by these Bylaws shall be the

- D. As a principle, the members of the MGA Senate may engage in dialogue on any matter pertaining to the well-being and the effective functioning of the University.
- E. Since the MGA Senate has no independent legal status, it may not enter into contractual agreements with any person, group, or entity. Only the President or the President’s duly authorized designee, has the authority to enter into contracts.

Article IV. Membership of the MGA Senate

A. The membership of the Senate shall consist of the following:

President of the University (ex officio)	non-voting
Provost (ex officio)	non

and debate among the duly elected instructional faculty, non-Senate guests shall not address the Senate unless and until the rules are suspended and they are recognized by the presiding officer or in direct response to a question posed by the presiding officer.

- D.** Members of the MGA Faculty Senate shall be elected in the spring to two-year terms, which will commence on July 01 immediately following the spring election and will last until June 30 following the next spring election (i.e., two years hence). If a Senator is elected out-of-cycle for reasons outlined in Article IV§G-H, or to replace the Chair whose term has been extended by one year, the new Senator will serve until the next regular Senate election for the Senator's academic unit.
- E.** Each academic unit holds elections for Faculty Senate representatives at the same time as elections for Executive Committee representatives, following the A/B rotation guidelines as outlined in Appendix One. Each academic unit will determine its Senate election process and may hold additional internal elections for appointments to Standing Committees. All elections will be performed through a vote of the academic unit's full-time faculty. All elections will be performed using a secret ballot.
- F.** If a Senator is unable to complete the term for any reason, including a reassignment or status change that makes the Senator ineligible to serve, the Senator shall notify the Senator's immediate supervisor, the Chair of the Senate, and the Chair of the Executive Committee as soon as possible, but no later than ten (10) business days after the change of status makes it impossible to serve. The Executive Committee Chair shall

periodically appoint a special *ad-hoc* committee to review the b

following year.

- D.** The process for the election of Senate Officers will be as follows: after the spring elections but prior to the installation of new Senators, nominees for Chair (in the absence of a Chair-Elect, [See Article V§B-V§C]), Vice-Chair, Recorder, and Parliamentarian of the Senate will be listed and conducted by a secret ballot.
 - 1. The presiding officer of the Senate shall appoint three tellers to collect the ballots, count the ballots, and immediately report the vote. In the event that no candidate receives a majority of the votes cast, a run-off election shall be conducted by secret ballot between the two candidates who received the highest number of votes.
- E.** No member of the Senate may hold more than one Senate office at a time.

Article VI. Meetings and Procedures of the MGA Senate

- A.** At the conclusion of spring elections of new Senators, the Faculty Senate Chair shall call a meeting of new Senators. The President of the University shall install new members and preside over the oath, which affirms that “I, Senator _____, shall uphold the bylaws of the University System of Georgia, the bylaws and statutes of Middle Georgia State University, and shall uphold the responsibilities of shared governance in support of the mission statement of Middle Georgia State University for the well-being of the students, the faculty, and the university.”
- B.** The calendar of meetings for the next academic year will be announced by Chair-Elect at the conclusion of spring elections. Regular Meetings shall be called by the Chair at least twice each semester and normally on the first Friday of the month. An agenda for a Regular Meeting of the Senate shall be distributed to each member of the Senate no less than five (5) business days prior to that meeting. Items presented for a vote, including minutes from previous meetings, must be made available to members of the Senate by the Senate Chair no less than five (5) business days prior to a meeting.
- C.** Special Meetings may be called by the Senate Chair, or in the Chair’s absence, by the Vice-Chair with at least ten (10) business days written notice stating the date, time, place, and purpose of the Special Meeting.
- D.** Emergency Meetings of the Senate shall be called by the Senate Chair, or in the Chair’s absence, by the Vice-Chair no less than four hours prior to the meeting. Only matters requiring immediate action by the Senate for the welfare of the University or a part thereof shall be considered as constituting an emergency. Only items stated in

the call of an Emergency Meeting shall be considered by the Senate at that meeting.

- E. A simple majority of the voting membership of the Senate shall constitute a quorum. Members shall attend face-to-face using designated MGA technology. If rare and unusual exceptions arise, faculty may request to attend remotely. Petitions for this exception should be sent to the Vice-Chair of the Senate for approval.
- F. Voting by proxy is not permitted. Electronic voting is permitted.
- G. The order of business of a Regular Meeting of the Senate shall be as follows:
 - 1. Quorum Call
 - 2. Approval of Minutes
 - 3. Approval of Agenda
 - 4. Unfinished Business
 - 5. New Business/Recommendations from the Standing Committees
 - 6. Reports from the Officers of the University, as needed and/or scheduled
 - 7. Other Reports, Petitions, Communications, and Announcements
- H. All meetings of the Senate shall be conducted in accordance with *Rules of Order* and these Bylaws.

Article VII. Standing Committees of the MGA Senate

- A. The President of the University shall be an ex officio (non-voting) member of all University committees.
- B. The Faculty Senate is the official line of communication between the Standing Committees of the Senate and the President of the University. See Article V§A.3.
- C. The Senate Chair is compelled to bring all reports or actions coming from the Standing Committees to the Senate for review. See Article V§A.3.
- D. The Senate may at any time, by majority vote, recommend to the Executive Committee that these Bylaws be amended to establish, disband, or alter the membership or functions of a Standing Committee. This recommendation shall be considered via the process specified in Article XI of these Bylaws.
- E. The Chairs of Standing Committees are faculty members elected from and by the committees themselves.

- F.** Other members of the Standing Committees of the Senate shall be taken from the Corps of Instruction, the Officers of the University and administrative staff, the staff as represented by the Staff Council, and the student body. Only non-Senators shall serve as the appointed representative from the academic unit as articulated in Appendix One. The committee members receive their appointments from the President of the University based upon the recommendations of the Executive Committee of the Senate.
- G.** Student members on Standing Committees are recommended to the Executive Committee of the Senate by the Student Government Association through the Office of Student Affairs. Student members are appointed for a period of one year but may be re-appointed for a second year.
- H.** The Executive Committee will populate openings in the Standing Committees after MGA Faculty Senate elections in the spring semester, and finalize the committee roster at the beginning of the subsequent fall semester.
- I.** Faculty members are appointed or elected until June 30 of the final year of their appointed term. Faculty appointments to Standing Committees will be for two-year terms. Faculty typically serve on Standing Committees for one (1) term, but additional terms are expected for faculty serving on the Academic Affairs Committee. If a member is elected as Chair-Elect of a Standing Committee during the last year of that member's term, the member's term is extended one additional year.
- J.** In order to provide continuous leadership throughout the academic year and to avoid losing all experienced committee members every two years, the Executive Committee will stagger all Standing Committee appointments utilizing the A/B rotation guidelines outlined in Appendix One. Except for the Promotion, T792 rq0.037aETQq0.00000912

on each of the other committees and boards populated by academic units but is not obligated to do so.

An academic unit can select a committee member out-of-cycle under the following conditions:

- The committee member leaves before completing the term

- The committee member leaves at the end of an extended term, such as serving as chair

- An academic unit is added to a

4. At the first meeting of the spring semester, the committee will nominate and elect a Chair-Elect from the committee membership who will serve as Chair the following academic year. Delaying the vote until the spring semester ensures that new committee members understand the role of the committee chair before accepting the nomination. It also provides

*The Chair of this committee will be selected from this faculty pool. The Chair will serve a minimum of four years: Year One as a committee member, Year Two as Chair-elect, Year Three as Chair, and Year Four as Past Chair.

retention, progression, and graduation, potential areas of curricular growth and development, and overarching academic standards.

3. Diversity Committee

- a. Membership:** The Diversity Committee shall consist of the following members* (Table continues on page 17. See * page 17):

Full-Time Faculty as delineated in Article VII§J

- i.** Analyze shared governance practices and shared governance units to ensure support of and alignment with MGA's mission statement, vision and values.
- ii.** Oversee the population of all Standing Committees and Recognized Senate Affiliates (with the exception of the Graduate Studies Council which has a council-contained population process) and recommend the slate to the President for approval.
- iii.** Facilitate the nominations and elections of Senators, the PTPTR Committee, and the Executive Committee, and keep an accurate roster of all governance units. Oversee the installation of the Governance Historian as outlined in §M,3,d. As needed, the Executive Committee will also assist academic units in internal election processes for representation on Standing Committees.
- iv.** Periodically review the Senate Bylaws. Changes to this document initiate in the Executive Committee and are then sent to the Faculty Senate for the review process. Requests for changes to the bylaws from other units should be forwarded to the Executive Committee.
- v.** Coordinate annually with the President, Provost, and Senate Chair to assign specific charges to the Standing Committees of the Senate, and to RSAs as needed.
- vi.** Determine proper jurisdictions of Standing Committees and RSAs.
- vii.** Maintain documentation and act upon recommendations from other committees and Recognized Senate Affiliates. With the exception of the Graduate Studies Council, if an RSA produces work that may require submission to the Senate approval process, the RSA will forward the work product to the Executive Committee Chair for review. The Chair of the Executive Committee will review and forward the work product to the appropriate committee within five (5) business days of receipt
- viii.** Review the Statutes with the Chair of the Faculty Senate during spring semester as specified in the University Statutes.
- ix.** Assist with the faculty grievance process as outlined in the Faculty Handbook and the University Statutes.

- x. Establish best practices in shared governance by holding an annual training meeting for governance Chairs in coordination with the Office of the Provost.
- xi. The Governance Historian shall maintain an accurate record of the Senate roster, including dates of installation, offices held, committees served, and completion of elected terms.

The Governance Historian shall keep an accurate record of Chairs and Recorders of the Standing Committees, including dates of installation and completion of terms.

The Governance Historian shall keep an accurate record of all members of the PTPTR committee, including dates of installation and completion of elected terms.

The Governance Historian shall be the conduit between the secretaries or recorders of all governance units and the webmaster. The Governance Historian will collect all rosters, agendas, minutes, and actions from all Standing Committees, Recognized Senate Affiliates, and Senate *Ad Hoc* Committees and coordinate their posting with the webmaster.

The Governance Historian will ensure that an accurate copy of all official governance documents including but not limited to the Statutes, the Bylaws and the Faculty Handbook is available on the website, and will keep a duplicate physical copy.

5. Faculty Affairs Committee

- a. Membership: The Faculty Affairs Committee shall consist of the following members:

Full-Time Faculty as delineated in Article VII§J*	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Provost or Designee (ex officio)	

- b.** Function: The Faculty Affairs Committee shall, except where policies of the Board of Regents of the University System of Georgia apply or as otherwise provided in these bylaws, recommend policy, process and practice that concern the general welfare and function of the faculty, among them those that impact annual evaluation, promotion, tenure, workload, teaching and research infrastructure, emeriti designation, awarding sabbaticals, compensation, and budget allocations and systems processes that affect the work of the faculty.

The Faculty Affairs Committee will also oversee the process of awarding institutional faculty awards for scholarship, service, and teaching; and seek additional ways to honor the work of the faculty.

The Faculty Affairs Committee shall maintain the Faculty Handbook and coordinate with the Senate to ensure that changes affecting the Faculty Handbook which a) originate in other governance units; b) are approved by the Senate; and c) are affirmed by the President are reflected in the Faculty Handbook. All revisions to the Faculty Handbook shall be forwarded to the Senate for a final review process. The Faculty Affairs Committee will collaborate with the Student Academic Enhancement Committee and the Teaching Resources and Budgetary Allocation Committee to strengthen their shared objectives.

6. Institutional Policy and Campus Affairs Committee

- a.**

mandates and the procedural efforts of an effective institution. This committee shall also ensure that institutional policy does not compete with BOR policy or State and Federal law.

7. Intercollegiate Athletics Committee

a. Membership: The Intercollegiate Athletics Committee shall consist of the following members (table continued on page 22):

Full-Time Faculty as delineated in Article VII§J* (for * see page 22)	voting
Faculty Athletic Representative	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Provost or Designee (ex officio)	non-voting
Vice President of Student Affairs (ex officio)	non-voting
University Counsel (ex officio)	non-voting
Director of Athletics and Wellness (ex officio)	non-voting

*The Chair of this committee will be selected from this faculty pool.

b. Function: Provide feedback and advice to the Athletics Department concerning compliance functions, academic issues, gender equity, and budget development; serves as a liaison between various members of the campus community and the University’s intercollegiate athletics department and coaches; and acts in an advisory capacity regarding

Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Provost or Designee (ex officio)	non-voting
Office of Institutional Research and Planning Representative	non-voting
Faculty Chair of the Senate (ex officio)	non-voting

*The faculty must be selected so that each campus is represented. This committee may be expanded, or an *ad hoc*

overall Student Affairs mission and its impact on teaching, learning, and living at MGA.

12. Teaching Resources and Budgetary Allocation Committee

- a.** Membership: The Teaching Resources and Budgetary Allocation Committee shall consist of the following members (table continued on page 26):

Full-Time Faculty as delineated in Article VII§J * (see * on page 26)	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Senator (ex officio) voting to represent the Senate, not the Academic Unit	voting
Student Representative	voting
Student Representative	voting
Chief Information Officer (ex officio)	non-voting
Director of Library Services (ex officio)	non-voting
Provost Fellow for Faculty Development (ex officio)	non-voting
Director of IT Services (ex officio)	non-voting

*The Chair of this committee will be selected from this faculty pool.

- b.** The Teaching Resources and Budgetary Allocation Committee shall recommend changes in infrastructure, the budgetary request process, policy and practice to increase functionality and effectiveness in the classroom, the library and labs, and in closely related activities that enhance student learning and engagement.

The Teaching Resources Budgetary and Allocation Committee will collaborate with the Faculty Affairs Committee and the Student Academic Enhancement Committee to strengthen their shared objectives.

Article VIII. Recognized Affiliates of the MGA Senate

- A.** The President of the University shall be an ex officio (non-voting) member of all Recognized Affiliates of the University Senate.
- B.** Recognized Affiliates of the Faculty Senate perform vital functions for the benefit of MGA, and provide guidance to the campus community. The functions of the Recognized Senate Affiliates (RSAs) have been and are expected to be required annually. Typically these functions do not require submission to the Senate approval process.

- C.** Recognized Affiliates of the Faculty Senate assist an established administrative unit of MGA, but remain under the jurisdiction of the Senate via the Executive Committee. The Graduate Studies Council is exempt from Executive Committee jurisdiction.
- D.** The Faculty Senate is the official line of communication between the Recognized Senate Affiliates (RSAs) and the President of the University. With the exception of the Graduate Studies Council, work product that originates in the RSAs that is subject to the Senate review process shall be forwarded to the Executive Committee Chair. The Chair of the Executive Committee will review the work product upon receipt and within five (5) business days will forward the work product to the Senate or to the appropriate Standing Committee which will take up the recommendation and make a formal petition to the Senate. The Senate review process is detailed in Article VII§B-C.
- E.**

Delaying the vote until spring semester ensures that new RSA faculty members understand the role of the RSA Chair before accepting the nomination. It also provides RSA members the opportunity to become acquainted with potential nominees and cast an informed vote.

5. An RSA shall acknowledge all formal recommendations from a member of the MGA faculty, staff, administration, the Senate, a Standing Committee or another RSA. The party originating the recommendation may take the recommendation to the Executive Committee if the RSA fails to take some action within ninety days of the referral.
6. Voting by proxy is not permitted. Electronic voting is permitted.
7. All meetings of the RSAs shall be conducted in accordance with *Rules of Order* and the Bylaws.
8. In the event that the Chair is unable to preside over meetings on a limited basis in fall semester before the Chair-Elect has been chosen, the Recorder will serve as interim Chair. In the event that the Chair is unable to preside over meetings on a more protracted basis, the committee will hold a new election for an interim Chair; the interim chair will serve until a Chair-Elect is chosen in the spring semester at which point the Chair-Elect will assume the duties of the Chair.

Q. The Recognized Affiliates of the Faculty Senate are as follows:

1. Campus Safety Board

- a. The Campus Safety Board assists the Office of Fiscal Affairs, with the Assistant Vice President of Risk Management and Police Services.
- b. Membership: The Campus Safety Board shall consist of the following members:

5 Faculty Members, 1 from each campus *†	voting
5 Students, 1 from each campus	voting
Provost or Designee (ex officio)	voting
Executive Vice President for Fiscal Affairs (ex officio)	voting
Assistant Vice President of Facilities (ex officio)	voting
Executive Director of Public Safety and Police Services (ex officio)†	voting
Dean over Health Sciences (ex officio)	voting
Counseling Center Representative (ex officio)	voting
Staff Representative from Residence Life, selected by VPSA (ex officio)	voting

* The Faculty members will serve three years. Ideally, one campus representative will rotate off the Board per year.

- b. Membership: Only tenured or tenure-track faculty may serve as voting members of the Council. Most members shall hold a terminal degree, with eleven (11) voting members appointed in consultation with the Executive Committee, the Senate, and the Provost. Of the eleven members, eight (8) shall be graduate-level teaching faculty, with no more than two (2) members from any specific graduate program. Normally, members will serve for at least two years, with the possibility to volunteer or reappointment for additional terms. Ideally, all Schools shall be represented, and all programs having graduate degrees shall be represented.
 - i. Members shall serve two years, with no provision for mid-year replacement if a member resigns, is reassigned, or if for some other reason is unable to complete a two-year term.
 - ii. The Dean of Graduate Studies shall be an ex officio (non

the RSA will nominate and elect a Chair-Elect who will serve as Chair-Elect the following academic year. This RSA may elect the incumbent Chair as the Chair-Elect, who will continue as Chair the subsequent year. A Spring semester vote allows RSA members the opportunity to understand the role before accepting a nomination, and the opportunity to know a colleague before deciding an election.

† Faculty typically serve on RSAs for one term, but additional terms are expected for faculty serving on the Institutional Effectiveness Board.

**Dean nominated senior faculty will serve between two and four years, with no more than one-third rotating off in any given year.

- c. **Function:** The Institutional Effectiveness Board shall provide leadership for the overall direction and support of institution and academic effectiveness, assessment, and improvement; coordinate, evaluate, and facilitate the use of Comprehensive Program Review reports to make recommendations for program improvements or program viability to the Vice President for Academic Affairs; and ensure the integrity of assessment activities.
 - d. The Board shall coordinate any policies pertaining to faculty evaluation data and its use with the Faculty Affairs Committee.
 - e. Any policy that emerges from the Institutional Effectiveness Board that is subject to the Senate approval process will be submitted to the Chair of the Executive Committee of the Senate for review. See Article VIII§C-D.
- 5. Institutional Review Board**
- a. The Institutional Review Board assists the Office of Academic Affairs, with the Office of the Provost.
 - b. **Membership:** At the first meeting of spring semester each year, IRB shall poll members who have completed their two-year terms regarding their wish to serve subsequent terms. Resulting empty seats will be filled by an application process to be developed and administered by IRB which prioritizes applicants who have already been trained and who have the relevant expertise in the federally mandated areas. The IRB membership shall include (note that a single member may satisfy more than one of these):
 - At least two members whose primary concerns are non-scientific,
 - At least one member who is able to represent the interest of children, pregnant women, persons with disabilities, and other vulnerable groups of people,
 - At least one scientist,
 - At least one member who is from the field of education.

Continuity of membership is desired, and current membership does not need to apply if choosing to remain on the board.

0 or more additional students as deemed necessary to ensure the majority of members present and voting at meetings are students.	voting
Vice President for Student Affairs (ex officio)	non-voting
Executive Director, Budgets and Auxiliary Services (ex officio)	non-voting

*The Chair of this RSA will be a faculty representative elected from and by this faculty pool. The USG mandates the ratio of students to faculty for this body. In 2018, the minimum threshold was 51% students and n=4 students. USG schools are encouraged to exceed the minimum threshold.

- c. **Function:** The Student Fees Board oversees and manages the allocation of all mandatory fees requiring review by the University System of Georgia. As part of this work, the Student Fees Board reviews existing and new fees; studies the budget request process including calendar, forms, and workflow; provides an open allocation process, including provision for requestors to address the Board; and notifies all interested parties of allocation decisions.
- d. Any policy that emerges from the Student Fees Board that is subject to the Senate approval process will be submitted to the Chair of the Executive Committee of the Senate for review. See Article VIII§C-D.

8. Student Honors and Awards Board

- a. The Student Honors and Awards Board assists the Office of Student Affairs, with the Vice President of Student Affairs.
- b. **Membership:** The Student Honors and Awards Board shall consist of the following members:

Full-Time Faculty as delineated in Article VII§J*	voting
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the Executive Committee of the Senate for review. See Article VIII§C-D.

9. Student Media Advisory Board

- a. The Student Media Advisory Board assists the Dean whose portfolio includes the academic unit which houses student media, under the Student Media Coordinator.
- b. Membership: The Student Media Advisory Board (SMAB) shall consist of the following members (table continued on page 36):

NMAC Coordinator (Recorder, ex officio)	voting
Student Media Coordinator (ex officio) (Serves as Chair of the SMAB)*	non-voting unless tie
Student† (

- b. Membership: The Task Force for the Vetting of Student Representatives shall consist of the following members:

Chair, Executive Committee (ex officio)	voting
Member, Executive Committee	voting
Chair, Student Affairs Committee (ex officio)	voting
Member, Student Affairs Committee	voting
Vice President of Student Affairs (ex officio)	voting
Associate Vice President of Student Affairs (ex officio)	voting

- c.

presented to the President), or by the President of the University.

E. Typically, called votes of the Corps of Instruction will happen at the annual Fall Convocation,

