PREAMBLE

The faculty of Augusta University Libraries adopted the following bylaws to assist in the orderly conduct of its rights and obligations in accordance and compliance with the Statutes of Augusta University, the Bylaws of the University Senate of Augusta University, and the Policy Manual of the Board of Regents of the University System of Georgia.

ARTICLES

ARTICLE I: NAME .................................................................................................................. 4

ARTICLE II: PURPOSE ........................................................................................................ 4

ARTICLE III: MEMBERSHIP .................................................................................................. 4

Section 1. Eligibility .............................................................................................................. 4

Section 2. Rights and Privileges .......................................................................................... 4

ARTICLE IV: OFFICERS ........................................................................................................ 4

Section 1. Officers .................................................................................................................. 4

Section 2. Duties of the Chair .............................................................................................. 5

Section 3. Duties of the Vice Chair ...................................................................................... 5

Section 4. Duties of the SENATOR and ALTERNATE SENATOR ................................. 5

Section 5. Duties of the SECRETARY ................................................................................ 5

Section 6. Term of Office ...................................................................................................... 6

Section 7. Elections. ............................................................................................................ 6
ARTICLE I: NAME

The name of this organization shall be the Libraries Assembly of Augusta University.

ARTICLE II: PURPOSE

The purpose of the Libraries Assembly shall be to enable shared governance, acting as a college in the overall structure of shared governance for the university. The assembly shall assist in the orderly conduct of the affairs of Augusta University, communicate faculty related issues, facilitate the performance of faculty duties and obligations, protect the rights and privileges of the faculty, and enhance professional performance and development of the faculty of the Libraries.

ARTICLE III: MEMBERSHIP

Section 1. Eligibility
A. Corps of Instruction full-time faculty (according to the University Senate Bylaws, full time faculty are those with 75 percent full time status or higher) holding an appointment in the Libraries who hold academic rank/title, and part-time faculty.
B. University President, Provost, Vice-Provost, and Vice President for Faculty and Academic Affairs, each ex-officio and non-voting.
C. Director of Libraries and other administrative library faculty holding a full-time appointment in the Libraries.

Section 2. Rights and Privileges
A. Full-time Corps of Instruction faculty, and library administrative faculty holding an appointment:
   1. may attend and participate in all meetings of the Libraries Assembly;
   2. may vote on all issues pertaining to the Libraries Assembly;
   3. may hold office, chair or serve on Libraries Assembly committees, subject to the qualifications established in these bylaws;
   4. may chair and/or serve on University Senate Committees.
B. President, Provost, Vice-Provost, and the Vice President for Faculty and Academic Affairs:
   1. may attend and participate in all meetings of the Libraries Assembly, ex-officio and non-voting.
C. Part-time Faculty:
   1. may attend, vote, and participate in all meetings of the Libraries Assembly;
   2. may serve on and chair Library Assembly ad hoc committees.

ARTICLE IV: OFFICERS

Section 1. Officers

The officers of the Assembly shall be a Chair, Vice-Chair (chair-elect)/Parliamentarian, Senator, Alternate Senator, and a Secretary.
Section 2. Duties of the Chair

The duties of the CHAIR shall be to:

A. preside over all meetings of the Libraries Assembly;
B. appoint the chair of each standing committee in August;
C. appoint ad hoc committees as necessary;
D. set and publish in August the appropriate dates and times for regular meetings of the Libraries Assembly, and as needed, dates for any special meetings deemed necessary;
E. coordinate any actions and activities which are representative of the needs and wishes of the Libraries Assembly;
F. compile and submit a narrative of Libraries Assembly activities for the Libraries’ annual report at the end of the Fiscal Year.

Section 3. Duties of the Vice Chair

The duties of the VICE-CHAIR (CHAIR-ELECT)/PARLIAMENTARIAN shall be to:

A. preside over all meetings of the Libraries Assembly in the absence of the chair;
B. learn the responsibilities of the chair;
C. review the archives of the organization with the secretary and incoming vice-chair, each June prior to archiving them; D. serve as parliamentarian.

Section 4. Duties of the SENATOR and ALTERNATE SENATOR

The duties of the SENATOR and ALTERNATE SENATOR shall be to:

A. serve as the University Senator and Alternate Senator from the Libraries;
B. attend meetings of the University Senate (either or both may attend);
C. ensure communication between the University Senate and the Libraries Assembly;
D. Per the Bylaws of the University Senate III, 2.2.5, if full time faculty positions in the Libraries number 21 or higher, the Alternate Senator will automatically become the second Library Senator.

Section 5. Duties of the SECRETARY

The duties of the SECRETARY shall be to:

A. create and distribute an agenda for each Libraries Assembly meeting at least five days prior to the meeting;
B. submit, at the third quarter academic year meeting of the Libraries Assembly, two lists, one of Libraries Assembly and one of University Senate standing committee vacancies, indicating required elections to be conducted prior to May 1;
C. be responsible for the general recording and corresponding duties of the Libraries Assembly;
D. call for volunteers for open positions, develop a ballot and conduct the elections of the Libraries Assembly Chair, Vice-Chair, Senator, Alternate Senator and Secretary, and for members from the Libraries to the University Senate Committees;

E. prepare and distribute minutes of all Libraries Assembly meetings;

F. keep on file the minutes and reports of Libraries Assembly committees;

G. maintain the archives of the Libraries Assembly and review the archives with the current and incoming vice-chairs each June prior to archiving them.

H. be responsible for the publication of updates from the Libraries Assembly to the applicable web pages.

Section 6. Term of Office

Officers of the Libraries Assembly shall assume their duties on August 15 in the year of the election. The term of office shall be one year, August through August, for all positions, with two exceptions. The elected vice-chair automatically will assume the position of chair for a second year of service, and the Senator shall serve a two-year term. No person shall hold more than one office concurrently.

Section 7. Elections.

Officers of the Libraries Assembly, the Senator from the Libraries to the University Senate, and members from the Libraries to the University Senate Committees shall be elected in April. Nominees from the Libraries to university-wide elections shall also be submitted in April prior to those elections. In the event any office becomes vacant, an immediate election will be held to determine a replacement to complete that term of office. Generally,

For all Libraries Assembly elections:

A. the secretary shall call for volunteers or nominations.

B. the secretary shall publish the ballot using an electronic voting tool.

C. in case of a tie, there shall be one runoff election, conducted in the same manner as above.

D. the secretary shall notify Libraries Assembly members of the election results.

E. chairs may not fill the vice-chair/chair cycle consecutively. Senators may serve consecutive terms, up to a total of six years.

ARTICLE V: MEETINGS

Section 1. Regular Meetings

Regular meetings of the Libraries Assembly shall be held at least quarterly, set and published by the chair in July. Agendas shall be prepared and distributed by the secretary at least five days in advance of the meeting.
Section 2. Additional Meetings

Additional assembly meetings may be called by request of the assembly chair, by written petition presented to the chair and supported by at least three (3) voting members of the assembly, or by the Director of Libraries, for issues requiring immediate attention.

Section 3. Quorum

A quorum for any Libraries Assembly meeting shall consist of 40 percent of the voting membership.

Section 4. Required for Approval

The Libraries Assembly shall act by majority vote of the members present and voting unless specified elsewhere in these bylaws.

ARTICLE VI: RESPONSIBILITIES

A. maintain effective lines of communication and interaction among the faculty members of the Library Assembly and the administrators of the libraries and Augusta University;
B. elect officers of the Library Assembly;
C. elect a University Senator and Alternate Senator from the libraries;
D. elect University Senate committee representatives
E. in university-wide elections, elect at-large Senators and University Senate officers
F. present any matter of concern to the officers of the Libraries Assembly for consideration and appropriate action and direct the officers to report back to the assembly;
G. communicate faculty viewpoints to the University Senate through the Libraries’ University Senator;
H. receive reports from the Libraries’ University Senator on the actions and activities of the University Senate;
I. act on all issues that come before the assembly.

ARTICLE VII: COMMITTEES

Section 1. Standing Committees

The Libraries Assembly shall have two standing committees. Each committee shall be composed of one chair and two to four appointed members. The committee chair shall be appointed by the assembly chair, and the two to four members shall be appointed by the committee chair, unless otherwise noted. Term of office for all positions will be one year, unless otherwise noted. Committee chairs will report on their committee’s activities at each assembly meeting.
A. Promotion Portfolio Review Committee
   1. Duties
      a. be aware of university and library faculty promotion and tenure guidelines and apply these standards when evaluating candidate’s portfolio
      b. establish timeline for portfolio review and committee feedback to candidates
      c. review candidate portfolio to identify achievements needing documentation or explanation, recommend potential formatting changes, and strengthen candidate portfolio for the official promotion review process
      d. provide written feedback to candidate prior to portfolio submission deadline
      e. review library promotion guidelines to suggest potential changes and ensure library procedures are aligned with university guidelines

B. Professional Development
   1. Duties
      a. seek education and advancement opportunities and promote them to library faculty
      b. raise awareness about research opportunities.

Section 2. Ad Hoc Committees

The Libraries Assembly chair shall appoint ad hoc committees as needed to meet the stated purpose of the assembly. Committees may include bylaws, grievance, faculty affairs, and others.

ARTICLE VIII: REPRESENTATIVES TO THE UNIVERSITY SENATE

Two full-time library faculty members shall be elected and serve as the University Senator and Alternate Senator from the libraries.

A. Term
   1. The representatives shall assume their responsibilities on August 15. The term of each representative shall be two years.

B. Duties
   1. attend University Senate meetings;
   2. take recommendations from the Libraries Assembly to the University Senate and report its actions and recommendations to the Libraries Assembly;
   3. provide a quarterly report to the Libraries Assembly on University Senate matters, with a written report to the Secretary.
ARTICLE IX: AMENDMENTS OF BYLAWS

Section 1.

These bylaws shall be reviewed every third year by a bylaws committee appointed by the chair of the Libraries Assembly. It is the responsibility of this committee to propose amendments, which will become effective upon adoption by the Library Assembly and approval of the University Senate.

Section 2.

A proposed amendment shall be submitted digitally to assembly members through the agenda for the meeting. If the proposed amendment is approved by the majority of the members at the assembly meeting, a digital ballot will be distributed to all members eligible to vote. A quorum for digital ballots shall be forty percent of eligible voters. Adoption shall require a two-thirds in favor majority vote of the ballots returned to the bylaws committee via the secretary of the assembly, who will report the results.

ARTICLE X: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the assembly in all cases to which they are applicable and in which they are not inconsistent with these bylaws or other rules of order the assembly may adopt.

Bylaws last revised February 2020