Bylaws
College of Science and Mathematics

I. General Powers
The College of Science and Mathematics (CoSM) faculty shall provide for the establishment of curricula and courses, determine the requirements for degrees and recommend candidates for diplomas, degrees, and certificates, adopt regulations governing its own procedures, recommend educational and academic policies relating to the administration of University services as they pertain to the College, make recommendations about academic policies related to admission, and conduct formal exercises and public functions held under the auspices of the College.

The CoSM faculty is free to consider matters of general interest to the CoSM and to make recommendations thereupon.

Nothing in these bylaws shall conflict with the policies, rules, and regulations established by the Board of Regents and the University.

II. Membership

General Membership
The faculty shall consist of the dean of the CoSM and other administrators holding faculty appointments and all professors, associate professors, assistant professors, lecturers, senior lecturers, and instructors that hold appointments in the College of Science and Mathematics.

Voting Membership
Faculty members with voting rights shall consist of: (1) all full-time professors, associate professors, assistant professors, lecturers, senior lecturers, and instructors with primary appointments in the CoSM; and (2) all part-time faculty members serving on standing committees at the college and/or university level.

The voting privileges of those CoSM faculty members holding joint appointments with another unit of the university will be determined in accordance with university policies and guidelines.

The Departments constituting the College of Science and Mathematics are Biological Sciences, Chemistry and Physics, Mathematics, Military Science, and Psychological Sciences.

III. Officers

The Presiding Officer
The dean or the dean’s designee shall preside at assemblies of the faculty.
The Secretary

Term of Office: The faculty of the CoSM shall elect the secretary from a list of nominees approved by the CoSM Executive Committee. The secretary has a term of 2 years and is limited to service of three consecutive terms, and may reapply for the position after one term has elapsed since their most recent term of service.

Duties: The secretary shall be responsible for recording the minutes of all College assemblies. These minutes should state accurately all main motions — except any that were withdrawn — giving the wording of each motion that was adopted or otherwise disposed of, including any amendments, and identifying the author(s) and seconder(s) of the motions and amendments. These minutes, when approved by the faculty, shall be the official record. Based upon these records, the secretary shall compile a narrative of CoSM activities for the annual report in May.

The secretary shall notify the executive committee members of an upcoming CoSM assembly to solicit proposals for agenda items. The secretary shall furnish to the faculty a written notice, an agenda, and the minutes of the previous assembly at least seven calendar days prior to the assembly. When needed, the secretary shall supply an accurate membership list of all faculty of the CoSM or coordinate any actions and activities which serve the needs and wishes of the CoSM.

The secretary serves as a member of the CoSM executive committee. When serving on the CoSM Executive Committee, the secretary will vote as a member of the CoSM and not as a representative of any department.

If the secretary is absent from a CoSM faculty assembly or a CoSM Executive Committee meeting, the presiding officer shall appoint a substitute.

The secretary shall maintain the CoSM committee structure on the CoSM web site and shall administer or oversee the construction and maintenance of the CoSM governance web presence.

The secretary shall maintain a complete list of CoSM faculty that includes information to aid in the yearly elections mandated by the university bylaws and the bylaws of this document. In doing so, the secretary will work with the University Information Technology (IT) office to establish and maintain a listserv of all CoSM voting and non-voting faculty.

The time commitment and heavy workload of the secretary position is great enough that, if possible, the position should be granted at least a one-course release per year or a monetary stipend equivalent to one course.

Vacancies: If the secretary position becomes vacant for any reason, the person with the next highest vote counts from the previous election shall be seated as secretary to complete the term of office.
The Parliamentarian
The parliamentarian shall be appointed from the general membership by the dean, subject to the consent of the faculty.

The parliamentarian shall provide advice on questions of parliamentary procedure.

The term of service for the parliamentarian shall be three years.

Should the parliamentarian be absent from an assembly of the faculty, the presiding officer shall appoint a substitute.

IV. Assemblies
The CoSM faculty shall regularly assemble at the call of the dean at least twice during the academic year, once each in the fall and spring semesters. The executive committee may call for additional special assemblies as specified below. During the spring semester assembly, nominations for membership on university standing committees shall be presented.

Except as provided for below with regard to special assemblies, the secretary shall furnish to the faculty a written notice, an agenda, and the minutes of the previous assembly at least seven calendar days prior to the next assembly.

Items not included on the agenda may be discussed at an assembly, but not voted upon at the assembly, except items of an urgent and timely character, as provided for in the latest edition of *Robert's Rules of Order* or elsewhere in these bylaws.

A quorum at regular assemblies shall exist when at least 30% of the voting faculty of the CoSM is present at an assembly.

The rules contained in the latest edition of *Robert's Rules of Order* shall be the procedural authority, except where inconsistent with the provisions of these bylaws or the bylaws or statutes of the University, the Board of Regents, or the State of Georgia.

For action to be taken on a motion that pertains to curricular issues of a department or program, a faculty representative from that department or program must be present.

Committee Reports
Standing and *ad hoc* committees of the CoSM shall report to the faculty as described elsewhere in these bylaws.

A CoSM representative from each of the Faculty Senate standing committees shall report to the CoSM at one of its fall and spring assemblies, and will work with the CoSM Secretary to post written versions of these reports to the CoSM website following those assemblies.
**Election Procedures**
All elections are to be conducted by the CoSM executive committee. The ballot shall include election for the following positions:

- Up to 4 nominees for Vice Chair
- Secretary-Treasurer
- University Senators
- University Committees
- At-large Senate nominee
- CoSM Secretary (when applicable)

Official electronic ballots shall be to the voting membership, whose votes will be cast electronically via a secure platform. The CoSM executive committee shall tabulate the official ballot results within seven calendar days of the polls being closed.

Official electronic ballots shall be required for revision of these bylaws (see Section IX) and all official elected positions found in these bylaws.

Measures submitted to the floor at a CoSM faculty assembly meeting may be sent to the entire voting membership for an electronic vote, if so decided by a 2/3 majority of those voting at the assembly meeting.

Measures submitted to an official electronic ballot shall pass if a two-thirds majority of the CoSM faculty eligible to vote votes in favor, excluding abstentions and invalid ballots. Election of a specific individual to a post or committee shall require the highest number of valid votes cast. Where multiple individuals are to be elected from the same pool of candidates, the requisite number of individuals receiving the highest vote totals, in sequence, are elected.

The alternate for every elected office is the individual with the next highest vote count. The CoSM Secretary is responsible for keeping the list of alternates. In the case of a tie vote, there will be a runoff election within seven calendar days of the end of the regular election.

**Special Assemblies**
The CoSM executive committee may call special assemblies by a simple majority vote of the CoSM executive committee; the CoSM executive committee shall hold such assemblies no sooner than seven calendar days after notification of the faculty.

In addition, a special assembly meeting may be called by petition of 10% of the voting faculty, without requiring action by the dean or by the CoSM executive committee.

**V. Standing Committees – General Provisions**
All full-time and part-time CoSM faculty members, as verified by their department chair, are eligible to serve on standing committees, subject to any limitations or exceptions specified in these bylaws.

Members of CoSM standing committees shall serve two-year terms except as specifically noted in these bylaws. When a CoSM standing committee member resigns or is otherwise unable to serve, a replacement shall be chosen according to the membership rules of the particular committee.

With the exception of the P&T committee (to be addressed separately), two-year terms of service shall begin at the start of the fall semester following the election. Replacement terms of service shall begin immediately. The department-appointed and department elected committee members from Biological and Psychological Sciences complete their 2-year terms in the spring of even-numbered years, and from Mathematics and Chemistry/Physics in the spring of odd-numbered years.

Except where specifically provided in these bylaws,

- no more than one person from any department shall be elected to on any CoSM standing committee at the same time (with the possible exception of P&T membership, to be addressed separately);
- each CoSM standing committees shall elect as their chair a member who will have served for at least one year, whenever possible; and
- no person holding the title of dean, associate dean, or assistant dean shall serve as chair or as a voting member of a CoSM standing committee.

The membership of all CoSM standing committees shall be reported to the faculty along with the agenda for the first assembly of the academic year. The CoSM Secretary shall maintain a record of CoSM committee membership for the current year plus the preceding four years.

CoSM standing committee meetings shall be called by the committee’s chair or by a majority of its voting members. Unless specifically approved by the CoSM executive committee as an exception, all such meetings will be open to members of the CoSM faculty as observers, and will be announced at least seven calendar days in advance.

All CoSM standing committees shall be responsible to the faculty in the CoSM and shall report to it at least once a year in the form of an end-of-year report, which is due to the CoSM secretary within seven calendar days of the end of the spring semester.

Notwithstanding the above, the Dean retains the right to fill any vacancies in any office or on any committee with any eligible faculty member, who shall serve until a successor is elected or named following the processes in these Bylaws.

VI. Removal from Office or Committee
Any cause for removal of an executive committee member, CoSM committee chair, CoSM committee member, or any other individual from any other CoSM faculty governance position is a confidential and private matter, not to be shared beyond the executive committee.

Removal shall happen only in unusual circumstances of neglect of duties, abuse of office, illness, retirement, prolonged absence, illegal behavior, moral turpitude, or other serious infractions.

VII. CoSM Standing Committees

**Curriculum and Academic Policies Committee (CAPC):** The CoSM will have a curriculum and academic policies committee. All proposed changes to curriculum or academic policy within the CoSM must be submitted to the CoSM CAPC. Any department or college possibly affected by a curriculum change shall be consulted, at the latest, before the change is sent to the University CAPC.

*Membership:* The CAPC shall consist of one representative from each of the departments that comprise the CoSM including the Department of Military Science, and one student. One or two members of the CoSM CAPC are the elected college representatives to the university wide CAPC. If there are two university-wide representatives and they are from the same department, then the dean shall choose one to serve on the CoSM CAPC. The chairs of departments will appoint the remaining members of the CoSM CAPC; the dean of the CoSM will appoint the student member.

*Duties:* The CoSM CAPC shall evaluate all changes to curriculum and policies in the CoSM. The committee will report its recommendations to the executive committee for inclusion on the agenda of the college faculty assembly for notification or vote. All approved actions will be sent forward with the signatures of the dean and secretary of the CoSM, indicating the support of the dean and the CoSM faculty for the proposed change or addition.

*Chair:* The chair and vice-chair of the committee will be elected from the membership of the committee.

*Vacancies:* Any vacancy on the CAPC shall be filled by a member of the department with the vacated seat, appointed by his/her chair.

**Executive Committee:** The CoSM executive committee serves as a coordinating committee to see that the affairs of college governance are carried out effectively. The executive committee shall assist the CoSM secretary in the preparation of the agenda for college faculty assemblies. Proposed items for the agenda may be submitted to the committee by the dean, the committees of the CoSM, the primary CoSM members of each University committee, the student government association, and individuals of the student body, faculty, and staff of the college.
Membership: The CoSM executive committee membership consists of the dean of the CoSM or his/her duly appointed representative (non-voting except in the case of a tie), the chair of CAPC (non-voting), the CoSM secretary (non-voting), 1 of the 2 CoSM senators (non-voting) and elected representatives from each department having a degree program that have their primary residence in the CoSM. Each department is responsible for holding an election for the representative to the next year’s executive committee and will hold this election when and as instructed by the sitting executive committee.

Duties: The executive committee’s primary responsibility is to work with the dean of the CoSM to oversee the general welfare of the CoSM. To execute this responsibility, the executive committee shall: (1) run the elections for the university senate and university committee representatives, (2) set the agenda for the CoSM faculty assemblies, (3) ensure that each department determines its members to each college committee and publish the committee structure by July, (4) appoint ad hoc committees as needed (including ad hoc grievance committees), (5) set and publish by the start of the fall semester the appropriate dates and times for regular meetings of the CoSM assembly, and (6) work with the dean to appoint members to a grievance committee when needed. The executive committee also advises the dean on matters requiring the coordination of the budgetary decisions, academic programs and policies, and educational resources of the CoSM.

Chair: The dean of the CoSM or his/her duly appointed representative shall serve as the chair. If the dean or duly appointed representative does not wish to serve as chair, then the chair shall be elected from the department representatives by a vote of the committee. The chair shall serve for no more than one year and, if possible, will be a member who has served on the Executive Committee for at least one year. The time commitment and heavy workload of the chair is great enough that, if possible, the position should be granted at least a one-course release per year.

Vacancies: Any vacancy on the executive committee shall be filled by the next highest vote tally from the same department as the vacated position, with the exception of the secretary, as described above.

The Faculty Development and Recognition Committee (FDRC): The FDRC will serve as a coordinating committee to see that the affairs of faculty research, presentation or publication of research, scholarly activities, evaluations and assessment methods are supported effectively, and that there is appropriate recognition of their teaching, research, and service. In addition, the FDRC is responsible for organizing the CoSM Honors Recognition ceremony.

Membership: One or two members of the CoSM FDRC are the elected CoSM representatives to the university FDC. If there are two university representatives from the same department, then the dean shall choose one to serve on the CoSM FDRC. The remaining seats on the CoSM FDRC shall be filled by one faculty member from each department of the CoSM. The chair of the respective department appoints the members. FDRC members shall serve a term of two years.
Duties: The CoSM FDRC, in coordination with the Associate Dean for Research and appropriate University-level committees, will encourage and support scholarly endeavors of its faculty. Such endeavors may include conducting faculty and student research, enhancing and maintaining effective teaching, journal and book publication, grant writing, receiving funding, presenting in or attending conferences, conducting or participating in workshops and training sessions, and receiving additional graduate training for professional advancement. The FDRC will periodically review the faculty evaluation and assessment instruments and methods, and the FDRC will recommend improvements to suit the needs of the CoSM. The FDRC will make recommendations to the dean of the CoSM regarding college-wide awards to faculty for excellence in teaching, scholarly work, and service. The FDRC will also assume a pro-active role in identifying, recommending, and promoting nominees from the CoSM for university-wide faculty awards for teaching, scholarly excellence, and service.

Chair: Prior to the end of each Spring Semester, the members of the FDRC shall elect a chair for the next academic year from among those members whose committee service will continue into the next academic year. Should there be a tie in the vote for chair, the Dean of CoSM shall break the tie with a deciding vote.

Vacancies: Any vacancy on the FDRC shall be filled by a member from the department of the vacated seat, appointed by the department chair. That replacement member shall complete the remaining tenure required by the vacated position.

Promotion, Tenure, and Review Committee (PT&R): The PT&R committee exists to ensure that faculty are fairly considered for promotions and tenure, and are routinely reviewed for continued teaching, service and professional development as set forth by the CoSM promotion and tenure criteria. Details for the CoSM PT&R process are found in the CoSM Guidelines for Promotion and Tenure. Those policies are considered as a part of the Bylaws. The approval process for that portion of the Bylaws shall be the same as used for the remainder of the Bylaws, but may occur as a separate standalone revision. The CoSM PT&R committee is responsible for executing the policy rather than formulating it; formulating the policy itself (consistent with the University policy) is a responsibility of the Executive Committee, subject to the approval of the CoSM Faculty Assembly.

VIII. Ad Hoc Committees

The faculty or dean may establish an ad hoc committee for a goal or purpose that falls outside the purview of a standing committee. The committee will dissolve when its assignment is complete or within one year, whichever is shorter. The dean must approve any exception to this length of service policy.

Since the tasks of an ad hoc committee cannot be predicted in advance (except for the case of the ad hoc committee to revise the bylaws - see below), the membership of an ad hoc committee shall be unrestricted but should be appropriate to the committee’s purpose,
care being taken to ensure that the membership of the committee is representative of the constituencies being served. In all cases, department chairs must approve assignments to ad hoc committees. In addition, the dean must approve assignments to ad hoc committees which involve large service commitments.

The faculty may call for the establishment of an ad hoc committee if a two-thirds majority present at a College Assembly approves a motion asking for the committee. Such a motion shall specify the proposed committee’s charge, duration of service, and whether its members are to be elected, appointed, or chosen by some other means. At the conclusion of its work, the committee shall report to the faculty.

The dean may establish an ad hoc committee and determine the means by which its membership shall be chosen. The dean shall report the purpose, membership, and duration of service of any such committee to the faculty at the first CoSM Assembly following establishment of the ad hoc committee.

IX. Amendment of Bylaws

The Bylaws will be reviewed by the Executive Committee at least every seven years. Any of the foregoing bylaws may be added to, amended, or repealed by official ballot. Amendments may be proposed by petition of ten percent of the voting faculty. A two thirds majority of voting faculty is required to revise the bylaws (see Section V).

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