

## **BAINBRIDGE COLLEGE STATUTES**

In accordance with the policies of the Board of Regents of the University System of Georgia, the Statutes of Bainbridge College set forth the policies that regulate the operation of the College. These Statutes are subject to the policies of the Board of Regents of the University System of Georgia, and any provision in conflict therewith shall be null and void. The Policy Manual of the Board of Regents may be viewed online at this web address:

<http://www.usg.edu/regents/policymanual>

### **I. THE COLLEGE**

Bainbridge College is a two-year, nonresidential unit of the University System of Georgia located in the rural southwestern corner of the state. In addition to its own offerings in academic transfer and technical areas, Bainbridge College provides educational opportunities for area residents through its continuing education, joint degree programs with neighboring Thomas Technical Institute, upper division and graduate offerings by Valdosta State University and Albany State University, and distance learning transmissions from other academic institutions and governmental and professional agencies.

Bainbridge College shares with the other two-year colleges in the University System of Georgia the following core characteristics or purposes:

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of a local area and by particularly outstanding programs or distinctive characteristics

which have a magnet effect throughout the region or state;

- a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning;
- a high quality general education program which supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to insure access and opportunity for a diverse, student body, and a limited number of certificates or other career programs to complement neighboring technical institute programs;
- a commitment to public service, continuing education, technical assistance, and economic development activities which address the needs, improve the quality of life, and raise the educational level within the college's scope of influence;
- a commitment to scholarship and creative work to enhance instructional effectiveness and meet local needs.

In addition, Bainbridge College shares the following characteristics with its thirty-three sister institutions of the University System of Georgia:

- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body,

supported by practices and programs that embody the ideals of an open, democratic, and global society;

- technology to advance educational purposes, including instructional technology, student support services, and distance education;
- collaborative relationships with other System institutions, State agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

Bainbridge College is the only comprehensive community college in southwest Georgia. Students come from the surrounding service area and other states and countries. Bainbridge College attracts students with its approach to education which includes programs in the liberal arts and technical and career training as well as noncredit activities.

This diverse student population includes many ages and socioeconomic backgrounds. All students commute to campus; approximately half attend college on a full-time basis. Most students are employed. Minority enrollment approaches the percentage of the minority population in the service area. Most students receive some form of financial aid, and many are first-generation college students.

In order to serve this heterogeneous student population, Bainbridge College has developed relevant strategies to meet student needs, including flexible class scheduling, a strong developmental

studies department, a peer tutorial program, professionally staffed computer laboratories, and various specialized workshops to help students improve academic skills.

Bainbridge College's mission is three-fold: to provide transfer degrees, technical programs, and public service/continuing education courses. The College assists in area economic and community development programs and has established collaborative relationships with local businesses, industries, and cultural/civic groups. The College also supports local public education by sponsoring various academic and technical competitions and by offering on-going cultural programs, including lectures, musical programs, art exhibits, and theatrical performances for students and community.

Bainbridge College places primary emphasis on excellence in instruction. The College provides opportunities for faculty development, scholarship, and creative work that support institutional effectiveness and enhance faculty qualifications. Its faculty has one of the highest percentages of earned doctorates among two-year System institutions. Members of the faculty are active in professional and civic organizations and have accumulated a significant publication record.

As one of the younger System units, Bainbridge College is an evolving institution dedicated to providing a superior learning environment. Aspirations include the exploration of interactive computer technologies; development of campus facilities to maintain breadth in programs, services, and delivery systems; continuous improvement of administrative processes; and the

refinement of assessment strategies that provide reliable feedback on institutional effectiveness and educational outcomes.

## **II. THE FACULTY**

In accordance with BOR Policy 302, the BC faculty will consist of the corps of instruction and the administrative officers.

Full-time professors, associate professors, assistant professors, instructors, and librarians are included in the corps of instruction. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty. The corps of instruction is organized into instructional units. These units, organized around related disciplines, are as follows:

Division of Arts and Sciences

Division of Technical Studies

Department of Learning Support

The individual member of the corps of instruction is responsible to the chairperson of the division (or department) for carrying out his or her professional duties and responsibilities

Officers of administration who hold faculty status as designated by the President and approved by the Board of Regents include the President, the Vice President of Academic Affairs, the Vice President of Student Affairs, the Vice President of Business Affairs, the Director of Admissions and Records, the Library Director, the Assistant Librarian, the Director of the Academic

Resource Center, the Chair of the Division of Arts and Sciences, the Chair of the Division of Technical Studies, the Chair of the Division of Learning Support, the Coordinator of Academic Affairs and Institutional Research, and the Director of Continuing Education.

The Academic Affairs Handbook of the Board of Regents of the University System of Georgia can be consulted at this web address:

<http://www.usg.edu/academics/handbook/>

### **III. GOVERNANCE**

In accordance with the BOR Policy Manual 302.06, the faculty of Bainbridge College has established a Faculty Council, which has adopted the Bylaws included below. In order to provide representation to all college constituencies, Bainbridge College also has created a Staff Council and a Student Governing Council. An Administrative Council will review the policies, procedures, and recommendations of these three structures and make recommendations to the President for their implementation.

#### **A. Bylaws of the Faculty Council**

##### **ARTICLE I.**

###### **Name**

This organization shall be named the Bainbridge College Faculty Council.

##### **ARTICLE II.**

## **Purpose**

The purposes and powers of the Faculty Council shall be as follow:

**Section 1.** The Bainbridge College Faculty Council, having been created by direction of the Bainbridge College Faculty to act by and for that body, is endowed with all the legislative powers and authority of the College Faculty. The College Faculty may review, amend, or repeal any policy decisions adopted by the Faculty Council.

**Section 2.** The Faculty Council, in keeping with the Bylaws and Policies of the Board of Regents, shall be the policy-making assembly at Bainbridge College. The Faculty Council shall exercise legislative functions dealing with all issues that affect the general educational policy of the College, the well being of the College, the discipline of students for academic or academically related issues, and all other student activities and affairs, including all matters where the President determines there is a need for uniform policy throughout the College. The Faculty Council shall serve as the mechanism for shared governance at the College and shall be responsible for approving and amending the Bainbridge College Statutes, with appropriate input from the Staff Council. The Faculty Council shall have the responsibility for establishing committees (including any committee required to remain in compliance with policies of the Board of Regents, federal or state law, and accreditation or certification organizations) that are needed for orderly and efficient governance.

**Section 3.** Any legislative action of the Faculty Council is subject to veto by the faculty and/or the President.

### **ARTICLE III.**

#### **Members**

**Section 1.** Membership: Membership of the Faculty Council shall consist of the President of the College, the Vice President of Academic Affairs and elected members. The President of the College and Vice President of Academic Affairs shall be non-voting members.

**Section 2.** Elected Members: Any full-time teaching faculty member having at least one (1) academic year (10 months) of continuous service on a permanent contract during the previous year and not holding administrative office shall be eligible for election to the Faculty Council.

A. Representation: The Faculty Council shall be composed of seven elected members. The Arts & Sciences Division and the Technical Studies Division shall elect three members each from their division to the Faculty Council. The Learning Support Department shall elect one member to the Faculty Council.

B. Elections: Academic divisions/departments shall elect Faculty Council members by ballot no later than August 30<sup>th</sup> of each year, with the exception of the first year. In the first year, elections will be held in academic divisions/departments before the end of spring semester.

In the first year, the Arts and Science and Technical Studies Divisions shall elect by ballot three members each with one-and-one-third, two-and-one-third, and three-and-one-third year terms. In subsequent years, beginning in Fall 2006, they shall elect one member by ballot for a three-year term.

In the first year, the Learning Support Department shall elect by ballot one member with a three-and-one-third year term. In subsequent years it shall elect by ballot one member for a three year term beginning in Fall 2008

All newly elected members' names shall be forwarded to the Chair of the Faculty Council within three working days. Terms of service for Council members shall begin September 15<sup>th</sup> except for the first year.

C. Length of Service: Terms shall be for three years. Members may serve two consecutive terms, after which they must take a one year absence before they are eligible to serve again.

**Section 3.** Attendance: Elected members shall attend all meetings of the Council unless extenuating circumstances prevent attendance. The Secretary shall include an attendance record in the minutes.

**Section 4.** Resignation: Any member who assumes an administrative office or who is unable or unwilling to perform expected or requested duties shall submit a written resignation to the Chair of the Faculty Council.

**Section 5.** Recall of Council Members: Faculty may recall a member representing their division/department by a majority vote of the division/department.

**Section 6.** Unexpired Terms of Service: In the case of unexpired terms of service for any member representing a division/department, the division/department shall elect by ballot a replacement to fill the remaining member's term. This election shall be held within one month of the Council member's resignation or recall.

#### **Article IV.**

##### **Officers**

**Section 1.** Officers: The officers of the Faculty Council shall include the President of the College, the Chair of the Faculty Council, and the Secretary. All officers of the Faculty Council shall begin their terms on September 15th.

A. President: In accordance with the Board of Regents' Policy Manual, the President of the College shall serve as President of the Faculty Council. The President may choose to preside at Council meetings but is not a voting member.

B. Chair: The Chair of the Faculty Council shall be elected by the Council at the September meeting. The duties of the Chair of the Faculty Council shall include:

1. Presiding at Faculty Council meetings at the request of the President.
2. Collecting agenda items and meeting with the President and other officers to set the Faculty Council agenda.
3. Scheduling the room and overseeing details for each meeting.
4. Appointing and charging ad hoc committees.
5. Conducting elections as specified in these bylaws.

The chair will be granted release time from one course each semester in order to perform his/her duties.

C. Secretary: The Secretary of the Faculty Council shall be elected at the September meeting by the Council membership. The duties of the Secretary shall include:

1. Keeping detailed minutes of each Faculty Council meeting.
2. Maintaining an accurate record of attendance to include the names of members present and absent.
3. Sending electronic copies of the minutes to division chairs, faculty members, and the President of the College within ten working days of each Faculty Council

meeting. The secretary will send a printed copy of the minutes to be kept in a permanent file in the Library.

4. Collecting agenda items and assisting the Chair of the Faculty Council with meeting arrangements for the Faculty Council.
5. Distributing Faculty Council agendas to the President of the College, Faculty Council members, academic divisions, the Library, and to the faculty list by e-mail one week prior to established meeting times.
6. Keeping records of committee memberships and terms of office.
7. Collecting written reports from all committees.
8. Collecting agenda items and assisting the Chair of the Faculty Council with meeting arrangements for the Faculty Council.
9. Presiding over Faculty Council meetings in the absence of the Chair.
10. Other duties as directed by the Faculty Council Chair.
11. Distributing and counting ballots.

The secretary will be granted release time from one course each semester in order to perform his/her duties.

D. Parliamentarian: The Faculty Council shall elect one Faculty Council member at the September meeting to serve as Parliamentarian. The Parliamentarian shall settle questions regarding parliamentary procedures according to *Roberts Rules of Order: Newly Revised*.

## **Article V.**

### **Meetings**

**Section 1.** Regular Meetings: The Faculty Council shall convene in open session at least twice each semester excluding the summer term. The Faculty Council shall determine a regular time for meetings and shall provide the faculty with a copy of the annual schedule (fall and spring) at the beginning of each fall semester.

Any member of the faculty may present matters for consideration to the Faculty Council, provided the faculty member notifies the Chair of the Faculty Council in writing at least ten calendar days prior to the next regular meeting. Any member of the faculty who wishes to remain anonymous may present in writing matters for consideration to the Chair of the Faculty Council or any Faculty Council member. This notification must reach the Chair of the Council at least ten calendar days prior to the next regular meeting.

**Section 2.** Special Meetings: The Chair of the Faculty Council shall call a special meeting of the Faculty Council upon written request of at least three of the Faculty Council members, upon written request of at least ten faculty members, or upon request of the President.

**Section 3.** Executive Session: The Faculty Council may hold an executive session at any regular or special Council meeting by a majority approval of the members present.

**Section 4.** Quorum: A majority (five) of the elected Faculty Council members shall constitute a quorum.

**Section 5.** Conduct of Meetings: All meetings, with the exception of Executive Sessions, shall be open to the college community and conducted in accordance with the provisions of these Bylaws. Matters not covered in these Bylaws shall be handled in accordance with the latest edition of Robert's Rules of Order.

## **Article VI.**

### **Committees**

The Faculty Council shall discharge its responsibilities through a system of standing committees elected by and directly responsible to the Faculty Council. Standing committees may appoint ad hoc committees.

**Section 1.** The following shall apply to all standing committees of the Faculty Council:

A. Initial Meeting: The initial meeting of each committee shall be convened within two weeks upon its creation. All meetings are open to the College community with the exception of executive sessions. Meeting times and agendas will be posted by the chair. The Faculty Council member on each committee shall call the first meeting for the express purpose of electing a Chair. At this initial meeting the committee will elect by

ballot for a one year term a chair and secretary. They may be re-elected. The secretary is responsible for distributing and counting ballots.

B. Tasks: The task of each committee shall be to establish and review the policies and administration of policies in its area and offer recommendations as necessary. Standing committee business may be initiated by any member of the committee, the President, or by the Faculty Council. Recommendations to the Council shall be submitted to the Chair of the Faculty Council fifteen days before the Council meeting.

C. Minutes: A copy of the minutes of each committee meeting shall be furnished to the Faculty Council for inclusion in the Faculty Council file in the Library within ten days of the committee meeting.

D. Appointments: Elected committee members shall serve a one year term and may be re-elected to committees for succeeding terms.

1. Faculty Council Members: At least one Faculty Council member will serve on all standing and ad hoc committees. Faculty Council member representation for all committees will be elected by majority vote by the members of the Faculty Council.

2. Faculty Members: Faculty representation for standing and ad hoc committees will be elected by each academic division/department. Persons holding faculty

status but not faculty rank may serve on committees if appointed by the Faculty Council.

3. Staff Members: Staff member representation for standing and ad hoc committees will be elected by the Staff Council.

4. Students: Student representation for standing and ad hoc committees will be elected by the Student Government Association.

E. Transition of Documents: At the initial fall meeting of all committees, the outgoing chair of each committee shall transfer the current committee records to the newly elected committee.

F. Unexpired Terms of Service: In the event that a committee member does not complete a term, the Chair of the respective committee shall recommend a replacement for an appointed member to the Faculty Council for approval. In the event that this member is an elected individual, a special election shall be held.

G. Ad Hoc Committees: The Faculty Council may include ad hoc committees that report to a standing committee. Either the standing committee itself or the Faculty Council may create ad hoc committees to assist with the work of any standing committee. An ad hoc committee charge must be approved by the Faculty Council before the first meeting of the ad hoc committee. Members of the body that create the ad hoc committee shall choose the ad hoc committee membership. Any member of the college community is eligible to

serve on an ad hoc committee. The members of the ad hoc committee shall select a chair (who must be a faculty member). The announcement of meetings and the posting of minutes shall follow Faculty Council protocol. Ad hoc committees shall cease to exist upon completion of an assigned task or at the end of the academic year, whichever comes first.

H. Ex Officio Members: All ex officio members are non-voting.

**Section 2.** The Faculty Council of Bainbridge College shall establish the following standing committees:

### **Academic Governance Committee**

A. This committee shall be composed of three members, one from each Division/Department (Arts & Sciences, Technical Studies, and Learning Support), two Faculty Council members, the chairs from each of the three Divisions (Arts & Sciences, Technical Studies, and Learning Support), the Director of Admissions and Records, and one student. The Vice President of Academic Affairs will serve as an ex officio member. Other ex officio members may be asked to serve as needed.

B. This committee shall have the responsibility of considering and making policy recommendations regarding all issues that affect corps of instruction faculty, curriculum,

instruction, and academic programs and policies that affect the entire college. The committee shall address issues relating to the quality of instruction and shall make recommendations concerning the nature and structure of degree and certificate programs, general accreditation compliance, core curriculum, admissions, advisement, retention, and academic practices. The committee shall also be concerned with issues related to the mission of the college, Honors Programs, international education, experiential learning, the academic calendar, registration, and student academic appeals and academic discipline processes.

### **Faculty Affairs Committee**

A. This committee shall be composed of three tenured faculty members, one from each Division/Department (Arts & Sciences, Technical Studies, and Learning Support), and one Faculty Council member. Ex officio members may be asked to serve as needed.

B. This committee shall recommend policies and procedures concerning professional development and research opportunities for faculty, faculty awards (teaching, research, service, and program), intellectual property rights, research awards, distinguished service awards, emeritus recognition, and honorary degrees. The committee shall also recommend college-wide policies concerning faculty workloads, salaries, and tenure and promotion. This committee shall consider recommendations on the procedures for faculty recruitment and hiring and academic administrator evaluation.

## **College Services Committee**

A. This committee shall be composed of three members, one from each Division/Department (Arts & Sciences, Technical Studies, and Learning Support), one Faculty Council member, one student, one representative from Technology Services, one representative from Student Affairs, and one representative from the Library. Ex officio members may be asked to serve as needed.

B. The responsibility of this committee includes the review and recommendation of policies related to library services, technological services, enrichment programs, practices and fees that affect faculty, staff, and students, and issues regarding the health, welfare, and safety of the college community, including, but not to be limited to, policies and procedures regarding alcohol and illegal drugs on campus, parking regulations, the use of human subjects in research, safety and risk management, Homeland Security, compliance with the Americans with Disabilities Act, affirmative action, and student health services.

## **Budget and Planning Committee**

A. This committee shall be composed of three members, one from each Division/Department (Arts & Sciences, Technical Studies, and Learning Support), one Faculty Council member, one student, one representative from Institutional Research, and

the Vice President for Business Affairs. Ex officio members may be asked to serve as needed.

B. This committee shall have the responsibility of considering and making recommendations regarding the budgeting process and its impact on the general educational policy and welfare of the college community. These responsibilities include Faculty Council recommendations to the President concerning the College Strategic Plan, budgeting (including long range planning and the annual budget), marketing, facilities, and campus master planning.

### **Student Affairs Committee**

A. This committee shall be composed of three members, one from each Division/Department (Arts & Sciences, Technical Studies, and Learning Support), one Faculty Council member, two students, the Vice President for Student Affairs, and the Director of Financial Aid. Ex officio members may be asked to serve as needed.

B. This committee shall have the responsibility of considering and making recommendations and policies concerning scholarships, orientation, financial aid,

graduation and other student ceremonies, rules and regulations affecting student life and activities, and college cultural diversity planning.

## **Article VII.**

### **Faculty Review**

- A. Actions of the Faculty Council are subject to review by the full faculty.
- B. The secretary of the Faculty Council shall send to all faculty members a complete description of all Council resolutions within ten days of any Council meeting.
- C. Upon the written request of ten members of the faculty, the President will call, in a timely manner, a meeting of the full faculty to review any Council resolution.
- D. The faculty may overturn resolutions of the Faculty Council by a two-thirds vote of the faculty at any official college faculty meeting.
- E. All changes to the Bainbridge College Statutes as recommended by the Faculty Council must be approved by a majority vote of the faculty.

## **Article VIII**

### **Presidential Response**

- A. The Chair of the Faculty Council shall, within two working days, submit to the President in writing recommendations passed by the Faculty Council.

B. The President shall, within 20 working days of receiving such recommendations, respond in writing to the Chair of the Faculty Council:

1. Should the President approve a Council recommendation, that recommendation shall immediately become official College policy, providing that the faculty have received notice of the recommendation and have not requested a meeting to discuss it.

2. Should the President veto a Council recommendation, he/she shall within the 20 days specified above, provide to the Chair of the Council a written explanation of the reasons for his/her veto.

C. In the event of a veto, the Faculty Council may respond by:

1. Accepting the veto.
2. Sending to the President a compromise recommendation.
3. Rejecting the President's veto for the record with a two-thirds vote of members present.
4. Appealing the President's veto to the Board of Regents.

D. The President will respond to a Council compromise recommendation as specified

above for any Council recommendation.

## **ARTICLE IX.**

### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order: Newly Revised* shall govern the Faculty Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Council may adopt.

## **ARTICLE X**

### **Interpretation of Faculty Council Bylaws**

Any interpretation of these Bylaws rests with the Faculty Council.

## **ARTICLE XI.**

### **Amendment of Faculty Council Bylaws**

The faculty may amend these Bylaws at a regularly scheduled faculty meeting by a two-thirds majority vote of the faculty members that are present. A proposed amendment must be recommended by at least five members of the faculty and submitted to the Faculty Council at a regular Council meeting. The proposed amendment shall be voted on by the Faculty Council at its next regular meeting, and submitted in writing with the recommendations of the Faculty

Council to the faculty at least ten days prior to the next faculty meeting at which action on the amendment could be taken.

An amendment shall become effective when approved by the President. The President shall submit the amendment to the Board of Regents for ratification.

## **ARTICLE XII**

### **Prohibition of Retaliatory Action**

No faculty member shall be harassed, intimidated, or otherwise penalized for utilization of the Faculty Council, its procedures, or its processes.

### **B. Bylaws of the Staff Council**

#### **ARTICLE I**

##### **Name**

The name of the organization shall be the Bainbridge College Staff Council, referred to hereafter as the Staff Council.

#### **ARTICLE II**

##### **Purpose**

The purpose of the Staff Council is as follows:

1. Act as an advocate for the Bainbridge College Staff by communicating staff concerns to the President or appropriate body and by following them through to resolution.
2. Represent all members of the Bainbridge College Staff.
3. Pursue fair and impartial treatment of all staff, regardless of position, including

- equitable work conditions and standards.
4. Develop and maintain a campus-wide communication network (e-mail) to provide information to the college staff.

Any legislative action of the Staff Council is subject to veto by the staff and/or the President.

### **ARTICLE III Membership**

Membership of the Staff Council shall consist of all regular full-time and part-time non-teaching staff at Bainbridge College, including those who have faculty status. The President of the College is a non-voting member of the Council.

### **ARTICLE IV Executive Committee**

The Executive Committee of the Staff Council shall be elected by the Staff with two (2) members coming from hourly employees, two (2) from salaried employees, and one (1) from faculty status employees.

- A. Qualifications
  1. Executive Committee Members must be regular, full-time, non-teaching faculty employees who have completed one year of continuous service at the time of election. Full-time faculty status staff are eligible for election to the Executive Committee.

### **ARTICLE V Officers**

The Executive Committee of the Staff Council shall consist of a Chair, Vice-Chair, Secretary, Parliamentarian, and one (1) At-Large Officer.

- B. Duties
  1. Chair
    - a. Preside at all meetings of the Staff Council.
    - b. Develop the agenda for each meeting.
    - c. Work with the Staff Council Secretary to publicize meetings to the campus.
    - d. Ensure that Staff Council meetings are included on the college calendar.
    - e. Appoint standing committees and ad hoc committees as needed.
    - f. Confer with and report regularly to the College President.
    - g. Work with the College President to call special meetings as needed.
    - h. Uphold the Bylaws of the Staff Council.

2. Vice-Chair
  - a. Assume the duties of the Chair in his/her absence.
  - b. Assist the Chair in performing leadership responsibilities.
  - c. Assume the duties of the Chair if the Chair is unable to complete the term of office. In this case, the Vice Chair will be eligible for election to one additional term as Chair.
  
3. Secretary
  - a. Record minutes of each Staff Council meeting.
  - b. Distribute minutes of the previous meeting and the agenda for upcoming meetings to delegates at least three (3) working days before the next scheduled meeting.
  - c. Publicize meeting dates, times, locations, and agendas to the entire Bainbridge College staff.
  - d. Maintain roster of Staff Council delegates and their attendance at meetings.
  - e. Maintain other Staff Council records, including committee memberships.
  
4. Parliamentarian
  - a. Ensure that meetings are conducted according to Robert's Rules of Order.
  - b. Ensure adherence to the BC Staff Council Bylaws.

## **ARTICLE VI Election of Officers**

Executive Committee members shall be elected every two (2) years by a majority vote of the Staff Council members present and voting. Terms are staggered, and an election shall be held to replace members whose terms have expired. All staff as defined above are eligible for election. After the initial election, the Executive Committee will elect the officers.

No officer shall serve in any office for more than two (2) consecutive full terms. If an officer serves two (2) consecutive terms, he/she may not serve as a Staff Council officer for at least one (1) full term before being nominated again. The term will begin July 1 and end June 30 of the following year.

Vacant positions may be filled by appointment until the next election is held.

## **ARTICLE VII Meetings**

Meetings of the Council shall be held in July, September, November, January, March, and May. The Secretary of the Council shall make announcements of the specific date and time at least two

(2) weeks prior to the meeting. The month of June shall be designated to elect members of the Executive Committee of the Council. The Staff Council and committee meetings shall be considered part of an employee's normal work week and shall be compensated at regular pay rate and shall not generate any overtime or comp time. All meetings are open.

## **ARTICLE VIII Standing Committees**

There shall be one (1) Standing Committee of the Staff Council.

### Staff Development Committee

This committee will consist of five (5) members appointed by the Executive Committee to develop procedures, manage the budget, and make decisions on the use of staff development funds. After the initial appointments of staggered terms, members will serve a two (2) year term.

## **ARTICLE IX Amendment of Bylaws**

Proposals for amendments to these Bylaws shall be submitted in writing to the Executive Committee at least 30 days prior to the next scheduled bi-monthly Council meeting. The first reading of the amendment(s) shall be at the next scheduled bi-monthly meeting. The second reading of the amendment(s) shall be at the next scheduled bi-monthly Council meeting after the first reading. Upon the second reading, duly made motions, seconds, discussions and votes may be conducted.

A two-thirds vote of the Staff Council membership is required to amend the Bylaws.

## **ARTICLE X Quorum**

A quorum of Staff Council members shall be required to conduct business at any Council meeting.

A quorum of the Council shall be defined as one-third of the members. A quorum of any committee meeting shall be defined as a majority of its members.

Members may vote by proxy by writing in a sealed envelope prior to the meeting where such vote shall count toward the quorum.

## **ARTICLE XI**

## **Interpretation of the Bylaws**

Interpretation of the Bylaws rests with the Executive Committee of the Staff Council.

### **ARTICLE XII Prohibition of Retaliatory Action**

No staff member shall be harassed, intimidated, or otherwise penalized for utilization of the Staff Council, its procedures, or its processes.

#### **C. Student Governing Council**

Student Governance at Bainbridge College exists in order to promote a high standard of conduct, maintain a desirable atmosphere for intellectual growth and for social activity, stimulate common understanding between the students, faculty, and administration, protect the individual rights of each student, and set forth the general principles that shall govern the student body. The Student Governing Council will establish and recommend to the President through the Vice President of Student Affairs the expenditures of the Student Activities budget. The Council will charter and coordinate the activities of all recognized student organizations and recommend to the Vice President of Student Affairs policies affecting the student activities program. Actions taken by the Student Governing Council will be submitted to the faculty for approval. The membership, responsibilities, organization, and procedures of the Student Government Association are described in the Bainbridge College Student Government Association Constitution.

Membership of the Student Governing council will include the Vice President of Student Affairs (chair); the President of Bainbridge College Student Government Association (vice chair), the Vice President of Academic Affairs, the First Vice President of the Bainbridge College Student

Government Association, the Second Vice President of the Bainbridge College Student Government Association, the Secretary/Reporter of the Bainbridge College Student Government Association; two sophomore representatives from the Bainbridge College Student Government Association; two freshmen representatives from the Bainbridge College Student Government Association, and the president and faculty advisor of each chartered student organization.

The Constitution of the Student Government Association is available at this web address:

[http://www.bainbridge.edu/student/vp\\_stud/Bainbridge%20handbook%20\\_July%2004\\_%20revised20050321.pdf](http://www.bainbridge.edu/student/vp_stud/Bainbridge%20handbook%20_July%2004_%20revised20050321.pdf)

#### **D. The Administrative Council**

The function of the Administrative Council is to implement the policies of the Faculty Council, to facilitate communication throughout the campus, and to promote the general welfare of the institution. Serving on the Administrative Council will be the President, the Vice President of Academic Affairs, the Vice President of Student Affairs, the Vice President of Business Affairs, the Chair of the Division of Arts and Sciences, the Chair of the Division of Technical Studies, the Chair of the Department of Learning Support, the Chair of the Faculty Council, the Chair of the Staff Council, and the President of the Student Government Association.

#### **E. Conflict Resolution**

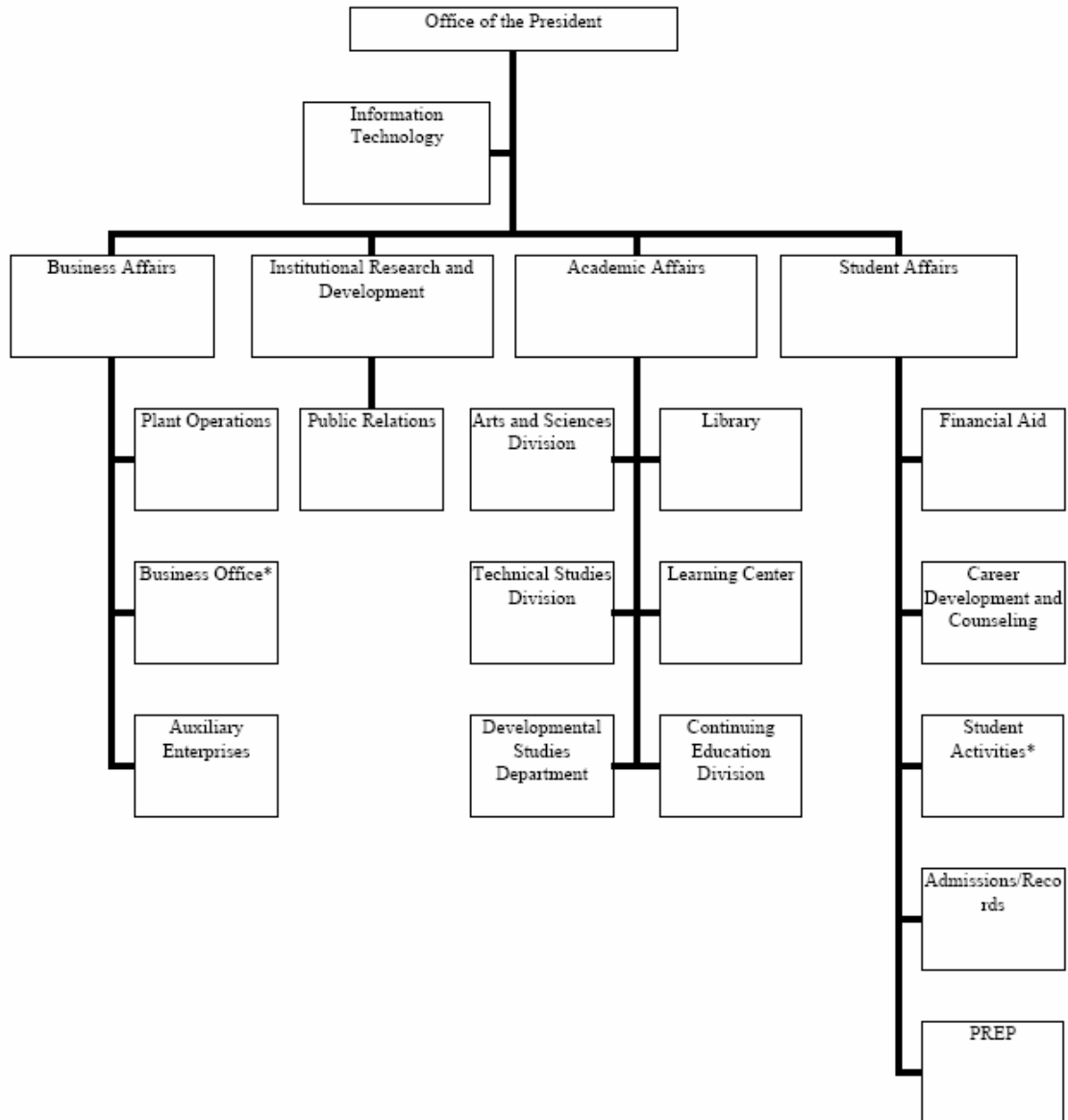
Faculty, staff, and students who wish to pursue mediation or to file a grievance should consult the college's policies on conflict resolution, available at this web address:

<http://www.bainbridge.edu/administration/governance/governance.html>

**F. Officers of Administration**

# Organization Chart

## *Bainbridge College*



#### IV. AMENDMENT AND INTERPRETATION OF STATUTES

All college personnel are provided with access to these Statutes as posted on the college website, and each person is responsible for becoming acquainted with its contents.

<http://www.bainbridge.edu/administration/governance/governance.html>

All questions of interpretation of these Statutes and questions concerning the nature and extent of the jurisdiction of the faculty, of the various councils and committees, and of the various administrative officers under these Statutes shall be determined by the President.

An amendment to the Statutes may be initiated by any member of the faculty or by an *ad hoc* or standing committee. All proposed amendments must be submitted in writing to the President for study and assignment to an appropriate council or committee of the faculty for consideration. Proposed amendments are presented at one scheduled faculty meeting for discussion and acted upon at a subsequent meeting.

A favorable vote by a majority of the general faculty constitutes approval of the proposed amendment, provided a quorum of at least one more than two-thirds of the members of the faculty is present. Amendments to the Statutes approved by a majority vote of the faculty become effective only after the approval of the President. The Board of Regents of the University System of Georgia retains the authority to modify, amend, or repeal these Statutes in any respect.