



**The Harley Langdale Jr. College of Business Administration Bylaws**

**ARTICLE I  
NAME**

The name of the college is the Harley Langdale Jr. College of

associate professors, and professors. They teach, serve on LCOBA and VSU committees, attend faculty meetings, and have voting rights with regard to policy recommendations.

## SECTION 2

*Supporting Faculty Members:* All part-time faculty members are classified as Supporting. Their only responsibilities are teaching classes and maintaining office hours. They do not participate in faculty meetings

Bylaws. Ad hoc Committees with a limited term of existence may be formed to address special needs not covered by the purview of any standing committee, as recommended by the LCOBA Dean, Executive Committee, or as deemed necessary.

## SECTION 2

The following section applies to all standing committees except for the Executive, Graduate Programs, Leadership, and Tenure & Promotion Committees.

Appointment Process: Faculty committee members shall be nominated or appointed from each of the departments during the semester prior to the academic year in which they will serve. All non-administrator faculty members of every standing committee serve two-year staggered terms (half the committee will roll-off or their term renewed for a second two year term unless there are special circumstances to be determined by the committee in conjunction with the executive committee). Non-faculty members such as community, student, and/or staff representatives may be appointed/nominated by the Dean and/or the Executive Committee.

A committee member may resign from a committee or be removed from the committee by a majority vote of the remainder of the committee. Upon such a vacancy, another Faculty member will be appointed to finish out the vacated term.

Each committee should include a



## SECTION 5

When the need arises, the executive committee will have the authority to appoint an ad hoc committee that will consist of at least one faculty representative from each department as well as any other individuals deemed necessary to be a part of the committee. The ad hoc committee will be dissolved on completion of the assigned task.

## **ARTICLE VII** **COLLEGE FACULTY MEETINGS**

### SECTION 1

The faculty shall have a regular meeting at least once each Fall and Spring semester. The date, time, and agenda shall be announced in writing by the Dean at least five business days in advance of the meeting. Only those matters contained in the agenda for a meeting may be voted upon at the meeting. Meetings are mandatory unless excused by the Dean or Department Head.

### SECTION 2

Special meetings may be called at the Dean's discretion or will be called upon written request of at least 10 members of the voting faculty, with at least five business days notice to all faculty.

### SECTION 3

The LCOBA Dean is the presiding officer of Faculty Meetings. In the absence of the Dean, the Dean's designee presides.

### SECTION 4

A majority of the participating faculty in residence shall constitute a quorum. Proxy ballots for the transaction of the business of LCOBA must be announced at the beginning of the meeting. A proxy form must be submitted prior to the meeting or within one business day of the conclusion of the meeting in order to be valid. The original proxy form must be submitted to the Dean, and one copy must be submitted to the participating faculty member voting on behalf of the absent faculty. There will be no more than one proxy granted to any faculty member present at the meeting.

### SECTION 5

The last Spring meeting for a three-year term shall be held in the month of May. The Dean's rulings on such matters shall be final.

### SECTION 6

The Dean shall maintain records of minutes and distributes them to Faculty and staff within ten business days.

### SECTION 7

Emergency meetings may be called by the Dean or the Executive Committee

#### SECTION 8

Voting will be by show of hands unless otherwise directed by the Dean. Any faculty member may request a paper ballot on any issue. The request is then voted on by the faculty and, if granted, voting on the issue will proceed via paper ballot.

#### SECTION 9

A vote is passed by a simple majority of the quorum. In the event of a tie, the Dean provides the tie-breaking vote.

#### SECTION 10

The agenda for a regular faculty meeting will be set by the Executive Committee.

### **ARTICLE VIII AMENDMENTS**

#### SECTION 1.

Amendments to these bylaws require the approval of 70% of Participating Faculty (Article IV, Section 1) at a regular or special LCOBA Faculty Meeting. Proxy votes will be counted (Article VII, Section 4).

#### SECTION 2.

Proposed Bylaws amendments must be submitted to the Bylaws Committee using the Bylaws Amendment Proposal Form (Appendix A) at least thirty business days prior to the Faculty Meeting at which they are to be considered. Any Participating Faculty may submit an amendment.

#### SECTION 3.

Proposed Bylaws amendments are made available to the Faculty at least twenty business days prior to the Faculty meeting at which they are to be considered.

## **Appendix A: Bylaws Amendment Proposal Form**

Please use this form to propose changes to the Bylaws. Fill in the information below. Please print. Duplicate this form as needed so that every proposed change is on a separate form. Submit one original for each amendment.

**Send proposals to**



## Appendix B: Proxy Voting Form

By way of this proxy, please allow \_\_\_\_\_, a  
(Name)

Participating Faculty member of the Langdale College of Business Administration,

to vote on my behalf at the \_\_\_\_\_ College Faculty Meeting.  
(Date)

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Submit original proxy form to the Office of the Dean, and submit one copy to the participating faculty member voting on your behalf. Proxy forms must be submitted prior to the meeting or within 24 hours of the conclusion of the meeting designated above in order to be valid.*