

Bylaws of the Graduate Studies Council

Approved by the Executive Committee on March 18, 2016.

Approved by the Faculty Senate on April 1, 2016.

Revisions Approved by GSC on May 1, 2020.

Article I: Name

The name of the Council shall be the Middle Georgia State University Graduate Studies Council.

Article II: Mission

To provide a forum and a process for developing policies and practices for graduate studies at Middle Georgia State University; to deliberate on all matters of graduate studies, including, but not limited to, admissions, graduate students, graduate curriculum, graduate faculty, and the implementation of a graduate studies culture that is integral to the success and identity of the institution; to make recommendations to the President, the Provost, the Senate, and its standing committees.

Article III: 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.

Article IV: Representation and Terms

Ideally, all Schools shall be represented, and all programs having graduate degrees shall be represented. ^[1]_{SEP}

- a) 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.
- b) The Dean of Graduate Studies shall be an ex officio (non-voting) member and shall represent the Office of the Provost. ^[1]_{SEP}
- c) The Director of Graduate Student Policy & Support shall serve as an ex officio (non-voting) member.

Article V: Officers, Duties, and Terms

a) A tenured faculty member with graduate-level teaching experience shall serve as Chair. A Chair shall be elected to serve for a two-year term by the Council. A new chair shall be elected upon the completion of a two-year term or if a chair resigns, is reassigned, or if for some other reason is unable to complete a term. If a new Chair must be elected mid-year or mid-term, an electronic vote is allowed, as is a conference call voice vote. Chairs are eligible to serve a second term or more if duly elected by the voting members. The Chair calls and conducts meetings and sends out an Agenda for each meeting. In the temporary absence of the Chair, any voting member of the Council may preside as Chair as requested by the Dean of Graduate Studies. The Chair may also convene ad hoc committees as needed.

b) A member of the Council shall serve as Recorder for a term of one year and is eligible to serve a second term or more if duly elected by the voting members. The Recorder composes Minutes and assists the Chair in posting approved Minutes on the Graduate Studies page and the Shared Governance page of the University.

Article VI: Meetings

a) Meeting times and locations shall be announced by the Chair at least ten (10) business days in advance, with an Agenda sent out at least five (5) business days in advance.

b) Meetings are open to guests, who may participate when recognized by the Chair or if placed on the Agenda previous to the meeting.

c) Unless otherwise determined, all meetings shall follow Robert's Rules of Order, Abbreviated and Newly Revised.

d) Electronic meetings, conference call meetings, and various types of electronic votes are allowed, as long as there is a record in the form of minutes.

e) Meetings of the Council require minutes.

f) Minutes shall be approved at the next meeting unless by electronic vote for some compelling reason, as in the last meeting of the year for required approval and timely posting. Minutes shall indicate time, location, members present, members absent, and the names of guests, motions and seconds, and carried or not carried.