

Valdosta State University
Council of Department Heads Constitution and By-Law

Article I

- 1.1 This organization shall be known as the Council of Department Heads of Valdosta State University.

Article II

Purposes

- 2.1 To serve as a representative voice of the department heads.
- 2.2 To provide a means of communication between the department heads and the Vice President for Academic Affairs of the University.
 - A. To provided a means whereby the administration, through the Vice President for Academic Affairs of the University, may refer matters of common interest to a body representing the department heads.
 - B. To provide a means whereby the department heads can offer, through the Council of Department Heads, suggestions or recommendations to the Vice President for Academic Affairs of the University pertaining to matters of common interest.
- 2.3 To accept and share responsibility with administration, faculty, staff, and students in all efforts to improve the stature of the University as we seek to accomplish our mission.

Article III

Jurisdiction

- 3.1 The Council of Department Heads may hear, consider and advise the Vice President for Academic Affairs of the University on any matter of common concern.
- 3.2 The council of Department Heads upon its request, may be furnished by the Vice President for Academic Affairs of the University information appropriate to its areas of discussion.

Article IV

Membership and Term of Office

- 4.1 Members of the Council of Department Heads shall consist of all academic department heads, including acting department heads.
- 4.2 In the event a department head cannot attend a meeting, he or she may send a member of that department to attend the meeting with full voting rights.

Article V

Meetings

- 5.1 The Council of Department Heads shall meet in regular session at times to be decided by the Executive Committee.
- 5.2 Rules governing the conduct of regular meetings shall be governed by **The Standard Code** by Alice Sturgis.

Article VI

Officers

- 6.1 Officers of the Council of Department Heads shall be the Chair, the Vice Chair, the Secretary, and the Liaison to the Faculty Senate. The officers of the Council of Department Heads shall be elected in accordance with the By-Laws.
- 6.2 The officers of the Council of Department Heads shall discharge their duties as stipulated in the By-Laws.
- 6.3 Elected officers shall be from departments that collectively represent at least two of the standing schools, divisions, or colleges of the University.

Article VII

Executive Committee

- 7.1 The Executive Committee of the Council of Department Heads shall consist of the chair, the Vice Chair, the Secretary, the Immediate Past Chair, and the Department Head Liaison to the Faculty Senate.
- 7.2 The duties and responsibilities of the Executive Committee shall be as stipulated in the By-Laws.

Article VIII

Elections

- 8.1 Officers of the Council of Department Heads shall be elected at the last regular meeting in the spring semester of each academic year. A majority vote of those in attendance is required to elect each officer. If a simple majority is not achieved, the candidate with the lowest number of votes will be removed from the ballot.

Article IX

Committees

- 9.1 Ad Hoc committees of the Council of Department Heads may be appointed by the Chair.

Article X

Amendments

- 10.1 Any proposal to amend, alter or repeal the provisions of this Constitution shall be approved with a simple majority vote of the members in attendance at a regularly scheduled meeting of the Council of Department Heads if the Proposed change has been circulated at least two weeks prior to the meeting at which the vote is taken. Proposed changes from the floor at a meeting will require a two-thirds majority of those present and voting.

Article XI

Interpretation

- 11.1 Provisions of this Constitution and By-Laws, whenever unclear, ambiguous, or indefinite, shall be subject to interpretation by a simple majority vote of the total Council of Department Heads.

By-Laws
Article I
Officers

Section I. Duties of Officers

I.I.1 The Chair Shall

- A. Preside a meetings of the Executive Committee;
- B. Select the time and place of meeting of the Council of Department Heads and notify department heads;
- C. Preside a meetings of the Council of Department Heads;
- D. Appoint the members of the Ad Hoc Committees of the Council of Department Heads;
- E. State clearly each issue being voted on before the vote is taken and announce to the Council of Department Heads the results of the vote;
- F. Transmit to the Vice President for Academic Affairs of the University all Recommendations approved by the Council of Department Heads.
- G. Serve as representative to the University Council

I.I.2 The Vice Chair shall

- A. Serve as a member of the Executive Committee;
- B. Assume, in the absence of the chair, the duties of the Chair;
- C. Become the Chair should the position become vacant, and
- D. Serve as Parliamentarian at all regular meetings.

I.I.3 The Secretary shall

- A. Serve as a member of the Executive Committee;
- B. Keep clear and accurate records of the transactions of the Council of Department Heads;
- C. Be responsible for reproducing and distributing the minutes of each meeting of The Council of Department Heads within one week after each meeting;
- D. Carry on the necessary correspondence of the Council of Department Heads, and
- E. Tabulate and record the results of all votes of the Council of Department Heads, and
- F. Record the names of the members present at each regular meeting of the Council of Department Heads.

I.I.4 The Liaison to the Faculty Senate shall:

- A. Represent the Council of Department Heads in a non-voting capacity at all meetings of the Faculty Senate
- B. Report on the meetings of the Faculty Senate to the Council of Department Heads.

Section II. Term of Office

I.II.1 The term of office for each officer shall be for one calendar year, commencing immediately upon election.

Article II
Executive Committee

Section I. Meetings

II.I.1 The Executive Committee shall meet two weeks prior to each regular meeting of the Council of Department Heads and prepare an agenda for that meeting.

Section II. Duties

II.II.1 The Executive Committee shall

- A. Make certain that any proposal submitted by a department head shall be Considered by the Council of Department Heads, and
- B. Distribute an agenda to all department heads at least five working days prior to all regular meetings of the Council of Department Heads.