

Constitution

Georgia Highlands College

Faculty Advisory Council

Preamble:

We, the faculty of Georgia Highlands College, do ordain and establish this constitution and bylaws to [form a faculty advisory council](#), to provide a communications link between faculty and administration, to provide an official voice in the formation of college policy, and to promote the general welfare and growth of Georgia Highlands College.

Article I: Authority and Purpose

A. Authority

The Faculty Advisory Council (FAC) shall [advise the President of the college on behalf of the](#) faculty concerning the formation of college policy and other issues that promote the general welfare of the college as a whole, as its seeks to consider and advise the administration on goals, policy and their implementation and assessment. In order to further this purpose, the president of the FAC shall hold a seat on the Administrative Council. This forum shall supplement, not supplant, regular organizational channels, not addressing concerns that regularly are resolved through other supervisory channels.

B. Purpose

The purpose of the FAC shall be to promote the general welfare of the college as a learning community. This mission is performed through a mutual and timely sharing of information among faculty, and between the faculty and the administration, and by providing the administration with constructive proposals and feedback, which will, in turn, promote a spirit of cooperation and unity among faculty, administration and staff.

Article II: Membership

The FAC shall consist of faculty representatives selected in accordance with the by-laws. Membership is open to both full and part-time faculty, as well as librarians holding faculty rank.

Article III: Assembly

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A. Officers

Officers for the FAC shall consist of president, vice-president and secretary.

B. Meetings

The FAC shall meet no less than once in the Fall and once in the Spring. Additional meetings may be convened according to procedures specified in the by-laws.

Article IV: By-laws and Amendment

A. By-laws

The FAC may adopt such by-laws as necessary to provide for orderly accomplishment of its purpose. Such by-laws shall serve to carry out the intent of the constitution. The by-laws shall be adopted by a true majority of the FAC.

B. Amendment

To alter or repeal any articles or portions thereof of this constitution, it shall be required that a sitting member of the FAC present a written amendment to the [FAC](#) president at least one week prior to the meeting at which the amendment is to be considered. A quorum of FAC members must be present at the meeting in order to discuss the amendment. The amendment shall not be voted on during the same meeting, requiring a subsequent meeting at least one week hence, but not more than two weeks hence. A quorum of FAC members must be present at the subsequent meeting in order to vote on the amendment, and must be passed by a two-thirds majority of those present.

By-Laws

Georgia Highlands College

Faculty Advisory Council

Article I: Membership

A. Eligibility

Membership on the Faculty Advisory Council (FAC) shall be open to full and part-time faculty who shall have one vote each.

B. Representation

Membership is based upon divisional size within the total faculty. Due to possible divisional size changes, the percentages that follow will be evaluated each year and altered as necessary. Representation will consist of:

1. One member from the Division of Academic Support
2. Two members from the Division of Math
3. One member from the Library
4. Two members from the Division of Health Sciences
5. Two members from the Division of Science and Physical Education
6. Three members from the Division of Social Science and Business
7. Three members from the Division of Humanities
8. Two at-large members elected from the faculty as a whole

Divisional representatives shall be determined at the divisional level, but the two at-large members shall be elected by the faculty as a whole at the first faculty meeting of the year.

During the inaugural year, half of the members will be elected to two-year terms and half of the members will be elected for one-year terms. Thereafter, FAC members shall serve two-year terms. Regularly scheduled member appointments and replacement member appointments, if so needed, should be selected by the divisions in a manner that maintains the original rotation schedule for their representatives. If the situation arises where both at-large members need to be elected, the at-large member with the largest number of votes will serve the two-year term and the at-large member with the smaller number of votes will serve the one-year term. FAC members may serve more than one term, but not consecutively.

Article II: Officers

The officers of the FAC shall be the President, Vice-President and Secretary. FAC officers shall be elected by FAC members at the first FAC meeting of the year. All officers shall be elected for a term of one year, but are eligible for re-election.

The duties of the president of the FAC shall include presiding over FAC meetings and representing the FAC on the Administrative Council.

The duties of the vice-president of the FAC shall include serving in place of the president if the president is absent or incapacitated, and performing other duties as assigned by the president.

The duties of the secretary of the FAC shall include taking the minutes of FAC meetings, distributing the minutes, keeping an archive of the minutes, and performing other duties as assigned by the president.

Article III: Meetings

Regular meetings of the FAC shall be held at least twice per year – once in the Fall and once in the Spring. Special meetings shall be held on the call of the President, on the call of a quorum of the FAC, or on the call of the President or Vice-President for Academic Affairs.

A quorum shall consist of 51% of the members of the FAC.

A majority of those present and voting shall rule, except for amendments to the constitution or by-laws, when a two-thirds majority is required.

Written proxy voting shall be allowed. Such proxies will be announced before conducting any business.