

## **BYLAWS**

The Harley Langdale, Jr.  
College of Business Administration  
Valdosta State University

### **PREAMBLE**

The purpose of these Bylaws is to establish a framework within which the faculty, staff, and administration can work together in the academic decision-making processes of the Harley Langdale Jr. College of Business Administration

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

### **ARTICLE I NAME**

The name of the college is the Harley Langdale Jr. College of Business Administration (LCOBA). LCOBA is an administrative unit of the Office of Academic Affairs for Valdosta State University (VSU).

### **ARTICLE II DESCRIPTION**

#### SECTION 1

LCOBA is organized into four academic departments: Accounting; Economics & Finance; Management & Healthcare Administration; and Marketing & International Business. LCOBA provides programs that meet the needs of the University and the region it serves, and provides overall administration, organization, and direction for its stakeholders.

#### SECTION 2

LCOBA participates in self-governance as established by the LCOBA Faculty Handbook (Faculty Handbook) and in the overall governance of the University as established by the VSU Faculty Handbook and the University System of Georgia (USG) Board of Regents (BOR).

#### SECTION 3

LCOBA is accredited by AACSB International and SACS.

### **ARTICLE III JURISDICTION**

The Faculty is the basic legislative body of LCOBA. Subject to the policies of the USG BOR, the VSU Statutes, and the VSU and LCOBA Faculty Handbooks as well as consultations with various LCOBA stakeholders, the Faculty make recommendations for academic policies to the Dean of LCOBA. It may deliberate on any matter of concern to LCOBA.

### **ARTICLE IV FACULTY AND STAFF VOTING RESPONSIBILITIES**

#### SECTION 1

*Participating Faculty Members:* All full-time tenure-track and non-tenure track faculty members are classified as Participating. Participating faculty members are lecturers, senior lecturers, instructors, assistant professors,

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 as voting members.

## SECTION 3

*Staff:* Staff members provide academic and administrative support to all LCOBA constituents but do not participate in faculty meetings as voting members.

# **ARTICLE V**

## **LCOBA EXECUTIVE AND LEADERSHIP COMMITTEES**

### SECTION 1

Each department of LCOBA is represented on the LCOBA Executive Committee by its Department Head. The remaining membership of the LCOBA Executive Committee consists of the Dean, the Associate Dean, and any other College officers the Dean so designates. The Dean conducts Executive Committee meetings and, in the Dean's absence, the Dean's designee presides. Minutes of the meetings are made available to the Faculty and Staff of LCOBA.

### SECTION 2

The LCOBA Executive Committee reviews curriculum proposals, faculty policies, strategic plans, mission statement, personnel issues, AACSB International requirements and reports, and other issues as needed. The LCOBA Executive Committee may also propose changes in any of these areas to other LCOBA standing committees or ad hoc committees.

### SECTION 3

The LCOBA Leadership Committee is comprised of the LCOBA Executive Committee and the chairs of the standing committees and any current ad hoc committees. The purpose of the Leadership Committee is to share information with the various committees.

# **ARTICLE VI**

## **LCOBA COMMITTEES**

### SECTION 1

The College has standing committees as specified in these Bylaws to address LCOBA needs. Standing committees, other than those specified, may be added, deleted, or altered only through amendment to these

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 at least one and no more than two faculty members from each department

1. Accounting
2. Economics & Finance
3. Management & Healthcare Administration
4. Marketing & International Business

## SECTION 3

The following LCOBA standing committees are established:

1. AOL Leadership Team and Learning Goal Committees
2. Curriculum Committee
3. Executive Committee
4. Graduate Programs Committee
5. Leadership Committee
6. Recruitment and Retention Committee
7. Scholars Committee
8. Strategic Planning Committee
9. Study Abroad Committee
10. Tenure and Promotion Committee

## SECTION 4

All LCOBA standing committees address proposals and actions concerning their areas of responsibility. Standing committees may form subcommittees. Specific standing committee duties and responsibilities include the following:

1. **AOL Leadership Team and Learning Goal Committees** oversee all assurance of learning activities. The committee is responsible for developing, assessing, and reporting on student learning outcomes annually.
2. **Curriculum Committee** reviews and votes on curriculum proposals; it also, at the request of the Executive Committee, is responsible for preparing and presenting new college-wide proposals to the faculty.
3. **Executive Committee** as defined in Article V, Section 1.
4. **Graduate Programs Committee** reviews all curriculum change requests for the MBA and MACC programs, reviews AOL assessment results, and recommends changes to the graduate programs. Other tasks under the purview of the committee include the evaluation of applications to LCOBA graduate programs, GMAT/GRE waiver requests, and student fulfillment of program prerequisites.
5. **Leadership Committee** as defined in Article V, Section 3.
6. **Recruitment and Retention Committee** recruits and retains qualified students for the majors and minors offered through LCOBA. Committee activities include maintaining and updating the College webpage, creating and updating major and minor brochures, attending VState Experience and Open House days, and establishing a presence and awareness of our majors and minors on campus through advertising and attending events such as The Happening.
7. **Scholars Committee** manages the various honors, scholarships, and outstanding student awards for LCOBA. The Scholars/Honors activities include advising business honor students, representing LCOBA on the Honors Advisory Committee, recruiting and selecting Steele scholars, selecting college and specific university scholarships, and nominating and organizing the outstanding student awards presented at LCOBA and university Honors night.
8. **Strategic Planning Committee** develops, assesses, and updates the College's 5-year plan.
9. **Study Abroad Committee** coordinates and supports study abroad activities engaged in by LCOBA students and faculty. The committee also oversees the allocation of study abroad scholarships to LCOBA students and vets new study abroad programs proposed by faculty members.
10. **Tenure and Promotion Committee (TPC)** reviews, evaluates, and recommends tenure and promotion. (Refer to the LCOBA Handbook).

## 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' advance written 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

Robert's Rules of Order shall govern the meetings of the faculty. The faculty shall elect a parliamentarian at its last Spring meeting for a three-year term to interpret the current edition of Robert's Rules of Order and to make rulings on such matters.

### SECTION 6

The Dean's office records 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 without five days' advance notice.

#### 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 the Chair of the Bylaws Committee:**

**PROPOSAL:** That Article \_\_\_\_\_, Section \_\_\_\_\_

1. Which now reads:

2. Be amended by striking out and/or changing wording as follows:

3. If adopted would read: (Indicate changes in capital letters or underline.)

4. Rationale for change:

\_\_\_\_\_

Submitted by \_\_\_\_\_

Date \_\_\_\_\_

Email address \_\_\_\_\_

Phone number \_\_\_\_\_

*Proposed amendments to the Bylaws may be submitted by Participating Faculty. (Bylaws Article VIII. Amendments, Section 2.)*



**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.*