

**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 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 provide 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 commendations 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 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 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**

**By-Laws**  
**Article I**  
**Officers**

Section I. Duties of Officers

I.1.1 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.1.2 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.1.3 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.1.4 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.