



# POLICY MANUAL

## VOLUME I

# **Governance and Administrative Organization**

March 2010

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**Governance and Administrative Organization**

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## **1.0 History, Governance, and Administration of Paine College**

### **1.1 History and General Information**

#### ***1.1.1 History of the College***

Paine College was founded by the leadership of the Methodist Episcopal Church South, now United Methodist Church, and the Colored Methodist Episcopal Church, now Christian Methodist Episcopal Church. Paine was the brainchild of Bishop Lucius Henry Holsey, who first expressed the idea for the College in 1869. Bishop Holsey asked leaders in the ME Church South to help establish a school to train Negro teachers and preachers so that they might in turn appropriately address the educational and spiritual needs of the people newly freed from the evils of slavery. Leaders in the ME Church South agreed, and Paine Institute came into being.

On November 1, 1882, the Paine College Board of Trustees, consisting of six members, three from each Church, met for the first time. They agreed to name the school in honor of the late Bishop Robert Paine of the MECS who had helped to organize the CME Church. In December, the Trustees selected Dr. Morgan Callaway as the first President of the College and enlarged the Board from six to 19 members, drawing its new membership from communities outside of Georgia so that the enterprise might not be viewed as exclusively local.

Bishop Holsey traveled throughout the Southeast seeking funds for the new school. On December 12, 1882, he presented the Trustees of Paine Institute with \$7.15 from the Virginia Conference and \$8.85 from the South Georgia Conference. In that same month, Reverend Atticus Haygood, a minister of the ME Church South, gave \$2,000 to support President Callaway through the first year. Thus, a \$2,000 gift from a white minister of the Methodist Episcopal Church South and \$16 raised by a CME minister – penny by penny from former slaves - became the financial basis for the founding of Paine College.

In 1883, a Charter of Incorporation for The Paine Institute was granted, and the Trustees elected Dr. George Williams Walker as its first teacher. In January 1884, classes began in rented quarters located on Broad Street in downtown Augusta.

On December 28, 1884, the Reverend George Williams Walker was elected President of Paine Institute following the resignation of Reverend Callaway. In 1886, the College moved to its present site on Fifteenth Street.

The year 1888 was a very significant one for Paine College. Reverend Moses U. Payne, an MECS minister from Missouri, gave \$25,000 to Paine for the endowment. Also in 1888, Trustee W. A. Candler presented a resolution to the Trustees authorizing President Walker to employ John Wesley Gilbert, Paine's first student and first graduate, to become the first Black member of the faculty. The hiring of Mr. Gilbert launched Paine's continuing tradition of having a biracial faculty. President Walker died in 1910 after having headed Paine for twenty-six years.

The Paine Institute began with a high school component and gradually developed a college department. Initially, advanced students received special instruction on an individual basis, but by 1903 sufficient college-level work was provided to justify changing the school's name to The Paine College. Paine continued its high school department until 1945, because there was no public secondary school for Blacks in Augusta until that year.

Under the leadership of President Edmund Clarke Peters, 1929-1956, Paine College was accredited by the Southern Association of Colleges and Secondary Schools as a Class "B" institution in 1931 and then as a Class "A" institution in 1945.

President E. Clayton Calhoun served as President from 1956 to 1970. During his leadership, Paine was approved by the University Senate of The Methodist Church in 1959, and the College was admitted to full membership in the Southern Association of Colleges and Schools in 1961.

Dr. Lucius H. Pitts was elected President of Paine College in 1971. He was the first alumnus and first Black President of the College. He died in his office in 1974. Dr. Julius S. Scott, Jr. served as President of the College on two separate occasions: 1975 to 1982 and 1988 to 1994. Paine alumnus, Dr. William Harris, served during the period of 1982 to 1988. In 1994, Dr. Shirley A. R. Lewis became Paine College's first female president followed by the current President of Paine, Dr. George Bradley.

Paine College is a full-fledged liberal arts institution offering courses and major programs in five divisions: Business Administration, Education, Humanities, Natural Sciences and Mathematics and Social Sciences. The College remains a small, predominantly Black, coeducational, church-related school, gratefully related to its founding denominations and open to all.

Paine College's alumni have established an exceptional record of achievement. Included among Paine's distinguished graduates are:

Dr. Mack Gipson	First African American to obtain the Ph. D. in Geology and Consultant to NASA
Dr. Shirley McBay	First African American to earn a Ph. D. from the University of Georgia; First African American Dean at M. I. T.
Frank Yerby	Internationally acclaimed author and film writer
Louis Lomax	Journalist
Dr. Ora McConner Jones	Assistant Superintendent of Chicago Public Schools
Bishop Woodie White	UMC Resident Bishop of the Indiana Area and Former Chair of the Council of Bishops
Bishop Nathaniel Linsey	Senior Bishop of the CME Church
Bishop Marshall Gilmore	CME Bishop of the Texas Area
Dr. Lucius Pitts	First African American President of Paine College, 1971-1974
Dr. William Harris	President of Paine College, 1982-1988
Dr. Elias Blake	President of Clark College, 1977-1987

Dr. Roland Harris	President of Knoxville College, 1995-1997
Dr. Clyde Williams	President of Miles College, 1971-1986
Dr. Jacqueline Carmicheal	Professor at the University of Georgia and Biographer
Ruth Crawford	Director of Shiloh Comprehensive Community Center, designer of the Paine College Flag, and former schoolteacher
Dr. Charles Larke	First African American Superintendent of the Richmond County Board of Education
Attorney Robert Bell	Chair, Paine College Board of Trustees and Founder of the Chairman's Club of the Annual Alumni Fund

### ***1.1.2 Presidents of the Paine College***

There have been thirteen of presidents of Paine College:

Morgan Callaway	1882-1884
George Williams Walker	1884-1911
John D. Hammond	1911-1915
D. E. Atkins	1915-1917
Albert Deems Betts	1917-1923
Ray S. Tomlin	1923-1929
E. C. Peters	1929-1956
E. Clayton Calhoun	1956-1970
Lucius H. Pitts	1971-1974
Julius S. Scott, Jr.	1975-1982
William H. Harris	1982-1988
Julius S. Scott, Jr.	1988-1994
Shirley A. R. Lewis	1994-2007
George C. Bradley	2008-

Upon his retirement as President in 1994, Dr. Julius S. Scott, Jr., was elected President Emeritus by the Board of Trustees.

During interim periods, the following persons served as chief administrators and chairpersons of the interim committees:

Stewart B. Gandy, Chairman	October-December, 1970
Canute M. Richardson, Chairman	January-June, 1971
Canute M. Richardson, Acting President	March-December, 1974
Curtis E. Martin, Interim President	July- December, 2007

### ***1.1.3 College Support***

The support of the College is provided by the two cooperating churches, The United Methodist Church and the Christian Methodist Episcopal Church. The support from The United Methodist Church is from four sources, two of which are sections of its Board of Global Ministries, the Women's Division and the National Division. The third agency in The United Methodist Church

is the Board of Higher Education and Ministry. The fourth is the Black College Fund, authorized by the General Conference. The majority of support from the Christian Methodist Episcopal Church comes from the General Conference. The Sixth Episcopal District and the Seventh Episcopal District also provide support annually.

A substantial amount of Paine's support comes through the Annual Campaign of the United Negro College Fund (of which the College is a member), alumni and friends of the College, foundations and corporations, the Department of Education, and other federal agencies.

#### ***1.1.4 The Paine College Ideal***

To love truth and to seek it above material things;

To ennoble and be ennobled by common fellowship;

To keep the energies of life at full tide;

To cultivate an appreciation of the beautiful;

To work well and play with zest;

To have an open, unprejudiced mind;

To live simply, practicing a reasonable economy;

To find joy in work well done;

To be an earnest disciple in the school of Him who brings the abundant life;

To work diligently for a better understanding of the White and Black races:

Such is the spirit and ideal of Paine College. To all who share this spirit and are eager for the pursuit of high things, we offer a hearty welcome.

Developed by a faculty committee appointed by President E. C. Peters in 1933.

#### ***1.1.5 The Paine College Hymn***

Frank G. Yerby, '37

1. College of our heart's desire, resplendent in our gaze, Awake in us thy sacred fire and let us to thy truth aspire throughout the 'coming days.
2. And may the thing that thou hast sought, our nation's woeful lack. True union of the heart be brought and differences be set at naught between the white and black.
3. Paine College, guardian of the way that each young foot must tread, Thy gates are open to this day and our firm, martial strides display hearts clean and unafraid.

#### ***1.1.6 Presidential Seal***

The seal represents an important part of Paine College's history. The seal should only be used by the President's Office and on official college documents requiring the official insignia such as invitations to presidential events, diplomas and class rings. The seal is rarely used on general printed material.



### **1.1.6.1 Spacing and Minimum Size Requirements**

The clear area around the seal, athletic, mascot and spirit logos is always going to be .75". The Paine College family of logos may not be reproduced any smaller than one inch in width.

### **1.1.7 The Colors of Paine College**

The Colors of Paine College are Purple and White.

### **1.1.8 The Mascot of Paine College**

The Mascot of Paine College is the Lion.

### **1.1.9 The Intercollegiate Athletic Team Names**

Men: The Paine College Lions

Women: The Paine College Lady Lions

### **1.1.9.1 The Conference Affiliation of the Paine College**

Paine College is a member of Division II of the National Intercollegiate Athletic Association and a member of the Southern Intercollegiate Athletic Conference.

### **1.1.10 Accreditation and Memberships**

Paine College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Paine College.

Other Accreditations and Memberships include:

The American Council on Education

The Association of American Colleges

The American Association of Colleges of Teacher Education

The Association of Collegiate Business Schools and Programs (ACBSP)

The Association of Private Colleges and Universities of Georgia  
The College Entrance Examination Board  
The Council of Independent Colleges  
The Educational Senate of the Christian Methodist Episcopal Church  
The Educational Testing Service  
The Georgia Professional Standards Commission  
The National Association for Equal Opportunity in Higher Education  
The National Association of Independent Colleges and Universities  
The National Association of Schools and Colleges of the United Methodist Church  
The National Council for Accreditation of Teacher Education  
The United Negro College Fund (UNCF)  
The University Senate of the United Methodist Church

### ***1.1.11 The Campus***

Paine College has a 57-acre campus located in the heart of Augusta, Georgia. All the physical facilities of the College are located within a geographical area bounded by Fifteenth Street, Laney-Walker Boulevard, Beman Street, and Central Avenue. Most of the College buildings, including residence halls, classroom buildings, and the library, are located in the main campus area. The athletic field, gymnasium, tennis court, and the chapel/music building are included in the campus area bounded by Beman Street.

#### **1.1.11.1 Academic Buildings**

**Haygood-Holsey Hall**, occupied in September 1977, is a multi-purpose structure that houses administrative and faculty offices, classrooms, seminar rooms, and the administrative computer center.

**Mary Helm Hall**, completed in 1918, contains classrooms, faculty offices, and several administrative offices. A major renovation was completed in 1981.

**George Williams Walker Science Building**, dedicated October 30, 1956, houses the laboratories for biology, physics, and chemistry. The Walker Science Building was completely renovated during the summer of 1994.

**Gilbert-Lambuth Memorial Chapel** was completed in 1968. The basic design of the chapel's nave is cruciform, providing space to seat 1,200 persons in air-conditioned comfort. The rear section of this building houses the music program and an auditorium that seats 200 persons.

**Warren A. Candler Building**, completed in 1947, is a two-story brick structure that served as the College library through the Spring of 1991. It houses the Office of Admissions, the Division of Education, the Planning and Evaluation Department, and the Conference Center.

**Collins-Callaway Library**, which includes the Richard A. Dent Learning Resources Center, was completed in the spring of 1991. The spacious two-story brick structure can accommodate over 125,000 volumes, 600 current periodicals and other non-print media. The Library was named in honor of Dr. Morgan Callaway, the first President of the College, and Dr. Daniel A. Collins, '36, former Chair of the Board of Trustees.

The **Psychology Laboratory** is located on Laney-Walker Boulevard in a brick building which includes a classroom, four research rooms, and a student library/lounge. It is equipped with modern experimental equipment for the study of perception, learning, memory, and other aspects of human behavior. The College Infirmary is housed in the Psychology Laboratory building located and is staffed with a full-time nurse.

The **Division of Business Administration Office Complex** is located on Laney-Walker Boulevard. It houses the office of the faculty and staff of the Division.

### **1.1.11.2 Student Activities Buildings**

**Edmund and Ethel Peters Campus Center**, completed in 1969, houses the dining facilities of the College, the offices of the Vice President and Dean of Student Affairs, staff, offices of various student organizations, the post office, bookstore, and areas for recreation and relaxation.

**Randall A. Carter Gymnasium and Auditorium**, constructed in 1952, provides facilities for the athletic department. The building contains a basketball court and a large stage for dramatic and cultural productions.

### **1.1.11.3 Residence Halls – Women**

**Berry-Gomillion House**, which accommodates 100 women, was occupied in 1987. This air-conditioned, spacious facility is named for Dr. Evelyn Berry and the late Dr. Charles G. Gomillion, benefactors and members of the Paine College Board of Trustees.

**Epworth House** includes accommodations for approximately 115 students in air-conditioned comfort. It symbolizes the interest of the young people of the former Methodist Episcopal Church South, who were members of the Epworth League. The building was constructed through gifts of the Epworth Leaguers. In the fall of 1978, it was completely renovated.

**Graham House**, opened for occupancy in the fall of 1971, is an air-conditioned building which accommodates 108 students. It was named for William L. Graham, '29, Paine College Registrar, Professor, and Vice President.

**Hollis House**, occupied in September 1967, is an air-conditioned building which houses 50 junior and senior women. It is named for Mrs. Rossie Thompson Hollis, an alumnus who served on the Board of Trustees.

**Sankofa House**, which accommodates 47 women, was occupied in 2006. This newest residence hall facility was named after the Adinkira symbol that means “turn back and fetch it” or the importance of learning from the past.

### **1.1.11.4 Residence Halls - Men**

**Belle Bennett House**, occupied in September 1962, houses 50 men in air-conditioned comfort. The residence hall was furnished through the aid of the women's work of the Methodist Episcopal Church, South. Belle Bennett was completely renovated in 1993.

**Ervin House**, completed in September 1967, is an air-conditioned building which houses 50 men. It is named for the late W. C. Ervin, business manager of the College from 1929 until his death in 1964.

**Emma C. W. Gray House**, opened in January 1962, accommodates 50 students. Most of the money for construction was contributed by the women of the Southeastern Jurisdiction of the United Methodist Church. This residence hall is named after a devoted servant of the Church who served Paine College for more than 30 years. It was completely renovated in 1995.

#### 1.1.11.5 Other Buildings

**Paine House**, completed in 1968 and located on Beman Street, is the two-story residence of the President of the College.

The **Mathematics Support Center** is located on Laney-Walker Boulevard. It houses the Director of the Support Center and is designed to improve the mathematic skills of students at various levels.

The **Paine College Alumni House** is located on Laney-Walker Boulevard. It houses offices of the Alumni Relations staff and the executive secretary of the Paine College National Alumni Association in addition to a reception area.

The **Gipson** building is located on Laney-Walker Boulevard. It houses the **Dr. Mack Gipson, Jr., Tutorial and Enrichment Center**, a college-wide support program that provides individual and small-group tutoring in a variety of academic areas and includes an Internet-accessible computer lab. The **ROTC** offices are also located in this building.

#### 1.1.11.6 Gilbert-Lambuth Memorial Chapel

**The Gilbert-Lambuth Memorial Chapel**, owned and operated by Paine College, it was built in 1968. The basic design of the chapel's nave is cruciform; the chapel will accommodate approximately 1200 persons in air conditioned comfort. The chapel usage range varies from paid events such as weddings, funerals and gospel concerts to religious campus events and balls. The rear section of this building contains classrooms, sound-proof practice rooms, a music library, studios, robbing rooms, and auditorium that seats 200 persons.

The Chapel was named after Dr. John Wesley Gilbert (Dr. John Wesley Gilbert was the first Paine student, the first graduate, the first Negro member of this faculty. He was a classicist, a Biblical scholar and a great human being), Bishop Walter Russell Lambuth (Bishop Walter Russell Lambuth was a Physician as well as a theologian, one of the church's great missionary statesmen, and a trustee of this college).

Dr. E. Clayton Calhoun, the eighth President of Paine College (1956-1970). Dr. Clayton's address to the college on January 30, 1968 called "**The Substance of Dreams**": (describe in detail explanation of the structure of the Chapel). "The inspired American poet, Langston Hughes, has asked, "What happens to a dream deferred?" He gives some most perceptive answers. Tonight, at Paine College, we can give our answers in the perceptions which derive from a very deep gratitude.

Dr. Calhoun gives a detailed description and purpose of each section of the chapel in his address to the college on January 30, 1968.

## **1.2 Paine College Vision, Mission, Core Values, and 2008-2012 Strategic Plan**

### **1.2.1 Vision**

Over the next five years, Paine College shall build on its achievements and legacy to be regionally recognized as a premier liberal arts institution of higher education.

### **1.2.2 Mission**

The Mission of Paine College, a church-related private institution, is to provide a liberal arts education of the highest quality that emphasizes academic excellence, ethical and spiritual values, social responsibility, and personal development to prepare men and women for positions of leadership and service in the African American community, the nation, and the world.

### **1.2.3 Core Values**

Excellence

Appreciation of Heritage

Integrity

Fiscal Responsibility

Service

### **1.2.4 Strategic Plan 2008-2012**

#### **1.2.4.1 Preamble**

The history of Paine College indicates that the institution was "founded in 1882 as the result of an unusual collaboration between Black and White Methodists who believed in church-related education as a means of advancement for a newly freed and underserved people." Throughout the years, a dedicated faculty and staff have maintained high standards for students who are committed to the ideal "to love truth and seek it above material things."

Paine College has continued to produce "self-sufficient and productive citizens, committed to intellectual pursuits and aesthetic appreciation in a global society." Steeped in the liberal arts tradition, Paine College emphasizes academic excellence, ethical and spiritual values, social responsibility, and personal development.

In the Spring of 2008, the Paine College community examined information from the college's previous strategic plan and began the process of developing a strategic plan to guide the college through the next five years. I would like to thank members of the Strategic Planning Committee for the time and effort spent in crafting the plan. I am grateful for the time and attention the many faculty, staff, students, members of the Augusta community, alumni and members of the Board of Trustees dedicated to this process through focus groups and town hall meetings. The active engagement of all constituents produced a vision for Paine College that guides all of the work that we do.

At the October 2008 meeting of the Board of Trustees, the 2008-2012 Paine College Strategic Plan was approved. This strategic plan includes new mission and vision statements, a set of core values as well as strategic goals. The vision for Paine College is to be a premier liberal arts institution of higher education in the region. This vision will be accomplished through strengthened faculty capacity, student engagement and measured student learning outcomes, technology infrastructure development, facilities enhancement and "friend" raising.

I encourage you to read this important document and to use it as a part of your day-to-day work, interactions with Paine College constituents and as a guide for the development of new initiatives. The adoption of this strategic plan is a significant step toward realizing the shared vision for Paine College.

George C. Bradley, President

#### **1.2.4.2 Faculty Capacity**

- Recruit, develop and retain excellent faculty with a minimum of 70% holding the terminal degree.
- Increase faculty scholarly productivity (i.e. Grants, refereed publications and presentations, and/or creative works) that further the techniques of understanding fields across each academic division.
- Develop the area of sponsored programs and research to ensure that it facilitates faculty research and grantsmanship in all academic areas.
- Develop and implement a faculty evaluation system that documents teaching (as measured by student learning) and is facilitated by research and service that is germane to the mission and the vision of the College.
- Continue to pursue the national or special accreditation of all academic programs where feasible.
- Assess existing academic organizational structure and study feasibility and advantage of school structure.
- Implement Select graduate programs.

#### **1.2.4.3 Student Engagement**

- Develop strategies for expanding the religious life program on campus..
- Schedule more innovative programs that are of student interest for their spiritual and social development.
- Increase student attendance at assembly to 75%.
- Increase to 10% the number of students who engage in experiential learning opportunities beyond the campus (i.e. internships, study abroad).
- Recruit and retain a diverse body of 1100 students.
- Increase the freshman to sophomore retention rate by at least 5%.

- Decrease the number of students who remain at the freshman level after the completion of the first year of academic study.
- Strengthen intramural and intercollegiate athletic programs.
- Develop and implement an entrance and exit inventory to measure student experiences.

#### **1.2.4.4 Facilities Enhancement**

- Develop a plan for strategic land acquisition (purchase property within 1-3 mile radius)
- Develop and utilize a 25 year college master plan and use it as a guideline for prioritizing facility maintenance and development (Broken down into 5-year intervals)
- Develop a plan and secure the resources to facilitate the following projects over the next five years:
  - Health Education and Activities Learning (H.E.A.L.) Complex
  - Renovate Mary Helm Hall and Residence Halls
  - Upgrade Research Labs
  - Renovate Gilbert-Lambuth Chapen/Odeum
  - Develop and fund a landscaping plan and a plan for better campus signage
  - Establish “green” policies throughout the campus

#### **1.2.4.5 Technology Infrastructure**

- Develop and implement a process for Enterprise Resource Planning (ERP) <sup>TM</sup>
- Increase faculty engagement in the use of technology for synchronous and asynchronous work and learning
- Establish a professional development training, retraining and assessment program
- Increase the capacity for online programs
- Establish policies and practices that govern the management of technology
- Increase staff use of technology to manage the business of their respective offices

#### **1.2.4.6 “Friend” Raising**

- Increase non-tuition funding by 60% via increases in the annual fund, endowment, grants and new revenue sources
- Decrease the overall discount rate by 4% each year
- Increase overall endowment via fundraising by at least 5% per year
- Raise \$14 million to complete the H.E.A.L. project
- Expand collaborations with individuals, other institutions and organizations

- Increase visibility and accessibility
- Build databases of potential “friends”
- Develop a marketing strategy to promote Paine College
- Increase Alumni Giving

### **1.3 Governing Documents of the Board of Trustees of Paine College**

#### ***1.3.1 The Charter of Paine College***

The original Charter for the College, June 19, 1893, can be found in the President’s Office. This includes the operative Articles of Incorporation as amended and restated on December 19, 1975, and approved by the State of Georgia on February 5, 1976.

### **1.4 Senior Administration of Paine College**

#### ***1.4.1 The President***

The President is the Chief Executive Officer of Paine College, and is the only person in the College community who reports and recommends directly to the Board of Trustees. Among the President’s many responsibilities, the President provides academic and fiscal leadership, develops and maintains strong relationships with the supporting denominations, the local community, and other institutions of higher education, appoints, evaluates, promotes, and terminates senior administrators, faculty and staff, and represents and projects the institution to various sectors of the public. Students may meet with the President on specific issues, by appointment.

#### ***1.4.2 The Provost and Vice President of Academic Affairs***

The Provost and Vice President of Academic Affairs has direct oversight responsibility for the faculty and academic programs of the College. The Provost and Vice President of Academic Affairs is responsible for monitoring faculty recruitment, development, and evaluation; coordinating curriculum development, supervising all academic planning, and mediating problems between students and instructors. Any student in need of academic help should talk with the Provost and Vice President of Academic Affairs.

#### ***1.4.3 Vice President and Dean of Student Affairs***

The Vice President and Dean of Student Affairs is responsible for the supervision and coordination of all student services. The Vice President and Dean of Student Affairs also counsels students directly, particularly in cases of special problems. The Vice President and Dean of Student Affairs has specific responsibilities for disciplining students and groups for misconduct, as detailed in Volume VII of the Paine College Policy Manual. Students in need of assistance or advice in personal, social, emotional, or academic matters should arrange to discuss these matters with a member of the Student Affairs Staff.

#### ***1.4.4 Vice President for Administration and Fiscal Affairs***

Under the direction of the Vice President for Administration and Fiscal Affairs all the financial departments of the College lend support to the essential enterprise of teaching and learning. As Chief Fiscal Officer, the Vice President for Administration and Fiscal Affairs is responsible for the development and control of all budgets and holds responsibility for the funds, trusts, plant equipment, and auxiliary enterprises of the College. In addition, the Vice President for Administration and Fiscal Affairs is responsible for human resources matters at the College. Only the Vice President for Administration and Fiscal Affairs and the President can make binding contracts of any kind in the name of the College.

#### ***1.4.5 Vice President for Institutional Advancement***

The Vice President for Institutional Advancement is responsible for projecting a clear and positive description of the College's mission, goals, and activities to internal and external constituencies. This officer is responsible for identifying potential new sources of funding and coordinating the development of proposals to secure funding. In addition, the Vice President for Institutional Advancement generates and/or supervises all direct College appeals for funds through the annual United Negro College Fund, alumni fund drives and other campaigns. The Vice President for Institutional Advancement bases all fund-raising and image-building efforts on the goals of the College and on the needs of the students, faculty and programs.

#### ***1.4.6 Executive Assistant to the President***

The Executive Assistant to the President reports to the President of the College. This individual serves as a liaison between the Office of the President and the Board of Trustees (BOT), directs the College's planning and evaluation processes and coordinates the Title III program. The duties of this office include, but are not limited to communications to the BOT as requested by the President; maintaining records of the BOT classes and committees; recording and maintaining the minutes of the meetings of the full BOT; consulting with the President in the formation of the agenda for meetings of the full BOT. Manage the Assessment Calendar as contained in the *Paine College Planning and Evaluation Guidelines* and the institutions planning and evaluation activities. Monitor the progress of Title III funded institutional programs and coordinate directly with the Department of Education regarding matters concerning Title III programs. The Executive Assistant to the President is an active member of the Administrative Council and performs other duties as assigned by the President

### **1.5 Organizational Charts**

[To be inserted by the College once the Policy Manual is placed on the College intranet.]

## **1.6 Internal Governance of Paine College**

### ***1.6.1 Bylaws of the Faculty***

#### **1.6.1.1 Article I - Composition**

##### ***1.6.1.1.1 Section 1. Membership***

The Paine College Faculty consists of persons in the following categories:

1. Instructional Faculty
  - a. Full-time tenured or tenure-track employees including division chairpersons who teach one or more courses and who hold rank of Instructor, Assistant Professor, Associate Professor, or Professor.
  - b. Full-time non tenure-track administrators or other employees who work in special programs, and teach one or more courses.
  - c. Full-time employees under special appointments without tenure who teach one or more courses and hold an adjunct rank.
2. Librarians
3. Administrative Faculty: Full-time employees who do not teach but hold rank of Instructor, Assistant Professor, Associate Professor, or Professor.
4. Associate Faculty: Visiting Professors, Lecturers, Consultants, Adjunct Faculty, or Part-Time Faculty.

The word “faculty,” when used in these Bylaws, refers to instructional faculty, administrative faculty and associate faculty, except when otherwise specified.

Selected non-instructional personnel, including the Executive Assistant to the President, directors, managers and coordinators, who are assigned as professional staff by the President may attend all faculty meetings and serve as resource persons.

##### ***1.6.1.1.2 Section 2. Voting Rights***

1. Voting membership in the faculty is limited to persons designated as instructional faculty. Administrative faculty and associate faculty may attend all faculty meetings and have voice, but no vote.
2. At the beginning of each academic year a complete list of the faculty, specifying each member’s classification, will be distributed from the President’s Office. Paine College faculty on official leave (visiting elsewhere, on sabbatical, or other professional development) have the right to vote when attending a faculty meeting during the period of leave.

### ***1.6.1.1.3 Section 3. Meetings and Procedures***

1. The faculty will hold at least nine regular meetings during the academic year, with at least one meeting per month, August through May excluding December. A list containing the date, time, and place of all regular faculty meetings shall be published at least 3 days prior to the August meeting.
2. Meetings may be called by the President, the Provost and Vice President of Academic Affairs or by at least 15 faculty members petitioning in writing to the Provost and Vice President of Academic Affairs. Notice of called meetings shall be in writing, setting forth the purpose of the meeting, and sent to each member of the faculty at least one week prior to the called meeting.
3. Minutes of each meeting shall be taken by the secretary and published at least 3 days before the next regular meeting.
4. Business at meetings of the faculty shall be conducted in accordance with Robert's Rules of Order unless otherwise provided for in these bylaws. All matters and motions which would require a vote must be communicated by the Agenda Committee in writing to the faculty at least 3 days in advance of a faculty meeting. Other matters or motions requiring a vote may be considered if the faculty, following the procedures in Robert's Rules of Order, suspends the rules.
5. A simple majority of the voting membership of the faculty constitutes a QUORUM. This number shall be established at the September meeting for the Fall term and the January meeting for the Spring term. When a quorum is not present and agenda items require a vote, the meeting will be adjourned to another date, except when otherwise stipulated in these Bylaws.

### ***1.6.1.1.4 Section 4. Voting***

1. When a quorum of the voting faculty is present, their majority vote will constitute adoption of any action, except when otherwise stipulated in these Bylaws. Written ballots will be used when requested by ten or more voting members.
2. Motions involving policy on academic matters must be given a first reading, then tabled until the next meeting, unless a special order to the contrary is adopted by vote of a two-thirds majority of the voting membership of faculty as established at the September or January meeting. If a two-thirds majority of the voting faculty is not present, no vote to suspend the rules is taken and the matter(s) shall be tabled until the next meeting.
3. Officially excused faculty members who desire to vote on agenda items may deposit their ballots with the Secretary of the Faculty before the meeting at which a vote is scheduled to be taken.

### ***1.6.1.1.5 Section 5. Agenda of Meetings***

1. The Committee on Agenda shall be responsible for the agenda for regular and called meetings of the faculty. This will be distributed at least three days before the meetings.
2. The Order of the Agenda

- a. Minutes of the previous meeting
- b. Reports of standing committees
- c. Reports of ad hoc committees special orders, recommendations, resolutions
- d. Unfinished business
- e. New business
- f. Announcements

**1.6.1.1.6 Section 6. Faculty Officers**

1. Presiding Officer. The presiding officer of the faculty will be the President. The Provost and Vice President of Academic Affairs, or the President's designee will preside in the President's absence.
2. Secretary. The faculty will elect one of its members to keep minutes of all faculty meetings and to be custodian of all records. The Secretary will serve for one year and may be re-elected. Copies of all records and minutes must be filed before the next faculty meeting in the Office of the Provost and Vice President of Academic Affairs, the Office of Institutional Research, and in the Library.
3. Parliamentarian. The faculty will elect a Parliamentarian to advise the presiding officer or any faculty member at the meetings regarding parliamentary procedures. This officer will serve for one year and may be re-elected

**1.6.1.1.7 Section 7. Representatives**

1. The faculty will be represented on the following boards, committees, and councils of the College, its representatives to be elected or appointed to serve in the manner and for the term of office established by the bodies named:
  - a. The Board of Trustees of Paine College:
    - i. One tenured faculty member serving ex-officio with voice and vote, for two years, who may not be re-elected immediately following the two-year term.
    - ii. One faculty member, to serve as an alternate for a term of two years, who may attend all meetings of the Board of Trustees, but who has voice and vote only when the faculty member elected to the Board is absent.
  - b. Committees of the Board of Trustees of Paine College: One faculty member, elected to serve as a resource person on the following committees:
    - i. The Committee on Academic Affairs
    - ii. The Committee on Budget and Finance
    - iii. The Committee on Buildings and Grounds
    - iv. The Committee on Student Life and Welfare
    - v. The Committee on Planning and Development

- c. Committee on Strategic Planning and Evaluation: One Faculty member, for three years. Members completing two consecutive three year terms must rotate off the committee for at least one year before being eligible for re-election.
2. The faculty will elect from its membership representatives to all other boards, committees, and councils on which it is entitled to membership.
3. Unless otherwise provided, faculty representatives elected to serve on any of the above boards, committees, or councils will serve a term of one year, and will be eligible for re-election.

#### ***1.6.1.1.8 Section 8. Elections***

1. The faculty will vote for its Secretary and Parliamentarian for the following academic year at the April meeting.
2. Terms of office will extend from August of the year of election through July of the year in which the term expires.
3. If an elected official is unable to serve to the completion of term, the faculty will elect a replacement.
4. The Committee on Nominations will prepare, distribute, and count ballots.
5. The faculty reserves the right to add nominations from the floor to the prepared ballot.
6. If a special election is needed, the Committee on Nominations will present nominees at the earliest possible scheduled faculty meeting, and the election will be held and the results announced at that time. The faculty may call for an emergency election to fill such openings, and may then either nominate from the floor without referral to the Committee on Nominations, or convene a called meeting to hold an election, or both.

#### **1.6.1.2 Article II - Academic Program**

The Board of Trustees has final responsibility for policy governing all aspects of the institution's affairs, programs, faculty, students, staff, facilities and funds. It is the Board's responsibility to establish policy, thus providing the parameters for operational policy-making and implementation by the administration and faculty. Consistent with the policies adopted by the Board:

1. The faculty is responsible to the President of the College for all matters relating to the instructional program.
2. The faculty is directly responsible for the formulation, revision, and continuous review of educational policies and procedures.
3. If the President and/or Provost and Vice President of Academic Affairs should disapprove of an action or recommendation of the faculty that requires Board of Trustees approval, they should explain and justify their position in writing to the Faculty.
4. Alterations in the basic educational policies and procedures of the College will be presented to and approved by the faculty before implementation. These responsibilities will include, but are not limited to, reviewing and recommending policy and establishing procedures for

the following: requirements for admission; procedures for registration, withdrawal, and transfer; curricula and degree requirements; grading and examination policy; attendance regulations; recruitment; and planning and academic structure of the institution. The faculty will make recommendations to the Provost and Vice President of Academic Affairs and the President on these and related matters.

5. The academic functions and general obligations of the faculty are to:
  - a. Provide instruction for students.
  - b. Grade and counsel students.
  - c. Keep class records, prepare and submit grade reports, attendance reports and other necessary reports as required.
  - d. Attend faculty meetings.
  - e. Serve on appropriate committees of the College to which they may be elected or appointed.
  - f. Supervise appropriate extra-class student activities.
  - g. Participate in the Fall Convocation, Founder's Day Ceremonies and Commencement Convocation in academic regalia. Attend the Spring Convocation and Baccalaureate service.
  - h. Perform such administrative duties as may be specifically designated in their annual or special contracts for the faculty.
  - i. Perform such additional duties as are necessary to facilitate the defined program of the College.

### **1.6.1.3 Article III - Standing Committees of the Faculty**

#### ***1.6.1.3.1 Section 1. List of Standing Committees***

The faculty has established the following standing committees:

1. Committee on Nominations
2. Committee on the Agenda
3. Guidelines and Standard Operational Procedures Committee, Academic Standards, and Instructional Development (the Curriculum Committee)
4. Committee on Faculty Welfare
5. Committee on Faculty Courtesies
6. Committee on Tenure and Promotion Committee (a Judicial Committee)
7. Portfolio Review Committee (a Judicial Committee)
8. Committee on Enrollment Management
9. Committee on the Library
10. Committee on Scholarship, Honors, and Awards

11. Academic Affairs Appeals Board (a Judicial Committee)
12. Committee on Research or Grants Affecting Human and Animal Subjects/Internal Review Board (IRB)

#### ***1.6.1.3.2 Section 2. Committee on Nominations***

The Committee on Nominations coordinates nominations and elections for faculty officers, representatives to the Board of Trustees and college-wide committees, and membership on standing committees of the Faculty.

1. Composition of the Committee:
  - a. The Committee on Nominations will consist of five members: the Provost and Vice President of Academic Affairs, two faculty members appointed by the President, and two faculty members elected by the faculty. The elected members shall serve for one year and may be re-elected.
  - b. Officers of the Committee shall be the chair, vice chair and recorder. They shall be elected during the first meeting for the Fall Semester.
2. Meetings and Agenda:
  - a. It shall be the responsibility of the chair to create an agenda and chair the meetings.
  - b. The vice chair shall serve in the absence of the chair at all meetings.
  - c. It shall be the responsibility of the recorder to:
    - i. Maintain official copies of all records and forward an official bound set to the Office of the Provost and Vice President of Academic Affairs not later than the Friday following the Commencement Convocation each year;
    - ii. Create and disseminate, subject to the approval of the chair, a written agenda for each meeting; and
    - iii. Distribute copies of minutes of the previous meeting and the agenda for each regular meeting to all members of the Committee at least two days before a regular meeting; when possible, the agenda for a called meeting shall be distributed at least twenty-four hours before the meeting.
  - d. Regular Meetings: Regular meetings shall be held once per month as scheduled during the first meeting of the fiscal year. Called meetings may be scheduled at the discretion of the chair to discuss matters that require immediate attention.
3. Recommended Agenda: Recommended agenda items shall be submitted to the recorder at least four days before the regular meeting.
4. Responsibilities and Functions:
  - a. The Committee on Nominations will poll the faculty each year to determine individual preferences concerning faculty offices and committees. This information will not be binding.

- b. The Committee will distribute to the faculty the names of the nominees for faculty officers, representatives, and committee members at least one week prior to the April meeting, at which time the annual election shall be held.
- c. The Committee on Nominations will make the following nominations:
  - i. Secretary to the Faculty
  - ii. Parliamentarian for the faculty meeting
  - iii. Elected members of the standing committees of the faculty (except the Committee on the Library)
  - iv. Faculty Representatives to:
    - (1) The Board of Trustees
    - (2) The Standing Committees of the Board of Trustees
    - (3) The Committee on Strategic Planning and Evaluation
    - (4) All other governing bodies to which the faculty is entitled to representation
- d. The Committee will conduct elections as prescribed below.
  - i. The faculty will vote for its Secretary and Parliamentarian for the following academic year at the April meeting.
  - ii. Terms of office will extend from August of the year of election through July of the year in which the term expires.
  - iii. If an elected official is unable to serve to the completion of term, the faculty will elect a replacement.
  - iv. The Committee on Nominations will prepare, distribute, and count ballots.
  - v. The faculty reserves the right to add nominations from the floor to the prepared ballot.
  - vi. If a special election is needed, the Committee on Nominations will present nominees at the earliest possible scheduled faculty meeting, and the election will be held and the results announced at that time. The faculty may call for an emergency election to fill such openings, and may then either nominate from the floor without referral to the Committee on Nominations, or convene a called meeting to hold an election, or both.
- e. The Committee will review and recommend changes in its Operational Procedures.

#### ***1.6.1.3 Section 3. Committee on Agenda***

The Committee on Agenda prepares the agenda for all regularly scheduled and called faculty meetings.

- 1. Composition of the Committee:
  - a. The Committee on Agenda shall consist of four members: the Provost and Vice President of Academic Affairs, one faculty member appointed by the President, and two faculty

- b. Officers of the Committee shall be the chair, vice chair and recorder. They shall be elected during the first meeting for the Fall Semester.
2. Meetings and Agenda:
    - a. It shall be the responsibility of the chair to create an agenda and chair the meetings.
    - b. The vice chair shall serve in the absence of the chair at all meetings.
    - c. It shall be the responsibility of the recorder to:
      - i. Maintain official copies of all records and forward an official bound set to the Office of the Provost and Vice President Academic Affairs not later than the Friday following the Commencement Convocation each year;
      - ii. Create and disseminate, subject to the approval of the chair, a written agenda for each meeting; and
      - iii. Distribute copies of minutes of the previous meeting and the agenda for each regular meeting to all members of the Committee at least two days before a regular meeting; when possible, the agenda for a called meeting shall be distributed at least twenty-four hours before the meeting.
3. Regular Meetings:
    - a. Regular meetings shall be held once per month as scheduled during the first meeting of the fiscal year. Called meetings may be scheduled at the discretion of the chair to discuss matters that require immediate attention.
4. Recommended Agenda: Recommended agenda items shall be submitted to the recorder at least four days before the regular meeting.
5. Responsibilities and Functions:
    - a. The Committee on Agenda will prepare the agenda for all regularly scheduled faculty meetings.
    - b. The Committee will distribute the faculty meeting agenda, proposals to be considered, and the minutes of the previous meetings, so that faculty members will receive them at least three school days before meetings.
    - c. The Committee on Agenda will schedule reports by standing committees so that each committee will report at appropriate intervals, not less than once a semester.
    - d. The Committee will review and recommend changes in its Operational Procedures.

#### ***1.6.1.3.4 Section 4. The Curriculum Committee***

1. Composition of the Committee:
  - a. The Committee on Curriculum, Academic Standards, and Instructional Development shall consist of nine members: the Provost and Vice President of Academic Affairs, the Registrar, the Director of the Library and Learning Resources Center, one faculty

member appointed by the President, and one faculty member from each division (5) elected by the faculty. All members must have been faculty members at least one year before their term of office.

- b. The elected members shall serve staggered terms of three years.
2. Meetings: The Committee should conduct business monthly and attend called meetings.
  3. Rights, Responsibilities, and Functions:
    - a. General – This Committee will be responsible for all matters concerning curricular planning and procedure, academic standards and regulations, and instructional development and review the policies in Volume VI of the Paine Policy Manual
    - b. Specific – It shall consider and make recommendations to the faculty concerning all proposed changes in regulations in regulations governing the following areas:
      - i. The grading system
      - ii. Credits acceptable through correspondence
      - iii. Credits acceptable through transfer
      - iv. Credits acceptable under special programs
      - v. The student promotion scale
      - vi. Academic honors for students
      - vii. Presidential Scholar
      - viii. Dean’s List
      - ix. Honor Roll
      - x. Cum Laude
      - xi. Magna Cum Laude
      - xii. Summa Cum Laude
      - xiii. Academic Probation
      - xiv. Voluntary or involuntary withdrawal from classes (exclusive of discipline)
      - xv. Class attendance

Proposals to change these or other academic regulations may be initiated by the Committee or referred to it by the Provost and Vice President of Academic Affairs, a division of the College, the faculty, or any five faculty members. The Committee will advise the Provost and Vice President of Academic Affairs on particular cases of enforcement of academic regulations as requested. Such advice shall not be binding.

The Committee will have the power to make recommendations concerning all curricular changes within a single discipline already included in the curriculum. It will consider no such matters until they have been approved by the division involved. Moreover, in its procedures, the Committee will provide for means whereby the faculty may revise and approve or disapprove the Committee’s action, if it wishes.

- c. Larger Concerns: Larger concerns such as the establishment of a new program, a curriculum change involving courses in more than one academic discipline, etc., must be forwarded to the faculty, through the Committee on Agenda (see subparagraph 1.6.2.3.5, for final disposition. The Committee will, on its own initiative or at the discretion of the President, the Provost and Vice President of Academic Affairs, or the faculty, review or consider revisions of any part of the curriculum. Any proposals for action coming out of such review must be brought first to the Division involved.

#### ***1.6.1.3.5 Section 5. Committee on Faculty Welfare Policies***

The Committee on Faculty Welfare is a standing committee of Paine College and shall act as a clearinghouse for general concerns of the faculty and shall investigate all such concerns presented to it. These concerns shall include, but are not limited to the Responsibilities and Functions listed at (4) below.

##### **1. Composition of the Committee:**

- a. The Committee on Faculty Welfare shall consist of five faculty members selected by the faculty. Members shall serve for a term of three years, except that at the initial election the nominee receiving the most votes shall serve for three years, the next highest shall serve for two years and the third highest shall serve for one year. Members completing a three-year term must be off the committee for at least one year before being eligible for re-election.

##### **2. Organization of the Committee:**

- a. At its first meeting in the Fall of each year, the committee shall meet for the purpose of electing a chairperson and a recorder.
- b. It will be the responsibility of the chairperson to convene and moderate each meeting of the committee. The chairperson is also responsible for planning the written agenda for each meeting.
- c. It is the responsibility of the recorder to take the minutes of the proceedings of each meeting and to maintain official copies of all records. Additionally, the recorder will forward copies of all minutes to the office of the Provost and Vice President of Academic Affairs.

##### **3. Operating Procedures:**

- a. Regular meetings shall be held monthly from August to May. The schedule shall be established during the first meeting in the Fall semester. Called meetings may be scheduled at the discretion of the chairperson or by request of another member of the committee to discuss matters that require immediate attention.
- b. Items for the agenda should be submitted to the chairperson at least four days before the regular meeting. The chair will create a written agenda for each meeting.
- c. Copies of minutes of the previous meeting and the agenda for each regular meeting shall be distributed to all committee members at least two days prior to a regular meeting. When possible, the notification and agenda for a called meeting shall be distributed at least twenty-four hours before the meeting.

- d. Three members shall constitute a quorum. Matters may be discussed even if a quorum is not present, but no vote shall be taken. Whenever three or more members inform the chairperson that they will be absent from a regular meeting, the meeting shall be canceled. All members are responsible for informing the chair of anticipated absences as soon as possible prior to a regularly scheduled meeting.
4. Responsibilities and Functions:
    - a. All faculty welfare issues
    - b. Travel funds (e.g., equitable distribution across departments)
    - c. Faculty salaries
    - d. Insurance (e.g., dental)
    - e. Equipment (e.g., equitable distribution/availability)
    - f. Service to college (e.g., incentives for proposal development, advising student organizations)
    - g. Committee service (e.g., equitable assignment)
    - h. Disasters (e.g., flooding, fire, etc.)
  5. The Faculty Welfare Committee may be used instead of an ad hoc committee to review and make recommendations as necessary. In its ad hoc capacity, the Committee shall determine whether the faculty concerns presented to it merit further consideration and discuss the matter with the appropriate group or persons. If no satisfactory resolution is achieved, the committee shall report the matter to the faculty for action or recommendation to the President or the Provost and Vice President of Academic Affairs. The Committee shall periodically review its Operating Procedures and make recommendations for changes.

Nothing contained herein shall be construed to conflict with the Faculty Grievance Policy, Volume IV, Section 4.12 or the College's affirmative action plan which directly affects the personal interests and well-being of an individual employee.

#### ***1.6.1.3.6 Section 6. Committee on Faculty Courtesies***

The purpose of the Committee on Faculty Courtesies is to express our thoughtfulness to one another in the event of a protracted illness (being confined to the hospital or home for more than three days), death in the family, arrival of a new family member, a marriage or any other occasion, which warrants special notice from the faculty.

1. Composition of the Committee:
  - a. The Committee on Faculty Courtesies shall consist of three (3) faculty members elected by the faculty. The three members shall then select one as the Chairperson, another as the Recording Secretary and the third as the Financial Secretary by mutual consent. Each member will serve for staggered terms of three years. Members completing a three-year term must rotate off the committee for at least one year before being eligible for re-election. A quorum shall consist of two (2) members.
2. Rights, Responsibilities, Functions:

- a. To determine if the occasion warrants courtesies to be extended.
  - b. To determine the kind of courtesies to be extended depending on the nature of the event.
  - c. To follow guidelines when any question arises.
3. Calendar of Events:
- a. First week in September, all members must meet to select officers.
  - b. All contributions to be sent in, on or before October 1st of that year to the financial secretary.
  - c. Courtesies will be extended as needed throughout the year.
4. Procedures:
- a. Each Division Chairperson will notify the chairperson of the committee or any of the other two members when courtesies need to be extended to faculty or faculty s family members.
  - b. The recording secretary will keep records of courtesies extended and report to the faculty monthly at the faculty meeting.
  - c. The financial secretary will give a financial report once a year in September. The guidelines established are as follows:
    - i. That the type of courtesies extended adheres to the price limits as indicated in these guidelines.
    - ii. That each faculty member be assessed \$10.00 each year to finance the Committee’s functions.
    - iii. That these courtesies be extended to spouse, children, brothers, sisters, parents or guardians of participating faculty members.
    - iv. Death - In the event of a faculty member’s death, a floral design in purple and white shall be sent saying, “Paine College Faculty” (Price limit - \$45.00), Family member (Price limit - \$35.00).
    - v. Protracted illness (Being confined to the hospital or home for more than three days) Flowers (Price limit - \$25.00 - \$35.00)
    - vi. Gift for new family member (Price limit - \$20.00)
    - vii. Wedding Gift (Price limit - \$35.00)
    - viii. Retirement Gift (Price limit - \$25.00)

***1.6.1.3.7 Section 7. Committee on Tenure and Promotion***

This Committee shall be considered a judicial committee as provided in Subsection 1.7.4.

1. Composition of the Committee:

- a. The Committee on Tenure and Promotion shall consist of the Provost and Vice President of Academic Affairs (ex-officio, without vote), six faculty members elected by the faculty, and two faculty members appointed by the President. Each faculty member must

have the rank of assistant professor or above and, except librarians, must teach at least three hours per academic year. The six members elected by the faculty shall be elected subject to the criteria in these Bylaws.

2. Election of Members and Terms of Service:
  - a. Each year in April the faculty shall elect, by secret ballot, two new members to take office in August and to serve for three years, leaving office in July of the third year.
  - b. Members who have completed three years or more service shall not serve again until a period of three years has elapsed.
3. Meetings and Organization:
  - a. The Committee on Tenure and Promotion shall elect a chair, a vice-chair, and a secretary at the first meeting of each school year.
  - b. Six members shall constitute a quorum. Voting shall be done by secret ballot.
  - c. All members must be notified of meetings that involve changes in rank and/or tenure.
  - d. Committee members shall absent themselves from all discussions and voting involving their own rank and/or tenure, or those involving members of their family.
  - e. The Provost and Vice President of Academic Affairs will count toward a quorum but does not have a vote. Affirmative votes by the majority of the members of the Committee (5 votes) are required for approval of all requests for promotion in rank or tenure.
4. Rights, Responsibilities, and Functions:
  - a. To review decisions from the Division Chairs regarding promotion and/or tenure of faculty members and to forward such decisions to the Provost and Vice President of Academic Affairs.
  - b. To review periodically the Standards for Rank and Tenure and to make recommendations to the faculty, as deemed necessary.
  - c. To keep accurate and detailed records of all meetings, all cases considered, and all decisions made.
  - d. To keep Division Chairs informed of their responsibilities in matters of rank and tenure.
  - e. To maintain confidentiality concerning all individual cases. Members shall not discuss committee matters with unauthorized persons or persons not immediately involved in the determination or deliberations
  - f. The Committee may, in its deliberations, request additional information from appropriate sources within the College.
  - g. No person shall be granted tenure and/or a change in rank without approval of the Committee on Rank and Tenure or through an overturn or appeal of an adverse decision of this committee.
5. Calendar of Events for Tenure and Promotion Decisions: Please see Volume IV, paragraph 4.6.3.3.

### ***1.6.1.3.8 Section 8. Division Promotion Review Committee***

1. Composition of the Committees:
  - a. Faculty members in each Division shall nominate and select three members from their Division to their Division's promotion review committee (DPRC) during August at their Division's first meeting of the fall semester.
2. Election of Members and Terms of Service:
  - a. All members of the Division are eligible to be chosen as a member of the DPRC by the Division faculty members. However, DPRC members should be tenured or hold the rank of Assistant Professor or higher; exceptions shall be made when Division membership is too few in number.
  - b. Members shall serve for one term.
3. Rights, Responsibilities, and Functions: The DPRC has two functions:
  - a. To review candidate applications for completeness: and
  - b. To evaluate the files of the faculty members who are applying for promotion and/or tenure (a faculty member gets evaluated by the DPRC a maximum of four times during a career--when promoted to Assistant Professor, Associate Professor, Professor, and for Tenure; it may be fewer in number for those entering Paine College at a higher rank upon entry or if one applies for a promotion and tenure in the same years).
    - i. An exception is to be made for Division Chairs who shall apply directly to the P/VPAA. The Provost and Vice President of Academic Affairs may choose a DPRC to review portfolios from Division Chairs.
    - ii. DPRC evaluations shall be anonymous to minimize bias. DPRC decisions shall be twofold: first, that a portfolio is complete; and second, to "promote" or to "reject." In either case, there must be a justification.

### ***1.6.1.3.9 Section 9. Committee on Enrollment Management***

The Committee on Enrollment Management is a standing committee charged with the responsibility of setting policies and procedures designed at optimizing the admissions, recruitment and financial aid goals of Paine College, as set forth in the Paine College Strategic Plan.

1. Composition of the Committee:
  - a. The Committee on Enrollment Management shall consist of the Provost and Vice President for Academic Affairs, Vice President for Administration and Fiscal Officer, Vice President and Dean of Student Affairs, Director of Admissions, Director of Public Relations, Vice President for Institutional Advancement, Registrar, Director of Information Technology, Director of Financial Aid, Director of General Education Support Services, five (5) members of the faculty (one from each division) elected by the faculty, two (2) students appointed by the Student Government Association (one resident and non-resident student), and an appointee of the President. The elected members shall serve for one (1) year and are eligible for re-election.

2. Operational Procedures:
  - a. Officers of the Committee shall be the chair, vice chair, and recorder. Responsibilities shall be those normally associated with such positions.
  - b. At minimum, the Committee will meet once per semester. Additional meetings will be scheduled, as needed.
  - c. A quorum shall exist at such time where two-thirds (2/3) of the membership is present.
  - d. Agendas and supporting materials shall be disseminated at least three days before a regular meeting and as early as possible for a called meeting.
3. Rights, Responsibilities and Functions: The Committee on Enrollment Management will be responsible for the following:
  - a. Ascertain from the administration the projected enrollment for day and boarding students for the foreseeable future. It shall also review adult and off campus academic programs.
  - b. Distribute to the faculty each semester a statement of current admission standards and a detailed program for recruitment. This should include a current statement regarding the program's budget
  - c. Consider and make recommendations to the faculty concerning proposed changes in admission policies.
  - d. Review materials used by the admissions counselors and make suggestions as to possible methods of implementing an effective recruitment program. Review Paine College branding materials and College web site.
  - e. Review the admission of exceptional cases referred to it by the Director of Admissions.
  - f. Review the re-admission of students who were not in good academic standing at the time of their withdrawal, but shall have no authority over re-admissions which involve dismissal solely for disciplinary reasons. Disciplinary cases shall be referred to the Vice President and Dean of Student Affairs for recommendation to the Provost and Vice President of Academic Affairs. In this respect, it acts as a Judicial Committee (See Subsection 1.7.4).
  - g. Review and define policies and procedures necessary for the efficient operation of the Admissions Office, Financial Aid Office, and related departments.
  - h. Develop the overall philosophy that governs the awarding of financial aid (satisfactory progress, good standing, etc.).

#### ***1.6.1.3.10 Section 10. Committee on the Library***

The Committee on the Library is the official link between the Collins-Callaway Library and the Paine College Faculty. The Committee studies library needs regarding the academic program and serves as advisory council to the library staff and the Learning Resources Center.

1. Composition of the Committee:
  - a. The Committee on the Library shall consist of one member of the faculty from each academic division, the Director of the Library and Learning Resources Center, a student

Government Association representative, Director of Information Technology and an appointee of the President. The representatives of the divisions shall be elected by their division for two years with terms staggered so as to increase continuity. They may be re-elected.

- b. The student member shall be appointed by the President of the Student Government Association for a one-year term and may be re-appointed for one additional term.
2. **Organization of the Committee:** The Chairperson of the Committee for the out-going academic year shall convene the Committee at the beginning of the new year (Fall Semester). If the incumbent chairperson rotates off the Committee for the new year, the Director of the Library and Learning Resources center shall convene the Committee. At the first meeting, officers - chairperson, vice chairperson, and secretary/recorder - shall be elected by the Committee. A quorum shall be three-fourths of the membership.
3. **Rights, Responsibilities, and Functions:**
  - a. The Chairperson or designee shall report to the Faculty once a month on the work of the Committee and apprise the Faculty of problems, plans, etc.
  - b. The Committee shall review progress made on matters of concern from the previous year and expedite results or solutions.
  - c. The Committee shall be advised by the Director of the Library and Learning Resources Center and the Director of Information Technology on the needs of the Library and Learning Resources Center for the new year.
  - d. The Committee shall be instrumental in implementing maintenance plans, safety precautions, and networking with community, regional and national institutions.
4. **Calendar of Events:** In September of each year, the Committee shall convene and elect officers. The Chairperson shall set a regular meeting date that is compatible with teaching schedules. A roster shall be sent to the Provost and Vice President of Academic Affairs with a schedule of meetings. The meetings shall be once a month. Called meetings shall be held as needed.

#### ***1.6.1.3.11 Section 11. Committee on Scholarships, Honors, and Awards***

The Committee on Scholarships, Honors, and Awards is a standing committee of the faculty of Paine College and shall have general oversight of scholarships, honors, and awards given by or in the name of the faculty, with the exception of those honors which are the specific responsibility of the Curriculum Committee.

1. **Composition of the Committee:**
  - a. The Committee on Scholarships, Honors, and Awards shall consist of the Provost and Vice President of Academic Affairs, two faculty members elected annually by the faculty, one of whom has been at Paine College for at least five years, and an appointee of the President. Members of the committee may be re-elected.
2. **Organization of the Committee:**
  - a. At its first meeting in the Fall of each year, the Committee shall meet for the purpose of electing a chairperson and a recorder.

- b. It will be the responsibility of the chairperson to convene and moderate each meeting of the committee. The chairperson is also responsible for planning the written agenda for each meeting.
- c. It is the responsibility of the recorder to take the minutes of the proceedings of each meeting and to maintain official copies of all records. Additionally, the recorder will forward copies of all minutes to the office of the Provost and Vice President of Academic Affairs.

3. Operating Procedures:

- a. The Committee shall meet prior to the September faculty meeting to elect a chairperson and a recorder. The schedule of meetings shall be established during the first meeting. Monthly meetings shall be held as necessary from September to January. Called meetings may be scheduled at the discretion of the chairperson or by request of another member of the committee to discuss matters that require immediate attention.
- b. Beginning in February, the committee shall meet weekly or as often as necessary to make plans for the Honors Day Convocation held during the Spring semester.
- c. Items for the agenda should be submitted to the chairperson at least four days before the regular meeting. The chair will create a written agenda for each meeting.
- d. Copies of minutes of the previous meeting and the agenda for each regular meeting shall be distributed to all committee members at least two days prior to a regular meeting.
- e. Three members shall constitute a quorum. All members are responsible for informing the chair of anticipated absences as soon as possible prior to a regularly scheduled meeting.

4. Responsibilities and Functions:

- a. Recommend guidelines to the faculty for the granting of honorary degrees;
- b. Compile a list of scholarships, honors, and awards and delineate the terms according to which they are given;
- c. Identify awards which have fallen into disuse and make recommendations to the faculty concerning their future;
- d. Study all new proposals for permanent awards and scholarships and make recommendations concerning them to the faculty;
- e. Encourage appropriate parties to keep permanent scholarships, honors, and awards current and active; and
- f. Make and carry out all plans necessary for the annual Honors Day Convocation.

5. Calendar of Activities:

Monthly (August - January)	Regular monthly meetings
February - April	Weekly meetings as needed
As needed	Called meetings
August	Elect chairperson and recorder

### ***1.6.1.3.12 Section 12. Academic Affairs Appeals Board***

1. Membership:
  - a. The Academic Affairs Appeals Board will consist of the Executive Assistant to the President, two faculty members, one appointed by the Provost and Vice President of Academic Affairs and one elected by the faculty, and two students appointed by the Student Government Association. This Committee follows policy listed in (See Subsection 1.7.4 of Volume I Judicial Committees.
  - b. None of the members of the Student Affairs Appeals Committee may serve as a member of the Academic Affairs Appeals Board.
2. Responsibilities:
  - a. The Academic Affairs Appeals Board will hear all appeals by students regarding imposition of penalties by an instructor, staff member, or the Provost and Vice President of Academic Affairs for violations of the Code of Academic Honesty.
3. Academic Appeals by Students:
  - a. Good communication between faculty and students will make disputes between them infrequent, but if disagreements occur, it is College policy to provide a mechanism whereby a student may formally appeal faculty decisions. When a student uses the appeals procedure, all parties should endeavor to resolve the dispute amicably at as early a stage as possible. If the Division Chair or the Provost and Vice President for Academic Affairs finds that the faculty member's disputed action conflicts with federal or state laws/regulations, College or Division policy, or with the instructor's own stated policy, then a decision should be made to adhere to the appropriate laws, regulations or policies. If the dispute is determined to be based upon a faculty member's professional judgment, such as the evaluation of a test, a thesis, or performance in class, the student is entitled to have, in turn, the Division Chair or Provost and Vice President form an opinion about the dispute and advise the instructor of their opinion, but the faculty member, after considering the advice of the administrators, shall retain complete academic freedom, making the final determination on the matter.
  - b. These steps are to be followed when making an academic complaint:
    - i. In the event of course-related complaints or disputes, the student must first appeal to the faculty member involved for a resolution to the matter and must do so within 30 days after the first class day of the next semester/session. Exceptions will be granted in which appeals may be considered after this time period give extenuating circumstances.
    - ii. If a complaint or dispute is not satisfactorily resolved, the student may appeal to the coordinator of the academic department in which the complaint or dispute is centered. If a formal complaint is to be registered, it should be made in writing stating the specific issues. The faculty member will respond with a written statement to the department coordinator.
    - iii. If the complaint or dispute is still unresolved after appeal to the coordinator, the student or faculty member may appeal in writing to the division chair in which the

complaint or dispute is centered. The Chair will notify the faculty member or student of the appeal and work with all parties to resolve the dispute.

- iv. If a resolution of the matter is not reached, the student or the faculty member may appeal in writing to the Provost and Vice President of Academic Affairs. The chair's written recommendation in addition to all previous materials will be submitted to the Provost and Vice President of Academic Affairs. The Provost and Vice President of Academic Affairs will review all previous materials and any additional oral presentations for the student and faculty member before submitting all evidence to the Academic Affairs Appeals Board.
- v. After a thorough review, the Academic Affairs Appeals Board makes a recommendation to the Provost and Vice President of Academic Affairs who will inform the student and all persons involved in the appeal process of the final disposition of the matter within five business days.

#### ***1.6.1.3.13 Section 13. Institutional Review Board (IRB)***

Paine College has submitted to the U. S. Department of Health and Human Services (DHHS) written assurances that it will comply with that agency's policy for human protection in research as required by their compliance regulations. The assurance statement provides for the protection of human subjects participating in activities supported directly or indirectly by grants or contracts from the Department of Health and Human Services. By extension, the assurance from Paine College is that such protection will be provided in any research conducted by faculty or students of the College and involving facilities of the College. The assurance statement also stipulates the mechanisms by which such protection shall be guaranteed with regard to the rights and welfare of subjects, the risks vs. benefits to subjects, and the right and necessity of properly informed consent. Questionnaires and survey-type instruments come within the purview of human subject research.

##### **1. Composition:**

- a. The Institutional Review Board (IRB) is made up of five members, with four members from the faculty of Paine College and one representative preferably with a background in ethics on human subjects from the surrounding community and not employed by the College. This member from the community is as required under Federal guidelines for the IRB. The four faculty members shall include at least one member from the Division of Natural Sciences and Mathematics (DNSM) and one member from the Division of Social Sciences (DSS), each of whom must be familiar with research methodologies involving human subjects. The other two faculty members academic affiliation is intentionally unspecified as to division or department.
2. Selection of Members: Selection of the four (4) faculty members of the Committee shall be annually as nominated by the Nominating Committee and voted by the Faculty. The one (1) community representative is by annual appointment by the President.
3. Terms of Service: Terms of the members of the Committee shall be for one (1) year, with members to serve not more than three (3) consecutive years without at least one (1) year rotated off.

4. **Organization:** At its initial meeting each academic year, the Committee shall elect a chairperson and a recorder, and shall inform the Provost and Vice President of Academic Affairs as to those elected. The Chairperson shall call and conduct meetings of the Committee, and arrange for a substitute in the case of the Chairperson's absence. The Recorder shall keep minutes of all meetings and transmit copies appropriately for the record.
5. **Definition of Quorum:** A quorum shall consist of at least three (3) members of the Committee.
6. **Meeting Schedule:** The Committee shall normally meet at least once a month during the academic year; more often, when needed.
7. **Responsibilities and Functions:** As a College-wide committee on human research, IRB has the responsibility of policy interpretation, review surveillance, and monitoring of all human subjects research at the College. This Committee is advisory to and reports to the Provost and Vice President of Academic Affairs, *ex officio*, through the Office of Sponsored Programs (OSP).

The specific responsibilities and procedures of the IRB governing human research are to conform to the Code of Federal Regulations (45 CFR 46), revised as of March 8, 1983 and any subsequent revisions. It is important for researchers (faculty or student) to understand that the IRB has authority to determine whether any research involving human subjects or human tissues is exempt from IRB review. It is also important to know that prior approval from the IRB is required before any research involving human subjects can begin. There is no appeal from decisions of this committee.

The IRB is also the group responsible for review of any research proposed that would involve animal research that uses as its subjects live vertebrate animals. Paine College should and must submit to the Office of Protection from Research Risks (OPRR) an assurance that spells out the College's compliance with Public Health Service (PHS) guidelines for all PHS-supported research activities involving live vertebrate animal subjects. The College has voluntarily committed itself to upholding the PHS standards in all animal research conducted at Paine College, whether funded by PHS or not. It is suggested that a veterinarian be appointed when animal research is being conducted.

8. **Guidelines:** IRB has produced, as guidelines for those planning research with human subjects, a *Booklet on Research Involving Human Subjects in Appendix 1.6.2.3.15* (latest revision January 1999). With this publication are provided a sample consent form and a standardized form for making application to the Committee. These are available from the Office of Sponsored Programs as well as from members of the Committee, and have been shared with the faculty.

#### **1.6.1.3.14 Section 14. Committee Chairs**

1. All standing committees, unless otherwise specified, will elect a chair and recorder at a meeting held in August during each academic year. The names shall be filed with the Provost and Vice President of Academic Affairs who shall publish them not later than the September faculty meeting.
2. **Committee Procedures:** A statement of the regulations and procedures which the committees shall use in carrying out their duties, shall be filed with the Provost and Vice President of

Academic Affairs and appended to these Bylaws. Amendment to these procedures will be subject to the approval of the faculty.

3. Copies of the minutes of all standing committees will be filed with the Office of the Provost and Vice President of Academic Affairs, the Office of Institutional Research and the Library.

#### ***1.6.1.3.15 Section 15. Additional Standing Committees***

1. The faculty by a two-thirds vote at a regular or called faculty meeting, and upon the concurrence of the Board of Trustees, may designate one or more additional standing committees, each committee to consist of three or more members of the faculty, which will have such name or names and will have such responsibilities as the faculty may determine.
2. All standing committees hereinafter designated pursuant to the provisions of this section will comply with the provisions set forth in Article III of the Bylaws.

#### **1.6.1.4 Article IV - Procedures for Amending Bylaws**

Any Bylaw may be amended or repealed by a two-thirds majority of those present after a quorum has been established at a regularly constituted faculty meeting and upon concurrence of the Board of Trustees. Proposed amendments will be discussed by the faculty at least one meeting before the one at which a vote on them is taken.

The Office of the Provost and Vice President of Academic Affairs will update Volume IV of the Policy Manual and these Bylaws and provide access to them to all faculty at the beginning of each academic year. They will include current amendments, and will have the procedures of standing committees attached to them.

Copies of all adopted amendments to these Bylaws shall be filed by the Secretary of the Faculty with the Provost and Vice President of Academic Affairs who will append them to the Official Copy. File copies shall also be maintained in the Office of Institutional Research and the Library.

#### **1.6.1.5 The Authority of the Paine College Faculty Bylaws**

The Paine College Faculty Bylaws were adopted by the Board of Trustees on October 9, 1976, and they became official and operative as of that date. Amendments and editorial changes were made through 1987 and a revised edition was published on August 14, 1987. A 1994 Revised Edition was adopted by the Faculty on March 23, 1994, and a copy sent to the Board of Trustees. The 1994 Edition was adopted by the Board of Trustees on April 23, 1994, and the Bylaws became official and operative on that date. Editorial changes reflecting changes in the organizational structure and other policies were incorporated in Fall 2000. Current revisions appear in the 2009 Policy Manual Volume I, Subsection 1.6.4 of the College Policy Manual in electronic format.

## ***1.6.2 Student Government Constitution and Bylaws***

### **1.6.2.1 Student Government Constitution**

#### ***1.6.2.1.1 Constitution Preamble***

We, the students of Paine College, in order to develop a spirit of cooperation in the growth of the institution; to encourage student initiative; to facilitate scholastic achievement; to create a unified bond and fellowship to afford development through self expression, self control, and leadership, and to serve as an intermediary between the administration and students in matters of general welfare, do hereby establish and adopt the following constitution and bylaws.

#### ***1.6.2.1.2 Article I - Name***

Section 1 - This organization shall be known as the Student Government Association (SGA) of Paine College.

#### ***1.6.2.1.3 Article II - Purpose***

Section 1 - To offer opportunities for members of the Association to share concerns, express opinions and jointly participate in the solution of problems with other members of the College Community.

Section 2 - To provide and execute approved programs, projects and events designed to enhance the entire College Community.

Section 3 - To foster and to recognize high standards of service and professionalism as demonstrated in the furtherance of the educational purpose and the overall mission of Paine College.

#### ***1.6.2.1.4 Article III - Membership***

Section 1 - Membership in the Student Government Association shall consist of all students enrolled at Paine College and all duly elected officers and representatives of the Student Government.

#### ***1.6.2.1.5 Article IV - Structure***

Section 1 - The Student Government Association shall be divided into three divisions as follows: Executive Division, Legislative Division and Administrative Division.

Section 2 - The Executive Division shall be comprised of the Executive Board. The Executive Board shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Chaplain, Parliamentarian, Miss Paine College, Mr. Paine College, Miss Homecoming, Mr. Homecoming and all Board Chairpersons.

Section 3 - The Legislative Division shall be comprised of the Board of Senators. The Board of Senators shall consist of one Senator from each class; one Senator from each major; one Senator from each campus organization, including Residence Life and Greek organizations; one Senator from each Residence Hall, and five Senators-at-Large will be appointed by the Executive Board.

Section 4 - The Administrative Division shall be comprised of the Student Union Board of Governors and Student Initiated Volunteer Board.

Section 5 - Any vacancy in the Student Government shall be filled by appointment from the Executive Board of the Student Government Association.

#### ***1.6.2.1.6 Article V - Programs, Committees and Meetings***

Section 1 - All programs and committees, including the Board of Senators, Student Union Board of Governors and Student Initiated Volunteer Board, shall be administered by the Executive Board, which is composed of elected officers.

Section 2 - A quorum shall consist of a simple majority of the members present at any given meeting of the Student Government Association meetings.

Section 3 - All the Boards of the Student Government Association shall meet at least twice a month. Special meetings of these Boards can be called by the President of the Student Government or by petition from ten percent (10%) of the student body.

Section 4 - All Boards must keep accurate records of attendance and minutes at all meetings. All Boards must keep reports for their particular Board and read them at the next regular meeting of the Executive Board.

Section 5 - General Assembly meetings are open to the entire student body, faculty, staff, administration and alumni.

Section 6 - Funding of campus organizations is contingent upon their representation at all Board of Senators meetings.

Section 7 - Proceedings in the Student Government Association shall be conducted in accordance with Roberts' Rule of Order, where said rules do not conflict with this document.

#### ***1.6.2.1.7 Article VI - Amendments to the Constitution***

Section 1 - The Executive Board and/or the Student Government Association may propose amendments to this Constitution. In cases where the College makes changes in policies and procedures, which are reflected in this Constitution, those changes shall automatically become a part of this document.

Section 2 – Procedures

1. Any proposed amendment must be typed.
2. If proposed by the Executive Board, the amendment must be voted on by the Board of Senators.
3. If an amendment is proposed by the Student Government Association, it must be voted on by the student body.

Section 3 – Ratification:

Such an amendment must be ratified when approved by a majority of the Student Government Association.

### ***1.6.2.1.8 Article VII - Campus***

The Fifteenth Street Campus shall be the main campus for Paine College Students; however, students enrolled at the Fort Gordon Campus shall be entitled to all the privileges prescribed by this Constitution.

## **1.6.2.2 Student Government Association Bylaws**

### ***1.6.2.2.1 Article I - Authority and Powers***

Section 1 - The Student Government Association shall have the power to:

1. Conduct all elections for Student Government Association and any other election of importance to the entire student body.
2. Make suggestions and recommendations to the College and/or Student Government Boards on planning, execution, and evaluation of its programs.
3. Make any recommendations in writing to any part of the College Community on behalf of the legitimate interest of the student body.
4. Execute and accomplish plans needed to perpetuate the goals of the Association as reflected by the Constitution.
5. Make rules and regulations, and amend and adopt the Constitution and Bylaws.
6. Maintain access to information pertinent to College operations and to higher education in the State of Georgia, other than personal files and student records.
7. Recommend an annual budget to the College and administer the funds allocated to the Student Government Association and all programs funded by it.
8. Recommend the allocation of funds for the operation of Student Government and its projects, as well as recommend allocation of funds to chartered campus organizations for their programs and projects and regulate the use of funds upon the approval of the College.
9. Protect legitimate rights and interest of the student body.
10. Be sole, legitimate, organized representative of the student body at Paine College.
11. Provide for the perpetuation of the goals of the College.

### ***1.6.2.2.2 Article II - The Executive Board***

The Executive Board shall have the power to:

Section 1 - Work with the student body and the College Administration on institutional policies and regulations.

Section 2 - Act as a liaison between the student body and College Administration.

Section 3 - Provide leadership for the student body.

Section 4 - Meet at least twice a month.

Section 5 - Review and approve the finalized budget.

Section 6 - Create new agencies that provide social and educational activities that Student Government believes most closely approaches the needs and desires of the student body.

Section 7 - Take an active role in Freshmen Orientation.

Section 8 - Maintain a filing system dealing with pertinent past and current information.

#### ***1.6.2.2.3 Article III - Elections of Executive Board Officers***

Section 1 - The officers elected to the Executive Board shall be:

1. President
2. First Vice-President
3. Second Vice-President
4. Secretary
5. Treasurer
6. Chaplain
7. Parliamentarian
8. Miss and Mr. Paine College
9. Miss and Mr. Homecoming

Section 2 - The officers of the Executive Board of the Student Government Association shall be elected by majority vote of the student body.

#### ***1.6.2.2.4 Article IV - Qualifications***

Section 1 - All officers and representatives of the Executive Board must be and remain full time students during their tenure in office.

Section 2 - Each officer and representative must have cumulative grade point average of 2.5 or better and must have earned at least a 2.0 GPA (in a minimum of 12 hours) during the semester preceding the elections. The officer or representative must maintain an average of 2.3 during the term in office.

Section 3 - To qualify for the Office of Parliamentarian, Chaplain, Secretary, Treasurer, First Vice-President or Second Vice-President, a person must be at least a Sophomore at the time of election, or at the time of service.

Section 4 - To qualify for the Office of President, a person must be an upcoming Junior or Senior and must have previously served in an office in the Student Government in any division.

#### ***1.6.2.2.5 Article V - Officers and Duties of the Executive Board***

Section 1 - Each officer must keep a notebook of all activity planning and progress that shall be passed on to the next year's officer. Each officer must also assist in maintaining Student Government office hours.

Section 2 - It shall be the duty of the President to:

1. Be the official spokesperson and report official recommendations of the Student Government Association to the College Community.
2. Preside over all regular Student Government Association General Assembly meetings and Executive Board meetings.
3. Share with the Treasurer the responsibility for all Student Government Association finances.
4. Formally announce all regular Student Government Association meetings at least four days in advance. Special meetings require at least 24-hour notice.
5. Schedule and announce all Executive Board meetings at least two days in advance.
6. Coordinate the duties and activities of the Student Government.
7. Appoint and remove the chairpersons of all Student Government Boards.
8. Vote at Student Government meetings in the event of a tie.
9. Maintain rapport with the Student Government Association of other academic institutions.
10. Assist Student Government Association Advisor in scheduling leadership workshops for the betterment of the Association.
11. Collaborate with President of the College and the Vice President and Dean of Student Affairs concerning any issues of student interest.
12. Appoint members of Executive Board to participate in Student Government.
13. Maintain regularly scheduled office hours for at least two hours per weekday.
14. Serve as the representative to the College Board of Trustees.
15. Submit one article per semester to the College Newspaper discussing topics relevant to the Office of the President.

Section 3 - It shall be the duty of the First Vice-President to:

1. Assume all powers and responsibilities of the President when the President is absent or unable to perform the duties of President.
2. Succeed to the Office of the President for the remainder of the term of office if the President resigns or is removed from office.
3. Preside over Board of Senators meetings as Speaker of the Senate.
4. Monitor the activities of the Board of Senators.
5. Serve as the official representative of the Board of Senators.
6. Oversee the management of the Student Government Association Constitution and Bylaws.
7. Represent Student Government Association at all appropriate faculty meetings.
8. Submit one article per semester to the College Newspaper discussing topics relevant to the Office of First Vice-President.

Section 4 - It shall be the duty of the Second Vice-President to:

1. Serve as Executive Administrative of the Administrative Division.

2. Monitor the activities of and pertaining to College policies which deal with all student services.
3. Assist in programming on issues of interest to the campus community, such as Homecoming.
4. Act as an assistant to the President, carrying out all other assignments as described.
5. Submit one article per semester to the College Newspaper discussing topics relevant to the Office of Second Vice-President.

Section 5 - It shall be the duty of the Secretary to:

1. Keep an accurate written record of the proceedings of all meetings of the Executive Board, the Board of Senators and General Assembly.
2. Keep an accurate written record of the attendance of each member at all meetings of the Executive Board and the Board of Senators.
3. Provide external communication to students, faculty, administration and the community at large.
4. Develop press releases and brochures promoting Student Government and its activities.
5. Create and distribute the advertisements for activities sponsored by the Student Government.
6. Address information management issues pertaining to student needs and services.
7. Create and maintain Student Government websites/email.
8. Submit articles to the College Newspaper and other publications about Student Government activities.
9. Prepare and maintain an annual report of all activities during the individual's tenure.
10. Work and communicate with the College's Office of Public Relations.
11. Submit one article per semester to the College Newspaper discussing topics relevant to the Office of the Secretary.

Section 6 - It shall be the duty of the Treasurer to:

1. Monitor the activities of and pertaining to College policies which deal with budgetary issues.
2. Share with the President the responsibilities for all Student Government Association finances.
3. Distribute fairly all monies among campus organizations, groups and special requests.
4. Prepare and maintain an annual report of all expenditures during the individual's tenure.
5. Work and communicate with the Chief Fiscal Officer on issues of interest of the College community.
6. Monitor and advise all financial officers of the campus organization.
7. Monitor and promote annual giving to the UNCF from charter organizations on-campus.
8. Submit one article per semester to the College Newspaper discussing topics relevant to the Office of the Treasurer.

Section 7 - It shall be the duty of the Parliamentarian to:

1. Advise the President with respect to ruling on parliamentary procedure.
2. Monitor proceedings throughout all meetings of the Executive Board, Board of Senators and General Assembly.
3. Serve as Chairperson of the Student Election Commission. In the event that the Parliamentarian runs for an elected position, the President shall serve as or appoint the Chairperson.
4. Submit one article per semester to the College Newspaper discussing topics relevant to the Office of Parliamentarian.

Section 8 - It shall be the duty of the Chaplain to:

1. Provide spiritual leadership to campus community.
2. Collaborate with campus pastor in supervision of campus devotion services.
3. Serve as Chairperson of the Christian Life Committee.
4. Submit one article per semester to the College Newspaper discussing topics relevant to the Office of Chaplain.

#### ***1.6.2.2.6 Article VI - Election of Miss and Mr. Paine College***

Section 1 - Candidates must have the following qualifications:

1. At least a 2.8 cumulative GPA.
2. Sophomore or Junior status at the time of election.
3. Sterling attributes of character.
4. In good standing with the College with no disciplinary record.
5. Not have been convicted of any crime.

Section 2 - Candidates for Miss and Mr. Paine will participate in a pageant in which good posture, poise, talent, charisma and speaking ability will be observed through the following competitions: projection question, formal wear, talent and interview. Additionally, candidates will participate in a student forum and the student body will cast their vote for the candidate of their choice during general elections.

Section 3 - The popular vote will determine the winning candidate.

Section 4 - Miss and Mr. Paine must sponsor at least two activities each semester, totaling four for the entire year.

Section 5 - The Executive Board, including the reigning Miss and Mr. Paine (if available) and Miss and Mr. Paine-Elect, will plan the Coronation and other special events.

Section 6 - The pageant for Miss and Mr. Paine will be held in the month of April during the week of general elections.

Section 7 - The duties and responsibilities of Miss and Mr. Paine College are:

1. Promoting College spirit.
2. Serving as official ambassador of the College.

3. Assisting in planning Parent Weekend.
4. Performing other duties as requested by the President and the Office of Public Relations.

Section 8 - Miss and Mr. Paine College must keep a notebook of all activity planning and progress that shall be passed on to the next year's officer. They must also assist in maintaining Student Government office hours.

#### ***1.6.2.2.7 Article VII - Election of Miss and Mr. Homecoming***

Section 1 - Candidates for Miss and Mr. Homecoming must have the following qualifications:

1. At least a 2.5 cumulative GPA.
2. Sophomore or Junior status at the time of election.

Section 2 - Candidates for Miss and Mr. Homecoming must possess the following qualities:

1. Good posture
2. Poise
3. Speaking ability
4. Charisma
5. Sterling attributes of character

Section 3 - Popular vote shall determine the winning candidate.

Section 4 - Miss and Mr. Homecoming shall assist in planning, participating and taking an active role in Homecoming events.

Section 5 - Miss and Mr. Homecoming must keep a notebook of all activity planning and progress that shall be passed on to the next year's officer. They must also assist in maintaining Student Government office hours.

#### ***1.6.2.2.8 Article VIII - Removal***

Section 1 - All Executive Board Officers, Miss Paine, Mr. Paine and Miss and Mr. Homecoming, may be removed for negligence or irresponsibility in performing the duties of their offices.

Section 2 - The removal process shall begin upon the receipt of a written statement from a student at the College to the Vice President and Dean of Student Affairs clearly outlining the alleged offense.

Section 3 - Upon receipt of the statement, the Vice President and Dean of Student Affairs shall select a committee from the membership of the Student Government Association who shall investigate the charges. No later than seven (7) days after the statement has been presented to the Vice President and Dean of Student Affairs, the Committee shall report its findings to the Student Government Association.

Section 4 - A vote of two thirds of the students voting shall be required for removal from office. If the removal vote stands, the penalty shall be removal from office.

Section 5 - Charges may be appealed to the Vice President and Dean of Student Affairs at any time after a decision has been rendered as long as it is before the current term ends.

Section 6 - Notwithstanding the foregoing Sections of this Article VIII, the Vice President and Dean of Students Affairs may remove any of the individuals identified in Section 1 above if the Vice President and Dean of Student Affairs determines that the individual has violated the Student Code of Conduct, College policy and/or state or federal law. In such an instance the decision of the Vice President and Dean of Student Affairs shall be communicated in writing and is not subject to appeal by the removed individual.

#### ***1.6.2.2.9 Article IX - The Board of Senators***

Section 1 - The Board of Senators shall consist of a representative from each class, major, campus organizations, residence hall and five Senators-at-Large. The Executive Board shall also sit on the Board of Senators.

#### ***1.6.2.2.10 Article X - Purpose of the Board of Senators***

The purpose of the Board of Senators is to:

Section 1 - Act as an intermediary between the Executive Board and campus organizations and to bring clubs and organizations closer together in the hopes of promoting widespread involvement.

Section 2 - Assist in the governance of and distributing funds to campus organizations.

Section 3 - Find effective solutions to problems concerning the student body.

Section 4 - Assist students in making significant contributions to the total campus community.

Section 5 - Represent the needs and interests of the students within the rules and regulations of the College.

Section 6 - Insure that all necessary elections and balloting are fair.

#### ***1.6.2.2.11 Article XI - Purpose of the Board of Senators***

Section 1 - It shall be the duties of the Board of Senators to:

1. Attend all Government Association General Assembly and Legislative meetings.
2. Plan, participate and take an active role in Student Government functions.
3. Be an active member in at least one Student Government Committee or Board.
4. Bring any information and issues that may be of concern or interest to their constituency.
5. Make regular announcements of upcoming events and communicate issues pertinent to students.
6. Strive to foster a closer relationship between classmates and faculty.
7. Strive to provide a means for expression of student's opinion and open discussion.
8. Appoint by election a Co-Speaker of the Senate, Assistant Secretary, Assistant Treasurer and Assistant Parliamentarian.
9. Vote to determine the fair distribution of funds amongst campus organizations.

Section 2 - The Officers of the Board of Senators shall be selected by majority vote of those present.

Section 3 - The First Vice-President shall serve as Speaker of the Senate. The Secretary, Treasurer and Parliamentarian of the Executive Board shall also serve in position on the Board.

Section 4 - When a Senator is unable to attend a meeting, the Senator shall notify the Speaker of the Senate in writing at least 24 hours prior to the commencement of the meeting. The Senator should find an individual from that individual's constituency to take The Senator place. The substitute individual will not have the Senator's voting rights.

Section 5 - Each Senator shall have one vote. If a Senator is unable to be present at a meeting, that Senator must forward the vote, sealed in an envelope and submit it to the Speaker of the Senate, no later than one day after the vote has been taken. The Executive Board, except for the President, has the same voting privileges as the Legislative Senators. The President shall vote only in the event of a tie.

Section 6 - A Senator shall be declared ineligible to serve for any of the following reasons:

1. Any Senator having two or more unexcused absences, or three or more excused absences. Unexcused absences are indicated when the Senator does not notify the Speaker of the Senate in writing of missing a meeting and/or by not acquiring an alternate to represent the Senator at the meeting. The Executive Board shall evaluate reasons for missing meetings and determine the validity of these excuses.
2. Attendance at committee meetings is mandatory. One to three absences may be permitted at the discretion of the member serving as Chair of the Committee. The Committee Chair shall announce the number of absences allowed at the first committee meeting.
3. Any Senator not participating, planning and taking an active role in Student Government functions as determined by the Executive Board shall be declared ineligible to serve.

Section 7 - In the case of a Senator being declared ineligible:

1. For class and major Senators, the Executive Board shall appoint a replacement.
2. For organizational Senators, the Executive Board must approve the appointment made by the organization.
3. Additionally, a penalty may be levied against the funding provided for the organization. Any member having declared three or more replacements shall not be eligible for membership the following year.

Section 8 - The Board must keep a notebook of all activity planning that shall be passed on to the next year's officer. The Board must also assist in maintaining Student Government office hours.

#### ***1.6.2.2.12 Article XII - The Student Union Board of Governors***

Section 1 - The Student Union of Governors shall consist of the Executive Board, Board of Senators and various members of the student body.

#### ***1.6.2.2.13 Article XIII - Purpose of the Student Union Board of Governors***

The purpose of the Student Union Board of Governors is to:

Section 1 - Act as the planning and administrative tool in campus events and activities hosted by campus organizations and to bring about organized methods of hosting for campus organizations.

Section 2 - Provide entertainment for the College Community.

Section 3 - Promote College spirit.

Section 4 - Orchestrate the activities and/or events of all campus organizations.

#### ***1.6.2.2.14 Article XIV – Duties of the Student Union Board of Governors***

Section 1 - The members of the Student Union Board of Governors shall be selected by appointment from the Executive Board with the approval of the Vice President and Dean of Student Affairs.

Section 2 - The members of the Student Union Board of Governors shall preside over all operations within the criteria and regulations set by the Executive Board Members. In addition, members shall make sure the Student Union Board of Governors is serving its stated purpose.

Section 3 - The Student Union Board of Governors shall approve the date, time and place of all activities and/or events of campus organizations.

Section 4 - The Student Union Board of Governors shall organize campus functions fairly and in good timing.

Section 5 - The Student Union Board of Governors shall work closely with the Office of Student Affairs.

Section 6 - The Student Union Board of Governors shall assist the Board of Senators in monitoring the operations of campus organizations.

Section 7 - The Student Union Board of Governors shall keep accurate records of organizational operations. The Board must keep a notebook of all activity planning that shall be passed on to the next year's officer. They must also assist in maintaining Student Government office hours.

#### ***1.6.2.2.15 Article XV - The Student Initiated Volunteer Board***

Section 1 - The Student Initiated Volunteer Board shall consist of members of the Executive Board, Board of Senators and various members of the student body.

#### ***1.6.2.2.16 Article XVI - Purpose of the Student Initiated Volunteer Board***

Section 1 - The purpose of the Student Initiated Volunteer Board is to:

Act as an intermediary between the campus community and the surrounding community in the College's attempt to interact with its surrounding community.

#### ***1.6.2.2.17 Article – XVII – Duties of the Student Initiated Volunteer Board***

Section 1- The members of the Student Initiated Volunteer Board shall be selected by appointment from the Executive Board with the approval of the Vice President for Student Affairs.

Section 2 - The members of the Student Initiated Volunteer Board shall preside over all operations within the criteria and regulations set by the Executive Board. Members shall make sure the Student Initiated Volunteer Board is serving its stated purpose.

Section 3 - The Student Initiated Volunteer Board shall coordinate and/or locate volunteer opportunities in the community for the student body.

Section 4 - The Student Initiated Volunteer Board shall coordinate a humanitarian project each semester for the campus.

Section 5 - The Student Initiated Volunteer Board shall keep accurate records of Board interaction operations.

Section 6 - The Board must keep a notebook of all activity planning that shall be passed on to the next year's officer. They must also assist in maintaining Student Government Office hours.

#### ***1.6.2.2.18 Article XVIII - Standing Committees***

Section 1 - Standing committees for the Student Government Association shall be as follows: Student Election Committee, Christian Life, Publication Board, Intramural Sports, Academic Affairs, and Student Affairs.

Section 2 - Each standing committee will consist of a chairperson, who will be appointed by the President and members who will be assigned to these committees by the President.

Section 3 - Chairpersons of standing committees shall serve for one year. If a chairperson is unable to serve or the chair's position becomes vacant, the President may appoint a chairperson pro temp to service.

Section 4 - Each committee must submit one article per semester to the College Newspaper discussing the relevance to the committee.

Section 5 - Each standing committee must keep a notebook of all activity planning that shall be passed on to the next year's officer. They must also assist in maintaining Student Government office hours.

#### ***1.6.2.2.19 Article XIX - Duties of Standing Committees***

Section 1 Student Election Committee

1. This committee shall be composed of the Parliamentarian and at least one representative from Student Government
2. This committee shall oversee the electoral process and select additional members, if necessary, to carry out this process. The committee shall be responsible for the preparation, supervision and the tabulation of election ballots.
3. This committee shall be responsible for corresponding with all participating candidates about elections.

Section 2 - Christian Life Committee

1. This committee shall be composed of the Chaplain and at least one representative from Student Government.

2. This committee shall work in conjunction with the Campus Pastor.
3. This committee shall schedule speakers, singers, people to lead prayer and make all other arrangements in organizational services.
4. This committee shall coordinate and communicate on-campus religious activities, as well as communicate with outreach programs.
5. This committee shall assist in the preparation of campus assembly services.

#### Section 3 - Publication Board

1. This committee shall be composed of the Secretary and at least one representative from Student Government.
2. This committee shall assist in the publication of campus literature, such as, the College Newspaper and the College Yearbook.
3. This committee shall present opportunities for students to be involved in campus publications.

#### Section 4 - Intramural Sports Committee

1. This committee shall coordinate all intramural sporting events according to the procedures adopted by the Office of Student Affairs in conjunction with the Director of Student Activities.
2. This committee shall provide supervision for all intramural events.
3. This committee shall work in conjunction with the Athletic Director on scheduling gym time for events.
4. This committee shall schedule officials for all events for which an official is needed.
5. This committee shall act as a substitute during emergency situations, such as, scorekeeping and refereeing.
6. This committee shall accept responsibility for any athletic event sponsored by Student Government, unless otherwise informed.

#### Section 5 Academic Affairs Committee

1. This committee shall be composed of the First Vice-President and one representative from Student Government.
2. This committee shall work in conjunction with the Vice-President of Academic Affairs to communicate students' issues of interest.
3. This committee shall coordinate Faculty and Staff Appreciation Week at least once a year.
4. This committee shall coordinate on-campus academic activities.
5. This committee shall address any issues concerning academics or curriculum at the College.

#### Section 6 - Student Affairs Committee

1. This committee shall examine issues concerning student services.

2. This committee shall advise and recommend policy changes to the administration relating to student services on the campus.
3. This committee shall coordinate educational and awareness programs pertaining to student services.
4. This committee shall work and communicate with the Vice President and Dean of Student Affairs on issues of interest to the campus community.
5. This committee shall work with students and representatives from residence life in order to address issues and concerns of the campus for food services, bookstore, health and counseling, financial aid, tutoring, residence life, computer services campus facilities and any other student services deemed necessary by student opinion.

#### ***1.6.2.2.20 Article XX - General Elections and Regulations***

Section 1 - All Class Officers and Organizational Queens, with the exception of entering Freshmen, must have a 2.5 cumulative GPA and maintain a 2.3 average while holding that position.

Section 2 - In order to become a candidate for office, the student must submit an application for the desired office. A specific deadline shall be set by the Executive Board and/or Director of Student Activities for submission of all applications.

Section 3 - No person can simultaneously hold an Executive Board Office and Class Office.

Section 4 - There shall be at least two weeks for campaigning before election day. All means of campaigning must be approved by the Executive Board and the Office of Student Activities. Any violations of campaigning rules and regulations will result in automatic disqualification of the candidate.

Section 5 - The election shall be held during the month of April each year.

Section 6 - All class elections shall be held during the general election.

Section 7 - All voting shall be done by secret ballot.

Section 8 - The ballots must be counted immediately after the closing of the polls and the completed returns posted.

Section 9 - The Vice President of Student Affairs or a representative will certify and publish the results of Class and Executive Board Officers elections.

Section 10 - The members of the Executive Board and Student Affairs staff shall serve as poll keepers on Election Day, along with the Student Government Association Advisor or their representatives.

Section 11 - Orientation sessions for the newly elected officers will be held during the period immediately following the election and extending to the end of the Spring Semester.

Section 12 - The Annual Installation Services for the newly elected officers shall be held in an assembly during the month of September.

Section 13 - Each officer shall repeat the following oath prior to assuming office.

“I, \_\_\_\_\_, do solemnly affirm that I will uphold the Constitution of the Student Government Association and the policies of Paine College, and will execute my responsibility of \_\_\_\_\_ to the Paine College Student Government Association to the best of my ability.”

Section 14 - The oath of office shall be administered by the President of the College or his/her representative.

#### ***1.6.2.2.21 Article XXI - General Election and Procedures***

Section 1 - Individuals who are members of the Student Election Committee will conduct all College elections under jurisdiction of the Student Government Association. The Committee shall be chaired by the Parliamentarian.

Section 2 - The Student Government Association shall have the right to elect the officers listed under Article III, Section 1.

Section 3 - All Class Officers shall be chosen by their respective organization during the designated period of election.

Section 4 - Election for officers of the Freshmen Class should be held by the third week in September of the Fall Semester.

The Editor of the Lion and the Paineite shall be decided upon by the Advisors and approved by the Executive Board. These persons must meet the requirements in Article IV, except Sections 3 and 4. The applicant must possess the following qualifications:

1. Have experience in journalism and publication.
2. Be creative and open minded so as to broaden the possibilities of the Lion and the Paineite.

Section 5 - No candidate for office may be a member of the Student Election Committee.

#### ***1.6.2.2.22 Article XXII - Write-In Candidates***

Section 1 - The Write-In Candidate must meet the qualifications set forth in Article IV. In the event of a Write-In Candidate, the Student Election and Vice President and Dean of Student Affairs will require the candidate to turn all the information into the Dean's office within 24 hours. The vote count will not be released for any Write-In Candidate who is found ineligible.

Section 2 - Write-In Candidates lose all rights to campaign. Any violations of the rules will result in automatic disqualification of the candidate.

#### ***1.6.2.2.23 Article XXIII - Campus Organizations***

Section 1 - Every student group to be recognized as an official campus organization of the student body of Paine College shall be chartered by the Student Government.

Section 2 - Applications for charters shall contain pertinent information about the organization's officers and functions. These applications shall be reviewed and accepted or rejected by the entire voting membership of Student Government at the time of receipt of the application.

Section 3 - Charters shall be issued after consideration of the following criteria:

1. The organization must have a constitution which has been accepted or rejected by Student Government subject to review.
2. The organization must have a minimum of one Faculty Advisor and elected officials for the organization.
3. The organization must be in good standing with Student Government from the previous year.

Section 4 - All charter organizations are eligible to apply for funds distributed by Student Government.

Section 5 - All chartered organizations must have a minimum of any combination of at least six meetings or organized activities for the semester, at least two organized activities a semester to remain chartered.

Section 6 - All chartered organizations are accountable to Student Government.

Section 7 - All organizations report concerns or requests to the First Vice-President. The First Vice-President will report it to the Executive Board.

Section 8 - All religious organizations must report any concerns or requests relating to ministry or mission to the Chaplain.

Section 9 - All organizations activities/events shall be approved by the Student Union Board of Governors.

Section 10 - An updated Constitution, list of officers, and activities of the organization shall be submitted to and retained by the Director of Student Activities and he/she shall work in conjunction with the Secretary of Student Government Association to insure this requirement is fulfilled.

Section 11 - Failure to abide by guidelines set forth by the Student Government Association Constitution and Bylaws will result in disciplinary action taken by the Executive Board. Disciplinary action may result in probation, suspension or termination of a charter.

Section 12 - The charter, constitution and any information of the suspended organization will be placed in an active file in the Student Government Association office. The organization may be reactivated if it receives a favorable vote from the Executive Board and approval from the Office of Student Affairs.

Section 13 - A terminated charter may be founded again the next academic year by following the guidelines for the establishment of an organization on-campus.

#### ***1.6.2.2.24 Article XXIV - Funding of Eligible Organizations***

Section 1 - An organization must be represented at all Student Government orientations and meetings according to the Article IV, Section 3. If this regulation is not followed, the organization will be less likely to receive funding, unless a valid excuse is given to the Board of Senators.

Section 2 - A Student Government Fund Request Form must be completed three weeks prior to the event, activity, or purchase and returned to the Student Government Association office or appointed official.

Section 3 - Receipts must be submitted to the Student Government Association or appointed official two weeks, at the latest, after an event, program, or purchase before any funds will be issued. Original receipts and request forms must be placed in the mailbox located in the Student Government Association office.

Section 4 - Organizations must submit an evaluation form, no later than two weeks after every event.

Section 5 - The Student Government Association must be recognized as a co-sponsor in any literature or announcement made regarding a program or event that is funded by Student Government Association funds.

Section 6 - Violation of these regulations will result in the inability to request funds and/or the organization not being chartered the next year.

#### ***1.6.2.2.25 Article XXV - Institutional Decision-Making***

Paine College affirms the right of students to express their views individually and collectively and on matters of general interest to the student body.

This right extends to, and includes participation in governance, especially in the formulation of policies and decisions which affect student life.

To achieve this end, the President of the Student Government Association will, with the advice and consent of the Vice President and Dean of Student Affairs, appoint students to serve on the following committees which exclude those designed for executive functions:

1. Paine College Judicial Board
2. Paine College Appeals Board
3. Committee on the Library
4. Lyceum Committee
5. Committee on Athletics
6. Others as designated or appointed

The SGA President or a student elected by the SGA is the student representative to the Board of Trustees.

#### ***1.6.2.2.26 Article XXVI - Statement on Student Publications***

The Editors of the Lion and Paineite shall be decided upon by the Advisors and approved by the Executive Board of the Student Government Association. These persons must meet the requirements of the SGA Constitution (2.5 GPA at time of appointment and maintenance of a 2.3 GPA).

Editors of publications will be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content.

A Faculty Advisor, who is expected to have a Master's Degree in journalism and/or professional media experience, will be appointed to each publication annually by the President of the College to ensure this protection. The Advisor should be readily available to the Editorial Staff and

should serve as teacher whose purpose is to explain and demonstrate. The Advisor will provide the Editorial Staff with written standards to be used in the evaluation of publications. These include fairness, accuracy, and understanding for the ethics and legal constraints of the profession.

Student editors, staff and contributors have corollary duties to be governed by the canons of responsible journalism, such as, the avoidance of libel, obscenity, and invasion of privacy which are defined by State law as written or authoritatively construed.

#### ***1.6.2.27 Article XXVII - Amendments to the Bylaws***

Section 1 - The Executive Board and/or the Student Government Association may propose amendments to these Bylaws. In cases where the College makes changes in policies and procedures which are reflected in the Bylaws, those changes shall automatically become a part of this document.

Section 2 – Procedure

1. Any proposed amendment must be typed.
2. If proposed by the Executive Board, an amendment must be voted on by the Board of Senators.
3. If an amendment is proposed by the Student Government Association, it must be voted on by the student body.

Section 3 - Ratification

Such an amendment must be ratified when approved by a majority of the Student Government Association.

Section 4 - Approval by Vice President and Dean of Student Affairs

Once ratified any amendment must be approved by the Vice President of Academic Affairs.

### **1.7 Committees of Paine College**

#### ***1.7.1 Administrative Councils and Committees***

##### **1.7.1.1 Administrative Council**

The Administrative Council acts as an advisory body to the President, who is chair. It serves as a sounding board for ideas, suggestions, and changes in procedures. Policy formation may result from such discussion, with all final decisions resting with the President. Members are given the opportunity to present problems and concerns to respective domains, which may or may not affect other areas of operation. Members of the Administrative Council may seek help in clarifying issues of vital concerns to the College. The Council provides a forum for members seeking solutions to problems and provides the President with immediate insight into the operation of the College.

### *1.7.1.1.1 Operational Procedures*

The Administrative Council acts as an advisory body to the President. It serves as a sounding board for ideas, suggestions, and changes in procedures. Policy formation may result from such discussion, with all final decisions resting with the President.

1. Composition of the Committee:
  - a. The Administrative Council shall consist of the following members who shall serve by virtue of their positions:
    - i. President
    - ii. Provost and Vice President of Academic Affairs
    - iii. Vice President and Dean of Student Affairs
    - iv. Vice President for Institutional Advancement
    - v. Vice President for Administration and Fiscal Affairs
    - vi. Executive Assistant to the President
  - b. Resource persons representing sub-units of the College shall report when needed. The President shall approve the attendance and the subject of the reports by these individuals prior to the meeting at which the report is to be made.
2. Meetings and Agenda:
  - a. The President serves as chair of the Administrative Council.
  - b. The recorder shall be the Executive Assistant to the President. It shall be the responsibility of the recorder to maintain official copies of all records.
  - c. Regular meetings shall be held twice per month. The schedule shall be established during the first meeting of the fiscal year. Called meetings may be scheduled at the discretion of the chair to discuss matters that require immediate attention.
  - d. Recommended agenda items shall be submitted to the recorder at least four days before the regular meeting. The recorder shall create and disseminate, subject to the approval of the President, a written agenda for each meeting.
  - e. Copies of minutes of the previous meeting and the agenda for each regular meeting shall be distributed to all members of the Committee at least two days before a regular meeting. When possible, the agenda for a called meeting shall be distributed at least twenty-four hours before the meeting.
3. Responsibilities and Functions: Specific responsibilities and functions shall be to
  - a. Advise the President;
  - b. Provide insight and information to assist the President in the formulation of policy;
  - c. Provide the President with immediate insight into College operations;
  - d. Assist members in clearing up problems and concerns relative to their respective domains;
  - e. Clarify issues of vital concern to the College;

- f. Serve as a sounding board for planning concepts, strategies, and innovations before they are presented to the Committee on Strategic Planning and Evaluation;
- g. Appoint sub-committees as needed; and
- h. Review and recommend changes in the Council's Operational Procedures.

### **1.7.1.2 Academic Council**

The Academic Council acts as an advisory body to the Provost and Vice President of Academic Affairs. It serves as a clearing house for all academic matters dealing with programs, i.e., changes in course requirements, majors, general education, deletion of courses, addition of new courses or programs, etc. Any academic problem may be referred to the Academic Council for clarification and for recommendation to the faculty. The Academic Council is advisory in nature; however, its recommendations, having been arrived at through discussion by chairs and coordinators, shall be given careful consideration.

#### ***1.7.1.2.1 Operational Procedures***

1. **Composition of the Committee:** Academic Council members are the Provost and Vice President of Academic Affairs who serves as chair, Special Assistant to the Provost and Vice President of Academic Affairs, Chairs of the Divisions, the Registrar, Director of the Library and Learning Resources Center, Director of Admissions, Director of Financial Aid, Director of General Education Support Services, Director of Career Services, Director of the Tutorial Learning Center and a student representative.
2. **Meetings:** Regular meetings are held monthly and/or as needed. The Associate Vice President of Academic Affairs serves as recorder.
3. **Powers and Authority:**
  - a. The Academic Council (hereinafter referred to as the Council) operates under authority delegated to it by the President.
  - b. The Council has the authority and responsibility to oversee, review and evaluate all academic programs, courses and curricula of the College including off-campus programs and operations.
  - c. The Council has the authority to make recommendations to the President through the Provost and Vice President for Academic Affairs on all matters relating to the academic programs of the College.
  - d. The Council has responsibility to make policy recommendations and may initiate studies of the need for new, college-wide and off-campus academic programs in consultation with the departments.
  - e. The Council shall receive for review proposals from the various departments regarding the departments' respective programs.
  - f. The Council has the power to establish advisory standing and ad hoc committees to assist it in the efficient conduct of its business.

- g. The committees of the Council have advisory and recommending powers only and report only to the Council.
- h. The charge and responsibilities of the committees of the Council shall be as determined by the Council.

### **1.7.1.3 Committee on Strategic Planning and Evaluation**

The Committee on Strategic Planning and Evaluation develops and oversees the implementation of the institution's strategic planning; formulates a clearly-defined institutional purpose and educational goals appropriate to the College; develops and defines institutional planning paradigms; serves as a sounding board for planning concepts, strategies, and innovations; monitors the institutional budget cycle and advises the President. The primary focus of the Committee is institutional planning

#### ***1.7.1.3.1 Operational Procedures***

The Committee on Strategic Planning and Evaluation (CSPE) is a standing committee of Paine College and shall have primary responsibility for planning, assessment and evaluation activities at the College. This committee monitors all research and institutional effectiveness activities with the administrative responsibility for day-to-day operations being assigned by the President.

#### **1. Composition of the Committee:**

- a. The Committee on Strategic Planning and Evaluation (CSPE) shall consist of the following members who shall serve by virtue of their positions except as stated below:
  - i. President
  - ii. Provost and Vice President of Academic Affairs
  - iii. Vice President and Dean of Student Affairs
  - iv. Vice President for Administration and Fiscal Affairs
  - v. Vice President for Institutional Advancement
  - vi. Campus Pastor
  - vii. Executive Assistant to the President
  - viii. Division Chairs (5)
  - ix. An elected faculty member at large
  - x. Director, Admissions
  - xi. Director, Federal Relations
  - xii. Director, Financial Aid
  - xiii. Director, General Education Support Services
  - xiv. Director, Institutional Research
  - xv. Director, Information Technology Services
  - xvi. Director, Library and Learning Resources Center

xvii. Representative, Student Government Association

- b. The elected faculty member shall serve for three years. Members completing two consecutive three-year terms must rotate off the committee for at least one year before being eligible for re-election.
- c. The student member shall be appointed by the President of the Student Government Association for a one-year term and may be re-appointed for one additional term.
- d. Resource persons representing sub-units of the College shall report when needed. The President shall approve the attendance and the subject of the reports by these individuals prior to the meeting at which he or she is to report.

2. Meetings, Agenda, Quorum:

- a. The President shall chair the Committee on Strategic Planning and Evaluation. The Executive Assistant to the President shall chair the meeting in the absence of the President.
- b. A recorder shall be appointed annually in August. It shall be the responsibility of the recorder to maintain official copies of all records.
- c. Regular meetings shall be held once per month. The schedule shall be established during the August meeting. Called meetings may be scheduled at the discretion of the chair to discuss matters that require immediate attention.
- d. Recommended agenda items shall be submitted to the recorder at least four days before the regular meeting. The recorder shall create and disseminate, subject to the approval of the President, a written agenda for each meeting.
- e. Copies of minutes of the previous meeting and the agenda for each regular meeting shall be distributed to all members of the Committee at least two days prior to a regular meeting. When possible, the agenda for a called meeting shall be distributed at least twenty-four hours before the meeting.
- f. A majority of the regular members shall constitute a quorum. Matters may be discussed even if a quorum is not present, but no vote shall be taken. All members are responsible for informing the recorder, who shall inform the chair, of anticipated absences as soon as possible prior to a regularly scheduled meeting. Whenever a majority of the members inform the recorder that they will be absent from a regular meeting, the President shall determine if the meeting shall be canceled.

3. Responsibilities and Functions:

- a. Specific responsibilities and functions shall be to
- b. Formulate a clearly-defined purpose and institutional goals appropriate to the College;
- c. Develop and oversee the implementation of the institution's strategic planning, assessment and evaluation activities;
- d. Develop and define institutional planning paradigms;
- e. Monitor procedures for evaluating the extent to which educational goals are being achieved;

- f. Serve as a sounding board for planning concepts, strategies, and innovations;
- g. Ascertain the results of institutional evaluations and make recommendations for utilization of these results to enhance institutional impact and effectiveness;
- h. Coordinate evaluations of the effectiveness of institutional programs, such as enrollment, student services, assemblies, etc.;
- i. Evaluate the effectiveness of its institutional research process and use its findings for the improvement of the process;
- j. Monitor the institutional budget cycle;
- k. Advise the President, et al;
- l. Appoint sub-committees as needed;
- m. Review and update the Paine College Comprehensive Assessment and Evaluation Plan;
- n. Review and update the Strategic Plan and
- o. Review and recommend changes in the Committee's Operational Procedures.

#### **1.7.1.4 Athletics Committee**

Intercollegiate athletic competition plays an important role in the lives of Paine College students. The present athletic program includes varsity teams in basketball, baseball, track and cross-country, and volleyball. Paine College is a member of the Southern Intercollegiate Athletic Conference (SIAC) of the National Collegiate Athletic association (NCAA) for Division II Schools.

The Committee on Athletics, a college-wide committee, has as its primary purpose to maintain intercollegiate athletic programs that benefit both student athletes and other students and which are supportive of the purposes and goals of Paine College. It further should review opportunity for club and intramural athletics and recreational activity equipment and services.

##### ***1.7.1.4.1 Operational Procedures***

1. Composition of the Committee:
  - a. The Committee on Athletics is composed of eleven members: a chair appointed by the President, five faculty representatives elected by their respective divisions, two students recommended by the Vice President and Dean of Student Affairs and approved by the President, and, as ex officio, the Athletics Director, the Sports Information Director and the Director of Public Relations. Elected members shall serve for two years after which they must rotate off the Committee for at least one year. Student representatives serve at the discretion of the President.
  - b. Officers of the Committee shall be the chair, appointed by the President, vice chair and recorder.
2. Meetings and Agenda:
  - a. It shall be the responsibility of the chair to create an agenda and chair the meetings.

- b. The vice chair shall serve in the absence of the chair at all meetings.
  - c. It shall be the responsibility of the recorder to:
    - i. Maintain official copies of all records and forward an official bound set to the Office of the President and the Vice President and Dean of Academic Affairs not later than the Friday following the Commencement Convocation each year;
    - ii. Create and disseminate, subject to the approval of the chair, a written agenda for each meeting; an
    - iii. Distribute copies of minutes of the previous meeting and the agenda for each regular meeting to all members of the Committee at least two days before a regular meeting; when possible, the agenda for a called meeting shall be distributed at least twenty-four hours before the meeting.
  - d. Regular meetings shall be held once per month as scheduled during the first meeting of the fiscal year. Called meetings may be scheduled at the discretion of the chair to discuss matters that require immediate attention.
  - e. Recommended agenda items shall be submitted to the recorder at least four days before the regular meeting.
3. Responsibilities and Functions: To carry out its general purposes, the Committee advises the President on the following subjects:
- a. Policies relating to student athletes. Scholastic requirements for participation in intercollegiate athletics, standards for the awards of scholarships, approval of varsity lettermen, conferral of honors or awards for athletic accomplishments, and other matters relating to student athletes.
  - b. Federal or state regulations that apply to or affect intercollegiate athletics. Regulations or policies promulgated by agencies of the state or federal government and action necessary for the proper compliance of the College.
  - c. Policies that relate to the use of facilities normally under the supervision of the Athletic Director. The use of facilities (both by College and non-College groups), fees charged, ticket prices, and other matters related to the use of facilities.
  - d. Policies regarding the competitive level of intercollegiate athletics at Paine College. Scheduling of athletic events (although not schedules), conference membership, participation in various sports at the intercollegiate level, and other matters that relate to the level of competition in intercollegiate athletics.
  - e. Policies regarding the handling of Student-Athlete grievances. The Committee will hear grievances brought before by Student-Athletes in order to reach a resolution of the matter.
4. Policies concerning club and intramural activities.
5. In addition to making recommendations on policy in the categories described above, the Committee makes recommendations on intercollegiate athletic matters submitted by the President of the College, the Provost and Vice President of Academic Affairs, the Vice President and Dean of Student Affairs, the Athletics Director, and the Institutional Representative to the Southern Intercollegiate Athletic Conference (SIAC) or the National

Collegiate Athletic Association (NCAA); and interviews and recommends applicants for the position of Athletic Director or head coach of a major sport and advises the institutional representative and the President on matters that will be considered by the SIAC or the NCAA.

6. Media Coverage: Athletics activities are promoted through the Office of Public Relations. The Sports Information Director is responsible for compiling all PR information and submitting to the Office of PR at least six weeks prior to the event.

#### **1.7.1.5 The Lyceum Committee**

The Committee on Lyceum, an *ad hoc* committee appointed by the President, has as its primary purpose the assurance that the Paine College Community is exposed to a variety of cultural events: classical and contemporary music concerts, visual art exhibits, forums, lectures, workshops, and other cultural activities. The purpose of each series is to educate, provide enjoyment, entertainment, and to develop a tolerance for diverse cultural experiences. All Lyceum features are offered to the general public.

##### ***1.7.1.5.1 Operational Procedures***

1. Composition of the Committee: The Committee on Lyceum is composed of the following representatives: Student Services, the Student Government Association, and the Director of Public Relations have standing committee appointments.
2. Meetings: The Committee on Lyceum meets on the third Friday in each month at 11:00 a.m., in the office of the Executive Assistant, or another designated location. The Chair serves as librarian, and is responsible for distributing minutes, and the agenda.
3. Format: Lyceum Committee members nominate presenters for the yearly series. They are prioritized and voted. Series presenters are determined in May, to become effective at the beginning of the succeeding Fall school term. The Lyceum Series shall consist of at three attractions each semester; one of which will be a nationally, or internationally known artist, if budgetarily possible.
4. Budget: The Lyceum Committee Budget is a line item under the Department of Student Affairs, and is overseen by the Dean of Students. The budget allocation is determined by the President and Vice President for Administration and Fiscal Officer, in consultation with the Vice President for Student Affairs, and the Lyceum Committee.
5. Media Coverage: Lyceum Series are promoted through the Office of Public Relations. The Lyceum Chair is responsible for compiling all PR information and submitting to the Office of PR at least six weeks prior to the event. Four to six months might be needed to adequately publicize the event, if the artist is nationally, or internationally known.

Generally, all Lyceum Series are free, however, whenever a nationally, or internationally known artist is contracted, a fee may be charged. This determination is set by the budget and the Lyceum Committee. If this is the case, the Chair contacts the Vice President for Administration and Fiscal Officer to make arrangements for ticket sales.

#### **1.7.1.6 Student Life Committee**

The Student Life Committee advises the student affairs staff and the faculty on matters ranging from resident hall policies, student activities, orientation, cultural events and Campus entertainment, visiting lecturers and convocations, student discipline, health services and other areas of student activity as may be of concern and interest.

### **1.7.1.7 Environmental and Safety Committee**

The Environmental Safety Committee is concerned with the myriad of environmental issues that affect the college community and employee safety. It is responsible for the protection of environmental concerns and awareness at Paine College; investigation and the assurance of the proper storage and disposal of all medical or other hazardous material produced at any Paine college location; assuring that compliance with all governmental regulations relating to hazardous waste or environmental impact are observed; reporting any potential accidents or hazards located on the Paine College grounds to the Vice President for Administration and Fiscal Officer; and implementing and supervising recycling programs on campus. It shall further be responsible for the review and updating of appropriate portions of Volume II of this policy Manual upon the request of the Director of Human Resources.

### **1.7.1.8 Gift Policy Committee**

The Gift Policy Committee is appointed by the President of Paine College and is chaired by the Vice President for Institutional Advancement and consists of representatives from the Development, the Board Investment Committee, and one from the Business Office, subject to such changes in composition as the President may wish to make from time to time.

### **1.7.2 Faculty Committees**

Committee on Nominations – Policies and Operational Procedures (See Article III, Section 2 of Faculty Bylaws)

Committee on Agenda (See Article III, Section 3 of Faculty Bylaws)

Committee on Faculty Welfare Policies (See Article III, Section 5 of Faculty Bylaws)

Committee on Curriculum, Academic Standards and Instructional Development (See Article III, Section 4 of Faculty Bylaws)

Committee on Faculty Courtesies (See Article III, Section 6 of Faculty Bylaws)

Committee on Tenure and Promotion (See Article III, Section 7 of Faculty Bylaws) (Also a Judicial Committee)

DPRC (See Article III, Section 8 of Faculty Bylaws) (Also a Judicial Committee)

Committee on Enrollment Management (See Article III, Section 9 of Faculty Bylaws) (Also a Judicial Committee)

Committee on the Library (See Article III, Section 10 of Faculty Bylaws)

Committee on Scholarships, Honors, and Awards (See Article III, Section 11 of Faculty Bylaws)

Academic Affairs Appeals Board (See Article III, Section 12 of Faculty Bylaws) (Also a Judicial Committee)

Committee on Research or Grants Affecting Human and Animal Subjects (See Article III, Section 13 of Faculty Bylaws)

### **1.7.3 Judicial Committees**

Persons who serve on these committees are covered by the liability policies of the College as long as they act in a professional manner. Unprofessional or negligent behavior in many cases will cause insurance carriers to fail to cover an individual who is considered negligent by such conduct.

Committee on Tenure and Promotion (See Article III, Section 7 of Faculty Bylaws) (Also a Judicial Committee).

DPRC (See Article III, Section 8 of Faculty Bylaws) (Also a Judicial Committee).

Committee on Enrollment Management (See Article III, Section 9 of Faculty Bylaws) (Also a Judicial Committee).

Academic Affairs Appeals Board (See Article III, Section 12 of Faculty Bylaws) (Also in part a Judicial Committee).

#### **1.7.3.1 Paine College Judicial Board**

1. **Jurisdiction.** The College Judicial Board will hear all cases brought to it by the Vice President and Dean of Student Affairs or a representative. The Judicial Board will make the necessary recommendations to the Vice President and Dean of Student Affairs within 48 hours (2 business days) after the hearing. The student will be notified in writing by the Vice President and Dean of Student Affairs or a representative of the Judicial Board's decision.
2. **Composition.** The Paine College Judicial Board shall be composed of the Vice-President and Dean of Student Affairs (or a representative), two student representatives, and three faculty/staff members. The list of members must be submitted to the President for approval.
3. **Terms.** All the appointments to the Board shall be made, no later than the second week of August. Any member of the Judicial Board may be re-appointed for an additional term (for a maximum of three consecutive terms before re-appointment).
4. **Procedures for Judicial Board Selection.** Any officially registered Paine College student is eligible to serve as a member of the Judicial Board or the Appeals Committee.
  - a. **Membership:** The voting membership of the Judicial Board consists of: Two students and three faculty/staff members.
  - b. **Meeting Dates:** The Judicial Board will meet on an as needed basis at a designated time and location.
  - c. **The Judicial Board is appointed for the academic year (nine months) and does not function in the Summer.** However, the Vice-President and Dean of Student Affairs, upon approval from the President, may assign a Committee to review cases of students brought to the Vice President and Dean of Student Affairs during the Summer session on an as needed basis.

#### **1.7.3.2 Paine College Appeals Committee**

1. **Jurisdiction.** The Paine College Appeals Committee shall hear all appeals by students appealing imposition of penalties by the Vice President and Dean of Student Affairs.

2. Composition. The Paine College Appeals Committee shall be composed of three faculty members, appointed by the President, and four students approved by the Selection Committee. The Chairperson shall be appointed by the President.
3. Term. All appointments to the Appeals Committee shall be made, no later than the first week in the month of September. The term for all members shall be for one year. Any member of the Appeals Committee may be re-appointed for an additional term.

#### ***1.7.4 Sunset provisions for Paine College Committees***

Each April the appropriate Governing Bodies will review these committees and decide to renew, modify, or disband the committee for the next academic year. They will inform the chairs of these committees and in consultation with the of the President and Provost and Vice President for Academic Affairs inform the Board of Trustees, Administrative Councils, the Faculty of the College, and the Student Government of the College.

#### **1.8 Policy Manual Revision Policy**

Volumes II, III, V, VI and VII are revised as appropriate by the administration of the College through the approval of the President and where appropriate or legally required by the Board of Trustees on the recommendation of the President.

Amendments to the academic policies in the Volume VI (Academic Policies) and Volume IV (Faculty Handbook) are recommended by the appropriate committee or councils and are reviewed by the Provost and Vice President of Academic Affairs for presentation and approval by the President or through the President by the Board of Trustees as appropriate.

Revisions to the Governing Documents of the College (See Section 1.3), as well as to the Internal Governance Procedures of the College (See Section 1.6 and 1.7) shall follow the amendment process of the respective Constitutions and Bylaws with oversight by the President and Board of Trustees. All other revisions to the remainder of Volume I shall follow the procedures in paragraph one, above, of this Section 1.8.

Revision of the policies found in Volume IV (Faculty Handbook) follows the procedures outlined in Volume IV, Section 4.13.

The Board of Trustees reserves the rights laid out in Volume IV, Subsections 4.13 with respect to the entire Policy Manual of the College.