

BYLAWS

OF THE ACADEMIC AFFAIRS COMMITTEE
OF THE UNIVERSITY OF GUAM'S COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES
[RATIFIED BY THE CLASS FACULTY AND ADMINISTRATION ON FEBRUARY 15, 2005]

ARTICLE I – NAME

In accordance with the University of Guam Board of Regents-Faculty Union *Agreement*, this representative body shall be called the College of Liberal Arts and Social Sciences Academic Affairs Committee (hereinafter referred to as the AAC).

ARTICLE II – MISSION STATEMENT AND OBJECTIVES

The College of Liberal Arts and Social Sciences strives to develop skills, knowledge, values, scholarship, and service in the arts, letters, humanities, social and behavioral sciences, and an understanding of these within a regional, national, and global context. In so doing, the College advances the educational, civic, professional, and economic advancement of the individual student, the Territory of Guam, and the Micronesian region. The College mission embraces the pursuit of knowledge, all aspects of social and economic development, the understanding of diverse cultural traditions, and progress in solving the social, political, environmental, health, and physical problems that face the Western Pacific region.

The objectives of the AAC shall be to: 1) provide a platform for dialogue between the Faculty and the Administration; 2) involve Faculty in the academic decision making at the college level; 3) involve Faculty in strategic planning for the college; 4) involve Faculty in developing the college budget; 5) review and recommend approval or disapproval of changes or additions to the college curriculum, of travel grants for Faculty (full and part-time) and for students, of research grants, of sabbatical leave applications, and of other academic issues at the college level; and to 6) develop a learning organization and learning team at the college level.

ARTICLE III – MEMBERSHIP

In accordance with the University of Guam Board of Regents-Faculty Union *Agreement*, the membership of the AAC shall be composed of at least the Dean, Associate Dean(s) as applicable, Administrative Chair(s) and all Unit Representatives in the College. Those AAC members may authorize additional members by majority vote.

ARTICLE IV – OFFICERS, THEIR ELECTION, AND THEIR DUTIES

Section 1. NUMBER OF OFFICERS. The AAC shall have one officer called the Chair.

Section 2. ELECTION OF THE CHAIR. Members of the AAC shall elect the Chair in May of each academic year. Only members of the AAC may serve as Chair, and the vote shall be by secret ballot. Each term shall be for one year, and the term shall start at the beginning of each Fall semester.

Section 3. DUTIES OF THE CHAIR. The Chair shall preside over all special and regular AAC meetings; develop the agenda for all special and regular AAC meetings; distribute the agenda to AAC members no later than two business days before the scheduled meeting; and encourage participative and group leadership within the AAC. If the Chair is unable to attend a meeting, then he or she shall appoint an acting Chair to preside over that meeting.

APPENDIX M1

Section 4. AD HOC RECORDER. The AAC shall also have an Ad Hoc Recorder who shall keep the minutes of the proceedings of all regular and special AAC meetings, and make available in the CLASS Dean's office a copy of the approved minutes of all regular and special AAC meetings. With the exception of the Chair, the position of Ad Hoc Recorder shall rotate among the AAC members. Based on alphabetical order, a different AAC member shall serve in this position at each meeting.

ARTICLE V – MEETINGS

Section 1. REGULAR MEETINGS. The regular AAC meetings shall be held on every first and third Friday of the academic year.

Section 2. SPECIAL MEETINGS. Special meetings may be called by either: 1) the Chair; or 2) a majority of the AAC members; or 3) the CLASS Dean.

Section 3. MINUTES. Minutes of each regular and special AAC meeting shall be kept, regardless of whether or not a quorum was present. The minutes shall show, as a minimum, each member in attendance.

Section 4. QUORUM. A quorum for conducting business shall be a majority of the AAC members.

Section 5. PROHIBITION ON PROXY VOTING. Voting by proxy is prohibited in all AAC meetings.

ARTICLE VI – COMMITTEES

Section 1. CURRICULUM COMMITTEE. CLASS shall have a Curriculum Committee composed of one person elected each April from each Division in CLASS to serve a one-year term starting at the beginning of each academic year. One CLASS administrator appointed by the CLASS Dean shall also serve as a member. Every month of May at its last meeting of the academic year, the Committee shall elect a chair for the following academic year, and if the chair is a Faculty member, then he or she shall receive a .25 load allocation during each semester served as chair. The Committee shall meet every second and fourth Friday of the academic year. It shall be the duty of this committee to recommend to the CLASS Dean any substantive or non-substantive changes to courses and programs (graduate and undergraduate) that fall under the purview of CLASS.

Section 2. SPECIAL COMMITTEES. By a majority vote of the AAC members, Special committees may be created whenever the AAC shall from time to time deem them necessary to carry on the work of the AAC.

ARTICLE VII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order* shall govern all AAC meetings to which they apply and in which they are not inconsistent with the *Bylaws* and not inconsistent with any special rules of order that the AAC may adopt.

ARTICLE VIII – AMENDMENT PROCESS

Amendments to the *Bylaws* may be made at any regular meeting of the AAC by a vote of two-thirds of the AAC members, provided that the amendments have been submitted in writing at the AAC's previous regular meeting, and the AAC Unit Representatives have had an opportunity to discuss the amendments with their Units. Unless otherwise noted in the amendment, an amendment shall become effective immediately after the AAC approves of the amendment.