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BYLAWS OF THE ACADEMIC AFFAIRS COMMITTEE OF THE UNIVERSITY OF GUAM'S SCHOOL OF BUSINESS and PUBLIC ADMINISTRATION (SBPA)

ARTICLE I - NAME

In accordance with the University of Guam Board of Regents-Faculty Union Agreement, this representative body shall be called the **SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION (SBPA) Academic Affairs Committee** (*hereinafter referred to as the SBPA-AAC*).

ARTICLE II - MISSION STATEMENT AND OBJECTIVES

The Mission of the School of Business and Public Administration (SBPA) is as follows:

We are the regional center for education, development, and research in business and government. Our core values promote ethical and socially responsible leadership throughout the Western Pacific.

The SBPA mission relates to the University of Guam mission. As a Land Grant institution, the University provides programs and outreach opportunities that integrate SBPA and its students into the fabric of the community and the development of regional economies. The liberal arts setting and General Education requirements of the University are integral to SBPA professional degree programs and curricula.

In its mission commitment to teaching, service and research, SBPA is dedicated to the success of its students by providing quality bachelor's and master's degree programs in business administration, criminal justice and public administration with concentrations appropriate to the region.

The School is a repository of knowledge for economic and business issues, where scholarship and service support and enhance its educational programs. The School encourages faculty and students to undertake applied research and provide community and university services for the benefit of business and public agencies in the region. The School plays an important role in providing needed services to the community and university through small business development, conferences, seminars, and professional consulting to business and government.

The School espouses the following core values that relate to its mission, its students and its vision of the future:

- Academic quality
- Critical thinking supported by strong fundamental skills
- Cultural diversity
- Social responsibility

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- Currency and excellence in thought and action
- Lifelong learning and growth
- Teamwork
- Hard work, dedication and continuous improvement
- Development of Guam and the Western Pacific region

Graduates who can compete globally, think strategically and respond to change.

The Objectives of the SBPA-AAC shall be to:

- 1) Provide a platform for dialogue between the Division Faculty representation and the Administration;*
- 2) Review the academic decision making at the school level;*
- 3) Review strategic planning for the School;*
- 4) Participate in developing the School budget and its allocation;*
- 5) Review and recommend approval or disapproval of changes or additions to the School curriculum, sabbatical leave applications, and other academic issues at the school level;*
- 6) Review and endorse the course schedules that have been developed by the Divisions; and*
- 7) Develop a learning organization and learning team at the School level.*

ARTICLE III - MEMBERSHIP

In accordance with the University of Guam Board of Regents- Faculty Union agreement, all SBPA-AAC members are voting members.

The membership of the SBPA-AAC shall be composed of:

- SBPA Dean
- Business Administration (BA) Division Chair
- Public Administration and Legal Studies (PALS) Division Chair

At present the Division Chairs represent the following: the PALS Division (full-time faculty represented within the Public Administration, Criminal Justice, and MPA degree programs), and the BA Division (full-time faculty represented within the Accounting, Business Administration,; and PMBA degree programs).

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ARTICLE IV - OFFICERS, THEIR ELECTION, AND THEIR DUTIES

Section 1. SBPA-AAC OFFICERS. The SBPA-AAC shall elect annually the Chair as per the BOR Agreement. That election shall be held in August of each year

Section 2. 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 (2) 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 the Chair shall appoint an Acting Chair from the SBPA-AAC Faculty Members to preside over the meeting.

Note: The Chair of the SBPA-AAC will not receive any additional load allocation or load reduction since the Chair already receives a .25 load allocation as the elected Division Chair or graduate program coordinator.

ARTICLE V – MEETINGS

Section 1. REGULAR MEETINGS. The regular AAC meetings shall be held on every fourth (4th) Wednesday of the month during the academic year. Meetings are open to the SBPA Faculty, Administration and Staff.

Action Items, Items requiring further discussion, and special issues may be presented at the Regular Meeting as part of the regular Agenda with action or further discussion scheduled by majority agreement for:

- 1) the following Regular Meeting
- 2) a Special Meeting scheduled;
- 3) an electronic vote.

Section 2. QUORUM. A quorum for conducting business shall be a majority of the SBPA-AAC members.

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 and actions taken.

Recording may be used to ensure accuracy and all such recordings will be treated confidentially and not be subject to public disclosure.

Minutes will be distributed to all SBPA full-time faculty and Administrative Staff. A hard copy will be maintained on record at the SBPA Dean's Office.

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ARTICLE VI - SPECIAL COMMITTEES

By a majority vote of the SBPA-AAC members, Special committees may be created whenever the SBPA-AAC shall from time to time deem them necessary to carry on the work of the SBPA-AAC. The Chair or lead of such Committees will be elected by majority vote of the SBPA-AAC.

ARTICLE VII - PARLIAMENTARY AUTHORITY

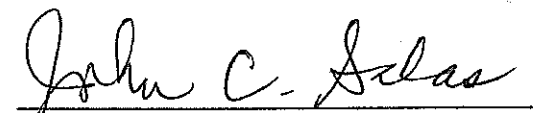
The rules contained in the current edition of Robert's Rules of the Order shall govern all SBPA-AAC meetings to which they apply and in which they are not inconsistent with the Bylaws and not inconsistent with any special rules of order that the SBPA-AAC may adopt.

ARTICLE VIII - AMENDMENT PROCESS

Amendments to the Bylaws may be made at any regular meeting of the SBPA-AAC by a majority vote of the AAC members, provided that the amendments have been submitted in writing at the SBPA-AAC's previous regular meeting, and the SBPA-AAC Division Chairs 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 SBPA-AAC approves of the amendment.

Proposed Amendments to these Bylaws must be presented at a Regular SBPA-AAC Meeting. Ratification must be made by ballot at the following SBPA-AAC Regular Meeting to ensure a month for the members to consider, discuss and evaluate the proposed Amendment. A 2/3 majority must be achieved to pass any amendments to these Bylaws.

Ratified by the SBPA Academic Affairs Committee on the 25th day of November, 2008.



Chair, SBPA Academic Affairs Committee