

# BYLAWS

OF THE ACADEMIC AFFAIRS COMMITTEE  
OF THE UNIVERSITY OF GUAM'S SCHOOL OF EDUCATION  
(RATIFIED BY THE SOE FACULTY AND ADMINISTRATION  
ON MAY 20, 2008)

## 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 EDUCATION Academic Affairs Committee (hereinafter referred to as the AAC).

## ARTICLE II – MISSION STATEMENT AND OBJECTIVES

The School of Educations strives to develop skills, knowledge, values, scholarship, and service in the arts, letters, humanities, counseling, social and behavioral sciences, and an understanding of these within a regional, national, and global context. In so doing, the School advances the educational, civic, professional, and economic advancement of the individual student, Guam, and the Micronesia region. The School 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, physical and mental 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 School; 4) involve Faculty in developing the School budget; 5) review and recommend approval or disapproval of changes or additions to the college curriculum, of travel grants for the 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 School 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: the two division (FERHS & TEPS) chairs, one elected representative from each Division and the Chair of the Graduate Programs. The Executive Director shall be a non-voting, ex-officio member. Each Division will elect representatives to the AAC by secret ballot during the end of the Spring semester within two weeks of the election of Division Chairs. The term of office will be two academic years.

## 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 one business day 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

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an acting Chair to preside over the meeting. The Chair of the SOE-AAC will be given a .25 load reduction in recognition of the duties of the office.

Section 4. SECRETARY. The AAC shall also have a Secretary who shall keep the minutes of the proceedings of all regular and special AAC meetings, and make available in the SOE Executive Director's office a copy of the approved minutes of all regular and special AAC meetings. The Executive Director shall be the Secretary.

### ARTICLE V – MEETINGS

Section 1. REGULAR MEETINGS. The regular AAC meetings shall be held on every first and third Tuesday of the month during the academic year. Meetings are open to the University Community.

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 SOE Executive Director.

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. The agenda for meetings shall be made available at least 48 hours in advance of the meeting or no meeting can occur. Only those business items on the agenda may be acted upon except by means of waivers approved by 2/3 of the voting members.

Section 4. QUORUM. A quorum for conducting business shall be majority of the AAC members. A proxy cannot be used for quorum purposes.

Section 5. PROXY VOTING. Voting by proxy is allowed in all AAC meetings. Members must submit their proxy in writing to another AAC member for the proxy to vote in their stead.

### ARTICLE VI – COMMITTEES

Section 1. 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 the 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 majority vote 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.