

Coggin College of Business By-laws
Adopted by the College Faculty,
March 28, 2003
Revision Adopted by College Faculty September 17, 2004

ARTICLE I
NAME

The name of this college is the Coggin College of Business (CCB). For administrative purposes the College is located in the Division of Academic Affairs at the University of North Florida.

ARTICLE II
PURPOSES

SECTION 1.

The College houses the Departments of Accounting and Finance; Economics and Geography; Management, Marketing and Logistics; and other administrative units. The College promotes internal and external support for programs that meet the needs of the University and the region it serves, and provides overall administration, organization, and direction for stakeholders.

SECTION 2.

The College cooperates in the overall governance of the University, as established by the University Constitution.

ARTICLE III
JURISDICTION

SECTION 1.

The Faculty is the basic legislative body of the College. Subject to the constitution of the University and the rules and policies of the Florida Board of Governors and the University of North Florida Board of Trustees, and upon recommendation from various academic constituencies of the College, it determines the requirements for academic degrees, and establishes minimum admissions and grading policies. It may act on any academic matters of concern to the College.

SECTION 2.

The Faculty may reflect and deliberate on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

ARTICLE IV
MEMBERSHIP

SECTION 1.

Any person holding the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer in an academic unit of the College is a member of the Faculty. Membership carries the right to participate in the governance and administration of the College as prescribed herein. The Dean of the College may, upon recommendation of a Department Chair, appoint visiting, part-time, or Emeritus faculty members.

SECTION 2.

The Faculty is the judge of its own membership where questions of eligibility arise, except as provided in the University Constitution.

ARTICLE V MEETINGS

SECTION 1.

The members of the Faculty meet at least once each term during the Academic Year. Special meetings may be called by the Dean or by the College Executive Committee. At least five working days notice must be provided to all members for regular meetings. Only those matters contained in the notice for a meeting may be voted or acted upon at the meeting. Meeting notification occurs via electronic mail to all members of the Faculty.

SECTION 2.

The Dean of the College is the presiding officer of Faculty meetings. In the absence of the Dean, the Dean's designee presides.

SECTION 3.

The Faculty: adopts and amends standing rules and these By-laws; elects members of standing committees; adopts statements of policy and takes actions appropriate to the purposes of the College; establishes special committees that have been recommended for approval; and acts as the final authority on all matters arising in the College for which the authority has not been vested in some other officer or unit.

SECTION 4.

A quorum for a meeting of the College is fifty-percent plus one of the Faculty. Absentee ballots are not allowed for the establishment of a quorum. Absentee ballots for the transaction of the business of the College are received prior to the meetings call to order and are cast by the Department Chair or the Chair's designee for absent faculty.

SECTION 5.

The order of business at each meeting is as follows:

- a. Minutes
- b. Reports of Standing Committees
- c. Reports of Special Committees
- d. Unfinished Business
- e. New Business
- f. Announcements

SECTION 6.

All meetings are conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided by these By-laws.

SECTION 7.

The Administrative Assistant to the Dean keeps Minutes and distributes them to the Faculty.

ARTICLE VI COLLEGE EXECUTIVE COMMITTEE

SECTION 1.

Each department of the College is represented on the College Executive Committee by its director or chairperson. The remaining membership of the College Executive Committee consists of those College officers the Dean so designates. The Dean conducts Committee meetings, and in the Dean's absence, the Dean's designee presides. Minutes of the meetings are made available to the Faculty.

SECTION 2.

The purpose of the College Executive Committee is to provide guidance and advice to the Dean as necessary for the effective conduct of the business of the College.

ARTICLE VII OTHER COMMITTEES

SECTION 1.

The College has standing committees as specified in these By-laws to address College purposes. Standing committees other than those specified may be added, deleted, or altered only through amendment to these By-laws. Committees with a limited term of existence may be formed to address special needs not covered by the purview of any standing committee or combination thereof, as recommended by the Dean or the College Executive Committee or as deemed necessary by the Faculty. Except as noted in these By-laws, standing committees elect their own chairs and inform the College membership of their meetings.

SECTION 2.

The standing committees are:

1. By-laws Committee
2. Curriculum Committee
3. Scholarship Committee
4. Strategic Planning Committee
5. Technology Committee

SECTION 3.

The members of standing committees serve for two-year terms.

- Membership on each committee is as follows:
 - Two Faculty members each from
 - Management, Information Systems and Operations Management/Quantitative Methods
 - Economics and Geography
 - One Faculty member each from
 - Finance & Financial Services
 - Accounting
 - Marketing & Logistics
- Selection of representatives occurs through election. All Faculty members in a given set of disciplines/discipline-groups may vote for that group's representative(s), but Faculty from other disciplines/discipline-groups may not. The election may occur at a department faculty meeting, at a discipline-group faculty meeting, or through an email vote conducted by the department Chair.
- The dean designates the appropriate Faculty member(s) to represent him/her on all committees.
- A committee member may be removed from the committee through resignation, termination or a vote of two-thirds of the remainder of the committee.

SECTION 4.

All standing committees address proposals and actions concerning their areas of responsibility whenever its members feel that such proposals and actions are needed and appropriate. Standing committees may form subcommittees. Specific standing committee duties and responsibilities include the following:

1. The By-laws Committee reviews and revises (as necessary) these By-laws.

2. The Curriculum Committee reviews from and recommends to the Faculty policies regarding degree requirements, academic programs and priorities, and program evaluation. The Committee reviews and approves all changes to the College's curricular offerings to ensure consistency with College and University operations. Upon approval of the departmental curriculum committee, the appropriate academic department, and the Faculty, the unit initiating the change prepares and forwards all relevant materials as specified by University policy and provides a record for College files.
3. The Scholarship Committee evaluates eligibility and determines awardees for all college-level scholarships.
4. The Strategic Planning Committee advises the Dean on the College's goals, objectives and strategic direction.
5. The Technology Committee reviews and recommends to the Faculty policies regarding equipment and systems acquisition and utilization, priorities for major equipment and system acquisitions, laboratory operations and maintenance, and instruction and research equipment upgrade and maintenance. This committee advises the Dean or the Dean's designee.

SECTION 5.

Search committees for the position of Dean of the College must be chaired by a full professor in one of the College's departments.

SECTION 6.

The Dean may create *ad hoc* committees as needed.

ARTICLE VIII AMENDMENTS

SECTION 1.

These By-laws may be amended with the approval of at least two-thirds of those Faculty attending a Faculty meeting. Absentee ballots submitted to the Chairs or Chairs' designees prior to the meeting are accepted. However, absentee ballots are not to be considered in determining whether a quorum exists.

SECTION 2.

Proposed By-laws amendments must be received in writing by the By-laws Committee at least thirty days prior to the meeting at which they are to be considered.

SECTION 3.

Proposed By-laws amendments are made available to the Faculty at least five working days prior to the meeting at which they are to be considered.