

# **Coggin College of Business Bylaws**

Approved by the Coggin College Faculty, February 24, 2017

## **ARTICLE I NAME**

The name of the college is the Coggin College of Business. The College is an administrative unit of the Division of Academic Affairs.

## **ARTICLE II PURPOSES**

### SECTION 1.

The College is organized into the Academic Departments of Accounting and Finance; Economics and Geography; Management; and Marketing and Logistics. 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 participates in the overall governance of the University, as established by the University Constitution. The college strives to maintain accreditation by AACSB International.

## **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 Board of Governors and the University of North Florida Board of Trustees, and upon recommendation from various academic constituencies of the College, the Faculty determines the requirements for academic degrees, and establishes admissions and grading policies. It may act on any academic matter 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, University Instructor, Associate Instructor, Instructor, University Lecturer, Associate Lecturer, 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 positive 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 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 the associate dean(s) and those other 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 and staff.

#### 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 College.

### **ARTICLE VI OTHER COMMITTEES**

#### SECTION 1.

The College has standing committees as specified in these Bylaws to address College purposes. Standing committees other than those specified may be added, deleted, or altered only through amendment to these Bylaws. 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 Bylaws, standing committees elect their chairs and inform the College membership of their meetings.

#### SECTION 2.

The standing committees are:

- I. Bylaws Committee
- II. Continuous Improvement Committee
- III. Technology Enhanced Learning Committee
- IV. Graduate Curriculum Committee
- V. Scholarship Committee
- VI. Strategic Planning Committee
- VII. Technology Committee
- VIII. Undergraduate Curriculum Committee

#### SECTION 3.

The members of standing committees serve two-year terms except for members of the Continuous Improvement Committee who serve three-year terms. A member may serve no more than two consecutive terms on any one standing committee. In determining eligibility for re-election, a member elected or appointed to fill more than half of an incomplete term shall be considered to have served the entire term.

Membership on each committee is as follows with the exception of the Graduate Curriculum Committee which will be composed of Graduate Faculty members:

- I. Two Faculty members from Management
- II. One Faculty member each from
  - A. Accounting
  - B. Economics & Geography
  - C. Finance & Financial Services
  - D. Marketing & Logistics
- III. All Graduate Curriculum Committee members must be members of the Graduate Faculty and have taught a graduate course in the 24 months previous to their election.
- IV. Selection of representatives occurs through election in the spring for the next academic term. Only Faculty members in a given discipline/discipline-group may vote for that group's representative(s). 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.

With the exception of the Bylaws Committee, the Dean designates the appropriate Faculty or staff member(s) to represent him/her on all committees.

- V. Unless elected to the College Technology Enhanced Learning Committee, the College representative on the University Distance Learning committee shall serve as a non-voting member on the College Technology Enhanced Learning Committee.
- VI. A committee member may be removed from the committee through resignation 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. Standing committees may form subcommittees. Specific standing committee duties and responsibilities include the

following:

- I. The Bylaws Committee reviews and revises these Bylaws.
- II. The Continuous Improvement Committee reviews and approves outcomes for the college's academic programs that have been developed by the appropriate department, determines data required to assess outcomes, monitors assessment efforts of the academic departments, and reports annually to the Faculty on continuous improvement activities within the College.
- III. The purpose of the Technology Enhanced Learning Committee is to promote technology enhanced learning activities that optimize the learning experience for the student participants. From time-to-time the Committee will suggest quality control measures for adoption by the Coggin College faculty
- IV. The Graduate Curriculum Committee recommends policies regarding graduate degree requirements, academic programs, and program evaluations. The Committee reviews, approves, and recommends to the Faculty all changes to the College's graduate curricular offerings including which courses are in the College's core (referred to in the current Graduate Catalog as "Major Requirements".)
- V. The Scholarship Committee evaluates eligibility and determines awardees for all college-level scholarships.
- VI. The Strategic Planning Committee reviews and makes recommendations regarding the College's goals, objectives and strategic direction.
- VII. 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.
- VIII. The Undergraduate Curriculum Committee recommends policies regarding undergraduate degree requirements, academic programs, and program evaluations. The Committee reviews, approves, and recommends to the Faculty all changes to the College's undergraduate curricular offerings including which courses are in the College's core (referred to in the current Undergraduate Catalog as "Required Lower Level Courses (7) and Courses Common to all Majors(7).")

#### SECTION 5.

In the event that the position of the Dean of the Coggin College of Business is vacated, the Academic Vice President shall appoint and charge the members of a search committee. Search committees for the position of Dean of the College must be chaired by a full professor from one of the College's departments.

The College membership of the Dean's search committee (including the Chair) will be elected by the departments they represent and the minimum membership will be as follows:

- I. Two Faculty members each from:
  - A. Management, Information Systems and Operations Management/Quantitative Methods
  - B. Economics and Geography
  
- II. One Faculty member each from:
  - A. Finance & Financial Services
  - B. Accounting
  - C. Marketing & Logistics

College faculty members must make up at least 51 percent of the committee.

## **ARTICLE VII**

### **COLLEGE FACULTY 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 Bylaws; 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 of the Faculty plus one. Absentee ballots are not allowed for the establishment of a quorum. Absentee ballots for the transaction of the business of the College must be received prior to the meeting's call to order. Absentee ballots are to be cast by the Department Chair or the Chair's designee for absent faculty.

#### SECTION 5.

Voting: Matters brought before the Faculty and seconded shall be voted upon. Unless otherwise prohibited by the Bylaws, all matters must receive a majority of votes cast to be approved/passed.

- I. Voting may take place at Faculty meetings.
- II. Electronic voting may take place for any matter brought before the College Faculty unless expressly prohibited by the College Bylaws. The requirements for electronic voting are as follows:
  - A. Any proposal to be voted upon must be submitted in writing to the Office of the Dean with a list of at least ten (10) Faculty members (Sponsors) who desire an electronic vote take place on the proposal.
  - B. The Office of The Dean is responsible for verifying the Sponsors of the submission within a calendar week.
  - C. The proposal (with the prosed ballot) must be submitted to the Faculty in writing at least a calendar week before the scheduled voting period begins.
  - D. Upon receipt of an objection to an electronic vote by at least 13 Faculty members, the Dean shall place the proposal on the Agenda of the next Faculty meeting.
  - E. The Faculty shall have a calendar week during which to vote.
  - F. Electronic voting may only take place during the Fall and Spring semesters when classes are in session.
  - G. The Office of the Dean will conduct the voting process and will report the results of the voting within two (2) days of the closing of the voting.
  - H. Absentee ballots will not be permitted in electronic voting.
  - I. No quorum is required in electronic voting.
  - J. When determining a calendar week, only Mondays-Fridays during which classes are scheduled to meet shall be counted.
  - K. Any matter approved by any Coggin College of Business Standing Committee may go to an electronic vote upon the request of the Committee without 10 Faculty Member Sponsors.

#### SECTION 6.

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 7.

All meetings are conducted in accordance with Robert's Rules of Order (RROO), latest revision, except as otherwise provided by these Bylaws. Appeals of procedural decisions of RROO shall be made to the Dean of the Coggin College of Business for final decision.

#### SECTION 8.

The Dean or Dean's designee keeps minutes and distributes them to the Faculty and staff.

## **ARTICLE VIII**

## AMENDMENTS

### SECTION 1.

These Bylaws may be amended with the approval of at least two-thirds of those Faculty voting. Voting can take place at a Faculty meeting or via an electronic vote. It is at the discretion of the Bylaws Committee to determine whether the vote will occur electronically or during a Faculty meeting.

- I. Voting at 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. A quorum is half faculty plus one.
- II. Electronic voting: See Article VII

Voting via an electronic vote. There is no provision for absentee ballots for an electronic vote. There is no need to have a provision for a quorum in an electronic vote.

### SECTION 2.

In order to be considered for a Faculty vote by the Bylaws Committee proposed Bylaws amendments must be received in writing by the Bylaws Committee at least thirty days prior to the Faculty meeting at which they are to be considered.

### SECTION 3.

If the vote will occur at a Faculty meeting, proposed amendments to the Bylaws must be made available to the Faculty at least five working days prior to the Faculty meeting at which they are to be considered. If the vote will occur electronically, Faculty will have five working days in which to respond to the vote. Electronic voting will only occur during the Fall semester and the Spring semester when classes are in session.

### SECTION 4.

The following describes the process for putting forward a proposal for a vote.

- I. The faculty member desiring to make a proposal for a Bylaws amendment will complete the attached template and send it to the Chair of the Bylaws Committee.
- II. The Chair of the ByLaws Committee will send the proposal to each of the members of the ByLaws Committee.
- III. The proposal will be discussed at the next Bylaws Committee meeting.
- IV. If the Bylaws Committee approves the proposal it will go for a Faculty vote.
- V. If the Bylaws committee decides that more information is needed, the Chair of the Bylaws Committee will contact the Faculty member who made the proposal and describe the additional information that is required to proceed.
- VI. If the Bylaws Committee rejects a proposal, the Chair of the Bylaws Committee will contact the Faculty member who made the proposal and explain the reasoning for rejecting the proposal.

### SECTION 5.

The following describes the process specifically as it relates to electronic voting.

- I. The proposed amendment will be sent to the Dean's Office by the Chair of the Bylaws committee. Via email the Chair will cc each Department Chair and each member of the Bylaws Committee.
- II. The Dean's Office will implement, manage and track the electronic voting that takes place within five working days.
- III. The Dean's Office will report the results to the Bylaws Committee members and Department Chairs, within five working days of the completion of the vote,.
- IV. The Chair of the Bylaws committee will inform the Faculty of the results of the vote via email within five working days of receiving the results of the vote.