Bylaws of the Affiliate Faculty Advisory Committee

College of Liberal Arts and Sciences

Grand Valley State University

April 2024

ARTICLE I-NAME

Section 1.1 The committee’s full name is the College of Liberal Arts and Sciences Affiliate Faculty Advisory Committee.

Section 1.2 The committee’s working name is CLAS Affiliate Faculty Advisory Committee (CAFAC)

ARTICLE II-PURPOSE

Section 2.1 The CLAS Affiliate Faculty Advisory Committee will advise the Dean on issues concerning Affiliate faculty, such as working conditions, workload, evaluation process, opportunities for development and advancement, and roles within respective units. It will review current policies and make recommendations to the Dean. Through its work, the committee strives to strengthen the integration of the Affiliate community within their respective departments and across CLAS.

ARTICLE III-MEMBERSHIP

Section 3.1 General Requirements of Membership: Membership is open to affiliate faculty in CLAS.

Section 3.2 CLAS Affiliate Faculty Advisory Committee members will be elected at-large from the CLAS affiliate faculty as a whole.

Section 3.3 The committee will have nine (9) elected members.

Section 3.4 The Dean or a designated representative of the Dean will sit on the committee as a non-voting, ex officio member.

Section 3.5 Committee membership will be encouraged from all units in CLAS. In the event that no member is elected from one or more units, representation/advocacy for those units will be ensured by the committee at large.

ARTICLE IV-DUTIES AND POWERS

Section 4.1 Elected members serve for a three-year committee term. The terms are staggered, with approximately one third of the committee elected each year.

Section 4.2 The election of new committee members takes place each Winter semester, in accordance with CLAS faculty governance policies and procedures established by the CLAS Affiliate Faculty Advisory Committee.

Section 4.3 The committee will elect its own chair, from among its members, each Winter semester after the election of the new committee members. The term of the chair is one year. Newly-elected and continuing committee members are eligible to vote in the chair election.

The committee chair is responsible for leading the committee in all of its efforts. The chair will ensure that committee goals and agendas are set and met. The chair will be responsible for writing the yearly report to the dean. The chair is responsible for ensuring that meeting agendas are distributed to committee members prior to each scheduled meeting.

Section 4.4 The committee will elect its own recorder, from among its members, each Winter semester after the election of new committee members. The term of the recorder is one year. Newly-elected and continuing committee members are eligible to vote in the recorder election.

The committee recorder is responsible for keeping a record of all meeting proceedings and actions of the committee. The recorder will post such proceedings and actions following committee approval of the record.

It is the continuous obligation of the committee to report to its members, and other constituents, information about its actions, proceedings, discussions and recommendations. (Regular postings, by the recorder, are the primary way in which such information is imparted.)

Section 4.5 Committee members are expected to prepare for and attend regular meetings, and to notify the chair of an absence before the scheduled meeting. Committee membership requires a readiness to attend meetings regularly and to participate fully in its business, including the work of its committees.

ARTICLE V-MEETINGS

Section 5.1 Quorum: A simple majority of the committee members shall constitute a quorum to conduct business; a lesser number shall adjourn.

Section 5.2 Meetings will be scheduled, as necessary, to accommodate the work of the committee and to assure achievement of its goals. Regular meetings will be scheduled at least once each month during Fall and Winter semesters. The meeting schedule for a given semester will be posted before the semester begins.

Section 5.3 Regular meeting times are Fridays, from 1:00 to 2:30 p.m.

Section 5.4 Matters for the Committee attention may originate from the Dean or any member of the CLAS Affiliate Faculty Advisory Committee.

Section 5.5 On matters requiring a vote (other than amending the bylaws), a simple majority of members present is required for passage.

ARTICLE VI-AMENDMENTS PROCEDURE

Section 6.1 Any proposed amendment to the bylaws must be presented, for discussion or amendment, only at a regular meeting with at least two-thirds of members present.

Section 6.2 Proposed amendments to these bylaws must be announced to all members of the CLAS Affiliate Faculty Advisory Committee and the Dean via e-mail or mail to the Chair of the Committee in advance of the meeting at which it is considered for vote.

Section 6.3 After discussion, the committee will proceed to vote on the matter. Passage of the amendment requires a two-thirds majority vote of all CAFAC members.

Section 6.4 All amendments must be approved by the CLAS Faculty Council.

Approved by the CLAS Affiliate Faculty Advisory Committee: November 10, 2017

Approved by the CLAS Faculty Council: November 29, 2017

Approved by CLAS Affiliate Faculty: \_\_\_\_\_\_\_ (date)

Approved by CLAS Faculty Council: April 2, 2024