

*Georgia Council of Graduate Schools (GCGS)*  
*Georgia Council of Graduate Schools*  
*Publications*

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Georgia Southern University

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Georgia Council of Graduate Schools -  
Bylaws

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## THE BYLAWS OF THE GEORGIA COUNCIL OF GRADUATE SCHOOLS

### 1. NAME

This organization shall be called The Georgia Council of Graduate Schools.

### 2. PURPOSE

The Georgia Council of Graduate Schools (hereafter called the Council) is founded to provide an organization to represent graduate education in the state of Georgia. The purpose of the organization shall be to share knowledge of graduate education among its members, to advocate for the improvement and advancement of graduate education through appropriate channels, to review and implement policies related to graduate education within the state, and to enhance communication with stakeholders.

### 3. MEMBERSHIP

Each nonprofit institution of higher education with a physical location in the state of Georgia, which has received SACS accreditation and offers graduate programs/degrees, shall be eligible for membership.

An eligible institution shall be considered a member in good standing when it has paid annual dues in a timely manner.

Each member institution shall designate a primary representative to serve as the liaison between the institution and the Council and serve as the official contact person for that institution. Each member institution shall determine its primary representative and may have any number of other individuals attend meetings and available to participate in the activities of the Council.

Associate Members shall consist of other entities that are not institutions of higher education including, but not limited to, corporations, non-profit organizations, and individuals.

Entities shall be classified as a Visiting Member by special invitation of the Council, whereby Visiting Members may consider joining the Council as a member or associate member.

#### 4. MEETINGS

The Council shall meet twice each year, once during the fall semester and once during the spring semester. The spring meeting shall be planned as an annual conference for the membership and shall include the annual business meeting. The Executive Committee shall be empowered to call additional meetings of the Council as it deems necessary. The Executive Committee shall be responsible for preparing the agenda and program for each meeting.

#### 5. OFFICERS

The officers of the Council shall be a president, a vice president (who shall be designated as president-elect), a secretary, a treasurer, and the immediate past president. The president and vice president shall be elected annually; the secretary and treasurer shall be elected every three years. Elections shall be conducted at the annual spring business meeting, which shall be held during the spring conference.

The elected officers of the Council and the immediate past-president shall constitute the Executive Committee and shall meet at least twice each year prior to the scheduled meetings.

The duties of the Executive Committee shall be as follows:

- (1) The president shall (a) be responsible for planning each Council meeting, including the annual conference and annual business meeting, and (b) conduct such other business as may be appropriate to the purpose of the Council.
- (2) The vice-president (president-elect) shall assist the president in planning each Council meeting and assume the duties of the president in his/her absence.
- (3) The secretary shall (a) record the minutes of the annual business meeting, (b) maintain a current list of members, and (c) maintain all other records, as appropriate, of the Council's activities.

- (4) The treasurer shall maintain current and accurate accounts of all financial transactions for the Council.
- (5) The immediate past president shall chair the nomination committee and prepare the slate of nominees in advance of, and for presentation at, the annual business meeting held during the spring conference.
- (6) The Executive Committee shall hold a special election if any officer(s) becomes unable to serve. Special elections shall be conducted using the most efficient means, including electronic communication.
- (7) Standing committees as needed by the Council shall be enacted and approved by the majority of the Executive Committee. Members of these committees shall be appointed by the president with the majority approval of the Executive Committee. Permanent standing committees shall include conference planning, advancement of graduate education, nomination, and audit.

Major expenditures of funds over \$500.00 must be authorized by a majority of the Executive Committee. All contracts entered into on behalf of the Council must be approved by a majority of the Executive Committee.

The Executive Committee may conduct business for itself or with the Council membership in the manner deemed most appropriate and timely for the circumstance, including in-person meetings and various means of electronic communication.

The officers and members of any committees that may be appointed shall be selected as individuals and not as representatives of a particular institution.

## 6. VOTING POWER

Council business shall be enacted by majority vote of member institutions. Each member institution shall have a single vote to enact Council business. Member institutions in good standing are eligible to vote. The designated primary representative who serves as the liaison between the institution and the Council shall cast the member's vote in the manner (either in-person or electronically) determined by the Executive Committee. If the designated representative is not available to cast a vote, the representative shall inform the president of

the individual who shall serve as his/her proxy; the proxy vote must be cast in the same manner as the other votes for a particular matter.

Only the primary representatives of member institutions in good standing present at a meeting shall vote. Substitute representatives may vote after registering with the secretary prior to the meeting. No person can represent more than one member institution at a meeting.

A simple majority of the Council members in good standing shall constitute a quorum. Motions may be passed by the vote of a majority of member institutions.

Associate members and visiting members shall not receive voting power in the Council.

#### 7. LIMITATIONS OF POWER

No act of the Council shall be held to control the policy or procedures of any member institution.

#### 8. DUES

Each member institution of the Council shall be assessed membership dues to be paid annually. The amount of the dues shall be proposed by the Executive Committee and approved by majority vote of members at the annual business meeting. Dues for Associate Members shall be the same as for member institutions; Visiting Members shall not be assessed dues.

The treasurer shall maintain a detailed ledger for all expenses and income and shall report on all expenditures and income at the annual business meeting. The financial records shall be reviewed annually by an audit committee appointed by the Executive Committee.

#### 9. AMENDMENTS

Amendments to the Bylaws may be proposed by the Executive Committee or by written petition of any member institution. To be adopted, proposed amendments must receive the approval of a two-thirds majority of the members voting at a meeting. However they originate, proposals for amendments shall be received by the Executive Committee and

forwarded with recommendations to the members, in writing, at least 30 days before the meeting at which they are to be voted upon.

#### 10. AUTHORITY

*Robert's Rules of Order* shall be the Council's final authority on all questions of procedure and parliamentary law not covered by the Bylaws.

Passed: May 8, 2013