

***The Arts Management Faculty  
have adopted these ByLaws for this  
academic unit of the College***

***Adopted February 12, 2009***

***Approved by the Provost's Office (August  
2011)***

## **ARTICLE I: Membership**

### **Section 1.**

- a. The Faculty of the Arts Management Program (hereafter referred to as the Faculty) is composed of the Program Director and all persons in the Program holding tenured, tenure-track, term, adjunct, or administrative faculty appointments who provide instruction and/or engage in scholarship and service. (This definition of faculty is intended to be informed and limited by the terms as defined in the GMU Faculty Handbook).
- b. The right to vote on business of the Program Faculty, including elections to offices and committees shall be held by all members of the faculty holding a full time tenured, tenure-track, term, or administrative appointments, as well as members of the adjunct faculty, who have taught at least twelve credits within the last four (4) academic years, prior to the commencement of the current academic year. Full time faculty holding dual appointments within the University shall have the right to vote, if their primary affiliation is in the Arts Management Program. Voting membership in the faculty during the summer shall be limited to persons holding voting membership in the last prior term who will return as voting members in the next succeeding term, whether or not engaged in summer session teaching duties.
- c. E-Mail Ballots of the Program Faculty: The Program Director, who shall serve as Chair of the Program Faculty, may request an email ballot for exceptional circumstances. An affirmative vote of at least one-third of the voting members may petition the Chair for an email ballot. Any matter of a substantive nature may be submitted to a vote by e-mail ballot of the whole voting membership of the Program Faculty. It will be the duty of the Secretary of the Faculty to prepare and distribute ballot notices to voting members, and to receive, count, and report the results to the Chair of the Program Faculty before the next regular meeting. The due-date for each vote will be included on the electronic ballot. The ballots will set forth arguments “for” and “against” the motion at issue. The “for” remarks will be prepared by the mover of the proposal; the “against” remarks will be prepared by persons designated by the chair from among those opposing the pending motion. The issue will be decided by a majority of the valid ballots received by the Secretary of the Program Faculty.

### **Section 2.**

- a. The Dean of the College, prior to the first faculty meeting of each academic year, shall receive from the Program Director a list of all faculty members of the program who are voting members of the Arts Management Program, pursuant to Article I, Section 1 above. Upon review, the Dean shall then certify to the Secretary of the Program Faculty the names of all such persons.

Changes of individual status that affect eligibility to vote shall be similarly communicated to the Secretary of the Program Faculty.

- b. It shall be the duty of the Secretary of the Program Faculty to keep and maintain for use by the Chair and Parliamentarian current records of the eligibility to vote of all persons in the Arts Management Program.
- c. It shall be the duty of the Secretary of the Program Faculty to resolve any challenges raised by a voting member to the eligibility of another person in the Arts Management Program.

## **ARTICLE II: Officers**

### **Section 1.**

- a. Faculty holding voting membership shall elect from their own number a Chair pro tempore and a Secretary of the Program Faculty at the annual meeting in May. Nominations for these positions shall be made from the floor. Except when a motion to cast a unanimous ballot is passed, voting for officers shall be by secret ballot. In the event that no candidate for one of these offices receives an absolute majority of the votes cast, a runoff vote will be held between the two candidates who received the most votes. Officers shall serve for a term of twelve months commencing with the first faculty meeting of that academic year, but may not serve in a given office for more than three consecutive years.
- b. The Program Director shall be the Chair, by virtue of appointment by the Dean of the College of Visual & Performing Arts and shall be eligible to vote and shall not be subject to a term limit, except as may be imposed by virtue of a contract with the University.
- c. The Chair shall appoint a Parliamentarian to serve for a term of 12 months commencing with the first faculty meeting of that academic year.

## **ARTICLE III: Responsibilities of Faculty**

### **Section 1.**

The faculty shall have for its primary concern the general educational policies and processes for degrees, certificates, courses and programs in the Arts Management Program.

### **Section 2.**

It shall be within the province of the Program Faculty:

- a. In consultation with the Program Director, to recommend the conferral of those degrees and certificates upon students who have been certified by the registrar to have fulfilled the requirements set for them;
- b. to make recommendations in the selection of the Dean of the College and other appropriate university officers (e.g.; department and program chairs, the

- Provost);
- c. growth and development of curricula in the Arts Management Program;
  - d. regulations governing evaluation and acceptance of credits transferred from other institutions;
  - e. proposals for new degree programs;
  - f. policies pertaining to standards of admission to the Arts Management Program;.

### **Section 3.**

The faculty may consider, act upon or make recommendations upon such other subjects not mentioned above as may fall within the scope of its control or concern.

## **ARTICLE IV: Meeting of the Faculty**

### **Section 1.**

Meetings of the faculty shall be conducted according to *Roberts Rules of Order, Newly Revised* except as the rules and procedures prescribed therein have been or shall be modified by adoption of these or future by laws or standing rules. The presiding officer of all meetings of the faculty shall be the Chair of the Program Faculty or the Chair, *pro tempore*. In their absence, an acting chair shall be elected from among the voting members of the faculty present.

### **Section 2.**

- a. Meetings shall be open to all members of the faculty of the Arts Management Program, as defined in Article I, Section 1, paragraph a.
- b. In addition, meetings shall be open to members of the public who may attend as observers.

### **Section 3.**

- a. Any person recognized by the Chair may participate in the discussion of any item of business brought forth upon the floor, but only voting members of the faculty may make and second motions, and vote.
- b. All members of standing and ad hoc committees may be present at the meeting(s) of the faculty during consideration of a report from their respective committee(s) and may participate in such consideration, but only those committee members who are voting members of the faculty may have the privilege of making motions and voting.
- c. Freedom of discussion shall be the rule, and to that end the presiding officer shall ensure that debate shall not be monopolized by one or by a small group of participants.

#### **Section 4.**

The faculty may go into closed session by majority vote. Only voting members of the faculty may be present during a closed session.

#### **Section 5.**

- a. The Secretary of the Faculty in consultation with the Program Director and the Chairs of the standing committees shall prepare the agenda and distribute it seven days before the meeting to all voting members of the faculty and appropriate administrative officers of the University.
- b. All members of the faculty may submit items of business for inclusion on the agenda. The Secretary of the Program Faculty shall place all items submitted on the agenda. Non-voting members may submit items for discussion, but motions on those subjects may be made only by voting members.
- c. Explanatory or background information on all agenda items shall be prepared by the sponsor of the item and shall be attached to the agenda. Agenda items submitted for faculty action by voting members shall be accompanied by the text of all principal motions on pertinent matters and shall be circulated with the agenda.

#### **Section 6.**

- a. At least one meeting of the faculty shall be scheduled each semester within the first three weeks of the semester for, at a minimum, the purpose of filling committee vacancies. At the end of the semester at least one meeting will be held for approval of degrees. In May a meeting must be held for election of officers.
- b. When the agenda of a scheduled meeting is not completed on the appointed day, the meeting will be recessed or adjourned, then convened as agreed upon, and the agenda shall be completed.

#### **Section 7.**

- a. The Chair may call a meeting of the faculty on his or her own initiative.
- b. In response to a petition signed by twenty percent of the voting members of the faculty s/he must call a meeting to be convened within eight days.
- c. Special meetings of the faculty should be scheduled to consider changes in these bylaws.
- d. The written call to the meeting shall include a statement of the purpose of the meeting and shall be distributed to all voting members of the faculty at least two instructional days before the meeting.
- e. Faculty action within the special meeting will be limited to business stipulated in the call to the meeting.

#### **Section 8.**

The quorum for faculty meetings shall consist of not less than one third of the voting members of the faculty as defined in Article I, Section 1, and paragraph b. However, the quorum for authorizing the conferral of degrees, certificates and endorsements, and for considering matters related thereto shall be a minimum of ten percent of the voting faculty, as defined in Article I, Section 1, paragraph b.

### **Section 9.**

a. The order of business for the faculty meeting shall be:

1. Call to Order
2. Program Director's Report
3. Approval of Minutes
4. Announcements
5. Old Business
6. New Business
  - A. Committee Reports
  - B. Other new business
7. Adjournment

b. Minutes for each faculty meeting will be sent to the faculty within 2 weeks of the meeting; these minutes will also be posted on the Arts Management designated faculty website.

### **Section 10.**

- a. Balloting shall be by voice vote upon a call by the presiding officer for the "yeas" and "nays," or by a show of hands. A member upon request may cause a secret ballot to be taken. Absentee and proxy ballots shall not be counted in taking votes by any of the above methods.
- b. Upon the affirmative vote of a majority of the voting members present and voting, any matter of substantive nature may be submitted to a vote by mail ballot of the whole voting membership of the faculty. It shall be the duty of the Secretary of the Program Faculty to prepare and distribute ballots to voting members. It shall be the duty of the Secretary of the Program Faculty and the Parliamentarian to receive, count, and report the result of the balloting to the presiding officer before the next regular meeting. The ballots shall set forth arguments "for" and "against" the motion at issue. Those "for" shall be prepared by the mover of the proposal; those "against" shall be prepared by persons designated by the Chair from among those who opposed the pending motion. The issue shall be decided by a majority of the valid ballots received by the Secretary of the Program Faculty, but a motion shall be deemed lost that fails to be voted on by more than one-half of the total eligible voting membership.

### **Section 11.**

Items of new business not appearing on the agenda may be introduced from the floor by any member of the faculty after consideration of all agenda items has been completed, but disposition of any item introduced, without prior notice and information, may be carried over to the next general meeting of the faculty, if five voting members support a motion to carry it over. A motion carried over under this provision shall appear on the agenda of the next regular meeting as an item of old business and shall be supported by background information as provided in Section 5, paragraph c of this article.

## **Section 12.**

The Secretary of the Program Faculty shall prepare the minutes of all meetings of the faculty. The minutes shall be prepared in a style that will convey the essence of discussion on each item of business considered. The minutes shall be distributed to the voting faculty of the Arts Management Program and appropriate officers of the College and made available to members of the public in attendance as specified in Section 2, paragraph b of this article. At least one copy of the minutes of every meeting shall be preserved as part of the permanent archives of the College. The minutes, which shall be open for inspection by any member of the community, shall be kept in the custody of the Secretary of the Program Faculty.

## **ARTICLE V: Committees**

### **Section 1.**

- a. Standing Committees shall be those permanent committees whose respective charges shall be established by the Program Faculty and whose faculty members are elected by the faculty.

The Arts Management Program has two standing committees; their charges and duties are listed below. Each Committee elects its own chair. No faculty member may serve on more than one standing committee, except as a one-semester faculty leave replacement. Only voting members of the AMGT faculty are eligible for service on standing committees as specified in Article 1, section 1.B of the Bylaws. Each standing committee shall have no less than three members.

**The Arts Management Curriculum Committee** reviews all proposals for curriculum initiatives, including proposals for new courses, deletion of existing courses, modifications to existing courses, and revisions to all Arts Management undergraduate and graduate program requirements. The Committee provides guidance regarding appropriate procedures, policies, and time lines to be followed for the preparation and presentation of curricular proposals. The Committee ensures that all University and College curriculum procedures and policies are followed. All matters presented to the committee must be voted upon by the entirety of the committee. The vote will be conducted at the committee's meetings, and upon the discretion of the committee chair may be conducted or

accepted through e-mail. The Chair of the Curriculum Committee will present the recommendations of the Program Committee.

**The Student Affairs and Placement Committee** is a joint committee of Arts Management Faculty and members of the Graduate Arts Management Society and a selected undergraduate minor that seeks to develop and promote an appreciation of the arts through events and programs for Mason and surrounding communities. This Committee also serves as a vehicle to promote advancement in the careers of arts management for all students and alumni. The Committee is composed of three faculty members, three students as selected by the Graduate Arts Management Society and one undergraduate student with a minor in Arts Management selected by the Program Director. Voting will be limited to faculty members and student representatives; however, meetings are open to all students and faculty.

- b. *Ad Hoc* Committees or Task Forces shall be those established by the Program Faculty for consideration of special or transient issues. If no term is specified, the committee is deemed to serve until it issues a final report.
- c. maintain an accurate current list of all committees of the faculty with their charges and composition, which shall be open for inspection to all members of the academic community.

All Committees shall record the minutes of the meetings; submit the minutes in writing to the Secretary of the Program Faculty, the Secretary of the College of Visual & Performing Arts Faculty; and report on the work of the committees at each faculty meeting.

## **Section 2.**

Only individuals who are eligible to vote in accordance with Article I, section 1 or who have completed at least two semesters/terms of instruction in the Arts Management Program by the beginning of the proposed term of service shall be eligible for election to standing committees.

## **Section 3.**

- a. Nominations in this section relate to those committees established by the Arts Management Program.
- b. The Program Faculty shall select three faculty members, with the consent of each faculty member so being proposed for selection, for each standing committee. The names of these selected faculty members shall be circulated in written form on the last Monday in March to all voting faculty members.
- c. In the event of an uncontested nomination, voting shall be by show of hands.

Otherwise, voting shall be by secret ballot. In the event that no candidate for one of these offices receives an absolute majority of the votes cast, a runoff vote will be held between the two candidates who received the most votes.

- d. Program vacancies with unexpired terms will be filled by appointment from the Program Director, until the next regular election.
- e. Except as may be otherwise specified, the usual term of election to any standing committee shall be for two years, except at the first election when one member will be selected for one year, another member for two years and the third member for three years.

#### **Section 4.**

- a. Following creation of an *ad hoc* committee or of a new standing committee, which the faculty has determined by its vote to be a matter of urgent necessity, nominations shall be made from the floor. Initial election of the members to a committee created under this procedure shall be determined by voice vote, or upon request, by secret ballot.
- b. In the absence of an urgent necessity determined under ‘paragraph a. of this section, nominations shall be made and elections held according to the procedures prescribed for regular nominations and elections to standing and joint committees.

#### **Section 5.**

- a. Except as otherwise specifically provided, each faculty committee shall, elect its Chair from among its own membership. Each committee shall establish a quorum for its own function. Each committee may determine procedures for maintaining appropriate records of its activities.
- b. Committees shall normally serve from the beginning of the fall semester until the end of the, spring semester. However, all *committees* are also authorized to function as necessary over the summer.

#### **Section 6.**

Each Committee may authorize student representation on standing or *ad hoc* committees. To be eligible for selection, **student representatives** shall have completed at least 9 graduate semester hours of academic work at Mason, shall be either a degree or certificate candidate in an Arts Management Program and shall be in good academic standing at the University or may be an undergraduate minor in Arts Management and shall have completed at least 54 semester hours of academic work, shall have completed one academic year of full time study at George Mason prior to the start of their committee service, and shall be in good academic standing. No student representative may serve concurrently on more than one committee. The faculty may authorize and invite other appropriate members of the academic community to serve on its committees. Students and other invited members may be accorded full rights and privileges of committee membership at the discretion of the committee.

**Section 7.**

Any faculty committee may be required, by majority vote of the faculty, to report to it at a specified later meeting any matter referred by action of the faculty to the charge of that committee. Upon receipt of its report, the committee may be discharged of further responsibility for the matter.

**Section 8.**

The decision-making authority of the faculty shall not be delegated to a committee or to any other agent without right of review by the faculty.

**ARTICLE VII: Effective Date and Amendment**

**Section 1.**

These bylaws shall become effective: February 12, 2009

**Section 2.**

All motions to amend these bylaws shall be read and debated at two successive faculty meetings in the same academic year and no fewer than 30 days apart. A meeting of the Faculty held to complete the agenda of a previous meeting shall not count as a “successive” meeting within the meaning of these bylaws. Following the second debate, a ballot will be prepared and distributed. A motion shall be deemed lost that fails to be voted on by two-thirds or more of the total eligible voting membership. A two-thirds majority of the members voting shall be required for passage of such an amendment.

