

BYLAWS
INSTITUTE FOR WOMEN’S, GENDER, AND SEXUALITY STUDIES
COLLEGE OF ARTS AND SCIENCES
GEORGIA STATE UNIVERSITY

Passed by the Institute for Women’s, Gender, and Sexuality Studies faculty and the Dean’s
Office of the College of Arts and Sciences, November 19, 2013.

These bylaws constitute the rules for the governance of the Institute for Women’s, Gender, and Sexuality Studies (WGSS) in the College of Arts and Sciences at Georgia State University.

ARTICLE I
MEMBERSHIP

- Section 1. In these bylaws, the words “WGSS core faculty” shall mean those full-time tenured or tenure-track professors, lecturers, senior lecturers, principal senior lecturers, and academic professionals who hold a budgeted position in Georgia State University’s Institute for Women’s, Gender, and Sexuality Studies. All WGSS faculty shall have voting privileges in departmental meetings, except where noted elsewhere in this document.
- Section 2. In these bylaws, the words “WGSS affiliate faculty” shall mean those full-time tenured or tenure-track professors, lecturers, senior lecturers, principal senior lecturers, and academic professionals who have affiliate status with WGSS whose departments are housed outside of WGSS.
- Section 3. WGSS affiliate faculty, WGSS visiting professors, part-time or full-time visiting lecturers or instructors, graduate assistants (GRAs, GTAs, GLAs), and WGSS graduate students and undergraduate majors may serve on designated committees and shall have voting rights on those committees, but may not vote in departmental meetings.
- Section 4. Faculty who are neither core nor affiliate may not teach a WGSS course or crosslisted WGSS course.

ARTICLE II
DIRECTOR

- Section 1. The position and duties of a department Chair are defined in the Statutes of Georgia State University, Article XI, Section 3. The Director of WGSS shall perform all duties designated therein.
- Section 2. The Director shall perform these additional duties:
- A. Represent the Institute’s needs to the administration and serve as a liaison between WGSS and the administration.

- B. Communicate regularly with the WGSS core and affiliate faculty about pertinent information from other administrators and matters of concern.
- C. Annually evaluate each member of those WGSS core faculty who hold a budgeted position or a joint appointment, as provided in the Policies of the Board of Regents, Section 803.07, furnishing a copy of this evaluation to the given WGSS faculty member and the appropriate Dean(s).
- D. Annually evaluate each member of the WGSS staff, furnishing a copy of the evaluation to the given staff member and the College of Arts and Sciences Dean's Office.
- E. Participate in the promotion and tenure process of those WGSS faculty who hold a budgeted position in WGSS in the same manner as department chairs.
- F. Recruit, with the advice of the Executive Committee, and recommend to the Dean of Arts and Sciences, full-time GSU faculty to be WGSS core or affiliate faculty.
- G. Appoint a WGSS faculty member to serve as temporary deputy on those occasions when the Director is not available.
- H. Appoint, with the advice of the WGSS Executive Committee, an ad hoc committee to consider any specific matter of concern to WGSS when such a matter arises outside the purview of the standing committees. These ad hoc committees shall report to the Director, the Executive Committee, or the WGSS faculty, depending on the specific charge of the Director.
- I. After consulting with the Executive Committee, oversee the management and dispersal of endowed funds.
- J. Hire and apportion duties to the office staff.

Section 3. As required by College of Arts and Sciences policy, the Director shall undergo a review every three years. The review shall be forwarded to the Dean of Arts and Sciences.

ARTICLE III AFFILIATE FACULTY

Section 1. The Director of WGSS, core faculty, and the Executive Committee select affiliate faculty through an application process approved by the WGSS Executive Committee and the Dean of the College of Arts and Sciences.

Section 2. Affiliate faculty may, but are not required to, teach WGSS courses (cross-listed or originating in WGSS), chair or serve on thesis committees, and serve and vote on WGSS standing or ad hoc committees. However, in order to maintain eligibility for future affiliate status, the affiliate must, at a minimum, serve on a committee or teach a WGSS class during his or her term.

Section 3. Affiliate faculty will hold their positions for renewable three-year terms.

ARTICLE IV MEETINGS

Section 1. There shall be at least one full WGSS meeting that includes affiliate and core faculty each Fall and Spring term. At all WGSS meetings, the Director or the temporary deputy Director shall be the presiding officer. Minutes shall be maintained, and copies shall be available to all WGSS core and affiliate faculty and the Dean of Arts and Sciences.

ARTICLE V
UNDERGRADUATE AND GRADUATE DIRECTORS

Section 1. Appointment and terms:

- A. A Director of Undergraduate Studies and a Director of Graduate Studies shall be appointed by the WGSS Director.
- B. The Director shall serve at the pleasure of the Executive Committee.
- C. No single term of service for a Director shall exceed three years; however, a Director may be reappointed for subsequent terms.

Section 2. The Director of Undergraduate Studies shall perform the following duties and any other relevant, related ones:

- A. Chair the Undergraduate Studies Committee.
- B. Make recommendations for course scheduling.
- C. Maintain a file of undergraduate course syllabi.
- D. Oversee the counseling and advising of students enrolled in undergraduate courses.
- E. Oversee the recruitment, retention, record keeping, and tracking of WGSS majors and minors.
- F. Represent WGSS on the College of Arts and Sciences Undergraduate Council.
- G. Oversee the assessment of learning outcomes.

Section 3. The Director of Graduate Studies shall perform the following duties and any other relevant, related ones:

- A. Chair the Graduate Studies Committee.
- B. Make recommendations for course scheduling.
- C. Maintain a file of graduate course syllabi.
- D. Oversee the counseling and advising of students enrolled in graduate courses.
- E. Oversee the recruitment, retention, record keeping, and tracking of graduate students.
- F. Represent WGSS on the College of Arts and Sciences Graduate Council.
- G. Oversee and coordinate all official examinations required of graduate students.
- H. Recommend to the WGSS Director faculty for graduate faculty status.
- I. Oversee the applications and admissions process for graduate students, including making recommendations to the WGSS Director for funding.

ARTICLE VI
COMMITTEES

Section 1. Unless otherwise specified in this document, all committees shall:

- A. Elect their Chair.
- B. Meet at least once each Fall and Spring term, and make a report to the WGSS faculty meeting.

Section 2. The Executive Committee

- A. The Executive Committee shall consist of up to three core tenure-track or tenured WGSS faculty and one tenure-track or tenured affiliate faculty member who are elected by the core and affiliate faculty. The WGSS Director shall be the Chair.
- B. The Executive Committee shall meet at least every Fall and Spring term and report its actions to the WGSS faculty.

- C. The duties and responsibilities of the Executive Committee are:
- 1) To act as an advisory body to the Director.
 - 2) To act as a forum for discussion of practical matters, philosophical issues, and long-term planning that concern the Institute.
 - 3) Advise the Director on the recruitment and involvement of WGSS affiliate faculty.
 - 4) Evaluate WGSS core faculty as per procedures specified by the College of Arts and Sciences.
- D. No person on the Executive Committee shall participate in matters directly concerning her/him.

Section 3. The Undergraduate Studies Committee

- A. This committee shall consist of at least three WGSS core and affiliate faculty members who are elected by the WGSS core and affiliate faculty and the Director of Undergraduate Studies, who will serve as chair.
- B. This committee shall provide to the WGSS faculty recommendations concerning new WGSS undergraduate courses, cross-listings, and requirements for the major and minor.
- C. This committee shall develop, modify, and supervise procedures to insure that all undergraduate WGSS courses cross-listed with another department include content, approaches, and faculty expertise appropriate for the development of skills and knowledge in women's, gender, and sexuality studies.

Section 4. The Graduate Studies Committee

- A. This committee shall consist of at least three WGSS core and affiliate faculty members who are elected by the WGSS core and affiliate faculty and the Director of Graduate Studies, who will serve as chair.
- B. This committee shall provide to the WGSS faculty recommendations concerning new WGSS graduate courses, cross-listings, requirements for the graduate degrees, and admissions requirements.
- C. This committee shall develop, modify, and supervise procedures to insure that all graduate WGSS courses cross-listed with another department include content, approaches, and faculty expertise appropriate for the development of skills and knowledge in women's, gender, and sexuality studies.
- D. The committee shall evaluate M.A. comprehensive exams.

ARTICLE VII ELECTIONS

Section 1. At the spring meeting the Executive Committee and standing committees will be elected, by floor nominations, for a term that shall begin in the Fall semester.

Section 2. Should a vacancy occur on a standing or executive committee, the Director may either call a special election (to be conducted by ballot or meeting) or appoint a temporary replacement until an election can be held.

Section 3. When a Senator's term has ended, the election of Senator(s) shall take place at mid-year prior to the seating of the new University Senate.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order Revised shall govern meetings of the Institute in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE IX
ADOPTION AND AMENDMENTS TO THE BYLAWS

Section 1. These bylaws shall become effective upon approval of a two-thirds vote of the WGSS faculty and approval by the Dean of Arts and Sciences.

Section 2. These bylaws may be amended at any WGSS meeting by a two-thirds vote, provided that written notice of the proposed changes is given to all WGSS faculty at least ten days in advance of the meeting.