

Bylaws
Kennesaw State University
Department of Dance
Dance Faculty Council

Article I Name

The name of this committee is the Dance Faculty Council (DFC) of the Department of Dance.

Article II Purpose

- a. The DFC is advisory to the Department Chair as a representative body of the faculty.
- b. The purpose of the DFC is to ensure collegiality and effective shared governance of the Department by facilitating transparency and two-way communication between the faculty and the Department Chair.
- c. The DFC represents the interests of all full-time departmental faculty (all ranks and tracks) and brings its attention to all matters of the Department.

Article III Members; Election of Chair

- a. The DFC will function as a Committee of the Whole.
- b. Be composed of all full-time faculty members.
- c. Be chaired by an elected faculty member who is selected by vote of the body.
- d. Represent the prerogative for the Committee of the Whole and its sub-committees to meet without the DFC Chair.
- e. Perform the purpose of the DFC.
- f. Being a Committee of the Whole will be reaffirmed annually by a majority vote of the full-time faculty members of the department by secret ballot as the faculty's preferred alternative to a DFC that is structured by elections.

Article IV Meetings

- a. The DFC shall reserve a minimum of two meetings a month, held as needed, and will hold a minimum of one meeting a month.
- b. The DFC will meet once a month with the Department Chair.
- c. The DFC Chair shall publish agendas and meeting times in advance. A DFC Secretary, or any member of the DFC, shall publish minutes or a meeting summary within 10 days of the end of the relevant meeting that, at minimum, records attendance and all actions, decisions or recommendations of the DFC.

- d. The DFC shall take necessary measures to assure continued functioning of the DFC during the summer months if necessary. DFC Chair will be available by email and will disperse information to the DFC via email as needed.
- e. A two-thirds majority of elected members constitutes a quorum and each meeting will begin with the establishment of quorum.
- f. If a DFC member is unavoidably absent on the day of a vote, that member will provide a proxy OR deliver proxy votes and/or notes either before the meeting or as late as seven calendar days after the official vote.
- g. A simple majority of those voting shall be required to pass a motion.
- h. These bylaws may be amended by a two-thirds vote of DFC members at any time.