



PAINE
COLLEGE
POLICY MANUAL

VOLUME I

**Governance and Administrative
Organization**

JULY 2025

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Governance and Administrative Organization

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Volume I
Governance and Administrative

Organization

1.0 History, Governance, and Administration of Paine College

1.1 History and General Information

1.1.1 History of the College

Paine College was founded by the leadership of the Methodist Episcopal Church South, now United Methodist Church, and the Colored Methodist Episcopal Church, now Christian Methodist Episcopal Church. Paine was the brainchild of Bishop Lucius Henry Holsey, who first expressed the idea for the College in 1869. Bishop Holsey asked leaders in the ME Church South to help establish a school to train Negro teachers and preachers so that they might in turn appropriately address the educational and spiritual needs of the people newly freed from the evils of slavery. Leaders in the ME Church South agreed, and Paine Institute came into being.

On November 1, 1882, the Paine College Board of Trustees, consisting of six members, three from each Church, met for the first time. They agreed to name the school in honor of the late Bishop Robert Paine of the MECS who had helped to organize the CME Church. In December, the Trustees selected Dr. Morgan Callaway as the first President of the College and enlarged the Board from six to nineteen members, drawing its new membership from communities outside of Georgia so that the enterprise might not be viewed as exclusively local.

Bishop Holsey traveled throughout the Southeast seeking funds for the new school. On December 12, 1882, he presented the Trustees of Paine Institute with \$7.15 from the Virginia Conference and \$8.85 from the South Georgia Conference. In that same month, Reverend Atticus Haygood, a minister of the ME Church South, gave \$2,000 to support President Callaway through the first year. Thus, a \$2,000 gift from a white minister of the Methodist Episcopal Church South and \$16 raised by a CME minister – penny by penny from former slaves - became the financial basis for the founding of Paine College.

In 1883, a Charter of Incorporation for The Paine Institute was granted, and the Trustees elected Dr. George Williams Walker as its first teacher. In January 1884, classes began in rented quarters located on Broad Street in downtown Augusta. On December 28, 1884, the Reverend George Williams Walker was elected President of Paine Institute following the resignation of Reverend Callaway. In 1886, the College moved to its present site on Fifteenth Street.

The year 1888 was a very significant one for Paine College. Reverend Moses U. Payne, an MECS minister from Missouri, gave \$25,000 to Paine for the endowment. Also in 1888, Trustee W. A. Candler presented a resolution to the Trustees authorizing President Walker to employ John Wesley Gilbert, Paine's first student and first graduate, to become the first Black member of the faculty. The hiring of Mr. Gilbert launched Paine's continuing tradition of having a biracial faculty. President Walker died in 1910 after having headed Paine for twenty-six years. The Paine Institute began with a high school component and gradually developed a college department. Initially, advanced students received special instruction on an individual basis, but by 1903 sufficient

college-level work was provided to justify changing the school’s name to The Paine College. Paine continued its high school department until 1945, because there was no public secondary school for Blacks in Augusta until that year.I-3 Source: Paine College Catalog and the Internet (General\History) Under the leadership of President Edmund Clarke Peters, 1929-1956, Paine College was accredited by the Southern Association of Colleges and Secondary Schools as a Class “B” institution in 1931 and then as a Class “A” institution in 1945.

President E. Clayton Calhoun served as President from 1956 to 1970. During his leadership, Paine was approved by the University Senate of The Methodist Church in 1959, and the College was admitted to full membership in the Southern Association of Colleges and Schools in 1961. Dr. Lucius H. Pitts was elected President of Paine College in 1971. He was the first alumnus and first Black President of the College. He died in his office in 1974. Dr. Julius S. Scott, Jr. served as President of the College on two separate occasions: 1975 to 1982 and 1988 to 1994. Paine alumnus, Dr. William Harris, served during the period of 1982 to 1988. In 1994, Dr. Shirley A. R. Lewis became Paine College’s first female President. Dr. George C. Bradley became the fourteenth President of the College on January 1, 2008 and served until his departure in September 2014. From September 2014 to June 2016, Dr. Samuel Sullivan served as Interim President of Paine College. The Paine College Board of Trustees appointed Dr. Samuel Sullivan as the fifteenth President of Paine College in June 2016 until he departed in May 2017.

In June 2017, Dr. Jerry L. Hardee of Valdosta, Georgia, took the helm of the Institution as the sixteenth President and served until June 2019. The Board of Trustees appointed Dr. Cheryl Evans Jones Acting President in July 2019 and President in October 2019. She retired in 2024. The Board appointed Dr. Lester A. McCorn 18th President on January 1, 2025.

The College remains a small, liberal arts, coeducational, church-related school, gratefully related to its founding denominations and open to all.

Paine College’s alumni have established an exceptional record of achievement. Included among Paine’s distinguished graduates are:

ALUMNA/ALUMNUS	NOTABLE ACHIEVEMENT
Dr. Mack Gipson	First African American to obtain the Ph. D. in Geology and Consultant to NASA
Dr. Shirley McBay	First African American to earn a Ph. D. from the University of Georgia; First African American Dean at M. I. T.
Frank G. Yerby	Internationally acclaimed author and film writer
Louis Lomax	Journalist
Dr. Ora McConner Jones	Assistant Superintendent of Chicago Public Schools, Past-Chair of the Paine College Board of Trustees
Bishop Woodie White	UMC Resident Bishop of the Indiana Area and Former Chair of the Council of Bishops
Bishop Nathaniel Linsey	Senior Bishop of the CME Church
Bishop Marshall Gilmore	CME Bishop of the Texas Area

ALUMNA/ALUMNUS	NOTABLE ACHIEVEMENT
Dr. Lucius Pitts	First African American President of Paine College, 1971-1974
Dr. William Harris	President of Paine College, 1982-1988
Dr. Elias Blake	President of Clark College, 1977-1987
Dr. Roland Harris	President of Knoxville College, 1995-1997
Dr. Clyde Williams	President of Miles College, 1971-1986
Dr. Jacqueline Carmicheal	Professor at the University of Georgia and Biographer
Dr. Ruth B. Crawford	Director of Shiloh Comprehensive Community Center, designer of the Paine College Flag, and former schoolteacher.
Dr. Charles Larke	First African American Superintendent of the Richmond County Board of Education
Attorney Robert Bell	Chair, Paine College Board of Trustees and Founder of the Chairman's Club of the Annual Alumni Fund
Attorney Michael L. Thurmond	CEO of DeKalb County, Georgia; former Commissioner for the Georgia Department of Labor, Board Chair-elect, Paine College Board of Trustees

1.1.2 Presidents of the Paine College

There have been sixteen of presidents of Paine College:

PRESIDENTS	YEARS OF SERVICE
Morgan Callaway	1882-1884
George Williams Walker	1884-1911
John D. Hammond	1911-1915
D.E. Atkins	1915-1917
Albert Deems Betts	1917-1923
Ray S. Tomlin	1923-1929
E.C. Peters	1929-1956
E. Clayton Calhoun	1956-1970
Lucius H. Pitts	1971-1974
Julius S. Scott, Jr.	1975-1982
William H. Harris	1982-1988
Julius S. Scott, Jr.	1988-1994

PRESIDENTS	YEARS OF SERVICE
Shirley A. R. Lewis	1994-2007
George C. Bradley	2008-2014
Samuel Sullivan	2014-2017
Jerry L. Hardee	2017 - 2019
Cheryl Evans Jones	2019-2024
Lester A. McCorn	2025- present

Upon his retirement as President in 1994, Dr. Julius S. Scott, Jr., was elected President Emeritus by the Board of Trustees.

During interim periods, the following persons served as chief administrators and chairpersons of the interim committees:

Stewart B. Gandy, Chairman	October-December 1970
Canute M. Richardson, Chairman	January-June 1971
Canute M. Richardson, Acting President	March-December 1974
Curtis E. Martin, Interim President	July- December 2007

1.1.3 College Support

The support of the College is provided by the two cooperating churches, The United Methodist Church and the Christian Methodist Episcopal Church. The support from The United Methodist Church is from four sources, two of which are sections of its Board of Global Ministries, the

Women's Division and the National Division. The third agency in The United Methodist Church is the Board of Higher Education and Ministry. The fourth is the Black College Fund, authorized by the General Conference. The majority of support from the Christian Methodist Episcopal Church comes from the General Conference. The Sixth Episcopal District and the Seventh Episcopal District also provide support annually.

A substantial amount of Paine's support comes through the Annual Campaign of the United Negro College Fund (of which the College is a member), alumni and friends of the College, foundations and corporations, the Department of Education, and other federal agencies.

1.1.4 The Paine College Ideal

To love truth and to seek it above material things;

To ennoble and be ennobled by common fellowship;

To keep the energies of life at full tide;

To cultivate an appreciation of the beautiful;

To work well and play with zest;

To have an open, unprejudiced mind;

To live simply, practicing a reasonable economy;

To find joy in work well done;

To be an earnest disciple in the school of Him who brings the abundant life;

To work diligently for a better understanding of the White and Black races:

Such is the spirit and ideal of Paine College. To all who share this spirit and are eager for the pursuit of high things, we offer a hearty welcome.

Developed by a faculty committee appointed by President E. C. Peters in 1933.

1.1.5 The Paine College Hymn

Frank G. Yerby, '37

1. College of our heart's desire, resplendent in our gaze, Awake in us thy sacred fire and let us to thy truth aspire throughout the 'coming days.
2. And may the thing that thou hast sought, our nation's woeful lack. True union of the heart be brought and differences be set at naught between the white and black.
3. Paine College, guardian of the way that each young foot must tread, Thy gates are open to this day and our firm, martial strides display hearts clean and unafraid.



1.1.6 Presidential Seal

The seal represents an important part of Paine College's history. The seal should only be used by the President's Office and on official college documents requiring the official insignia such as invitations to presidential events, diplomas and class rings. The seal is rarely used on general printed material.

1.1.6.1 Spacing and Minimum Size Requirements

The clear area around the seal, athletic, mascot and spirit logos is always going to be .75". The Paine College family of logos may not be reproduced any smaller than one inch in width.

1.1.7 The Colors of Paine College

The Colors of Paine College are Purple and White.

1.1.8 The Mascot of Paine College

The Mascot of Paine College is the Lion.

1.1.9 The Intercollegiate Athletic Team

Names Men: The Paine College Lions

Women: The Paine College LadyLions

1.1.9.1 The Conference Affiliation of the Paine College

Paine College is a member of Division II of the National Intercollegiate Athletic Association and a member of the Southern Intercollegiate Athletic Conference.

1.1.10 Accreditation and Memberships

Paine College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Paine College.

Paine College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Accredited Status as a Category II Institution by the TRACS Accreditation Commission on October 27, 2020. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Other Accreditations and Memberships include:

The American Council on Education
The Association of American Colleges
The American Association of Colleges of Teacher Education
The Association of Collegiate Business Schools and Programs (ACBSP)
The Association of Private Colleges and Universities of Georgia
The College Entrance Examination Board
The Council of Independent Colleges
The Educational Senate of the Christian Methodist Episcopal Church
The Educational Testing Service
The Georgia Professional Standards Commission
The National Association for Equal Opportunity in Higher Education
The National Association of Independent Colleges and Universities
The National Association of Schools and Colleges of the United Methodist Church
The National Council for Accreditation of Teacher Education
The United Negro College Fund (UNCF)
The University Senate of the United Methodist Church

1.1.11 The Campus

Paine College has a 64.4 acre campus located in the heart of Augusta, Georgia. All the physical facilities of the College are located within a geographical area bounded by Fifteenth Street, Laney-Walker Boulevard, Beman Street, and Central Avenue. Most of the College buildings, including residence halls, classroom buildings, and the library, are located in the main campus area. The athletic field, gymnasium, tennis court, and the chapel/music building are included in the campus area bounded by Beman Street.

1.1.11.1 Academic Buildings

Haygood-Holsey Hall, occupied in September 1977, is a multi-purpose structure that houses administrative and faculty offices, classrooms, seminar rooms, and the administrative computer center.

Mary Helm Hall, completed in 1918, contains classrooms, faculty offices, and several administrative offices. A major renovation was completed in 1981.

George Williams Walker Science Building, dedicated October 30, 1956, houses the laboratories for biology, physics, and chemistry. The Walker Science Building was completely renovated during the summer of 1994.

Gilbert-Lambuth Memorial Chapel was completed in 1968. The basic design of the chapel's nave is cruciform, providing space to seat 1,200 persons in air-conditioned comfort. The rear section of this building houses the music program and an auditorium that seats 200 persons.

Warren A. Candler Building, completed in 1947, is a two-story brick structure that served as the College library through the Spring of 1991. It houses the Office of Admissions, the Department of Education, the Planning and Evaluation Department, and the Conference Center.

Collins-Callaway Library, which includes the Richard A. Dent Learning Resources Center, was completed in the spring of 1991. The spacious two-story brick structure can accommodate over 125,000 volumes, 600 current periodicals and other non-print media. The Library was named in honor of Dr. Morgan Callaway, the first President of the College, and Dr. Daniel A. Collins, '36, former Chair of the Board of Trustees.

The **Psychology Building** is located on Laney-Walker Boulevard and houses the Paine College Police Department. The brick structure consists of nine rooms that are utilized as offices, interrogation, meeting and lecture facilities.

The **Department of Business Administration Office Complex** is located on Laney-Walker Boulevard. It houses the office of the faculty and staff of the Department.

1.1.11.2 Student Activities Buildings

Edmund and Ethel Peters Campus Center, completed in 1969, houses the dining facilities of the College, the offices of the Dean and Assistant Vice President of Student Affairs and Enrollment Management, staff, offices of various student organizations, the post office, bookstore, and areas for recreation and relaxation.

Health Education Activities Learning (HEAL) Complex, constructed in 2012, opened to the public in January 2013. The 43,000 square foot facility changed the landscape and skyline of the campus. The new facility replaced the aging Randall A. Carter Gymnasium that had served the College community for more than 50 years. The HEAL Complex offers more than a home for Lion Athletics. Under the HEAL roof, the Paine College family and the community have access to the Lucy C. Laney/Silas X. Floyd Health and Wellness Facility that is outfitted with weight training and exercise equipment. Additional features include: meeting rooms, classrooms, concession booths, spacious locker rooms, 2,400 seat gymnasium and an athletics film room.

1.1.11.3 Residence Halls – Women

Berry-Gomillion Hall, which accommodates 100 women, was occupied in 1987. This air-conditioned, spacious facility is named for Dr. Evelyn Berry and the late Dr. Charles G. Gomillion, benefactors and members of the Paine College Board of Trustees.

Epworth Hall includes accommodations for approximately 115 students in air-conditioned comfort. It symbolizes the interest of the young people of the former Methodist Episcopal Church South, who were members of the Epworth League. The building was constructed through gifts of the Epworth Leaguers. In the fall of 1978, it was completely renovated.

Graham Hall, opened for occupancy in the fall of 1971, is an air-conditioned building which accommodates 108 students. It was named for William L. Graham, '29, Paine College Registrar, Professor, and Vice President.

Hollis Hall, occupied in September 1967, is an air-conditioned building which houses 50 junior and senior women. It is named for Mrs. Rossie Thompson Hollis, an alumna who served on the Board of Trustees.

1.1.11.4 Residence Halls - Men

Belle Bennett Hall, occupied in September 1962, houses 50 men in air-conditioned comfort. The residence hall was furnished through the aid of the women's work of the Methodist Episcopal Church, South. Belle Bennett was completely renovated in 1993.

Ervin Hall, completed in September 1967, is an air-conditioned building which houses 50 men. It is named for the late W. C. Ervin, business manager of the College from 1929 until his death in 1964.

Emma C. W. Gray Hall, opened in January 1962, accommodates 50 students. Most of the money for construction was contributed by the women of the Southeastern Jurisdiction of the United Methodist Church. This residence hall is named after a devoted servant of the Church who served Paine College for more than 30 years. It was completely renovated in 1995.

1.1.11.5 Other Buildings

Paine House, completed in 1968 and located on Beman Street, is the two-story residence of the President of the College.

The **Mathematics Support Center** is located on Laney-Walker Boulevard. It houses the Director of the Support Center and is designed to improve the mathematic skills of students at various levels.

The **Paine College Alumni House** is located at 1208 Beman Street. It houses offices of the Alumni Relations staff and the executive secretary of the Paine College National Alumni Association in addition to a reception area.

The **Wife Saver Building**, acquired in 2005, formerly housed the Weight Training facility for the Paine College athletics teams. Currently, the building is not occupied.

The **Paine Athletic Field House**, located at the corner of Central Avenue and Druid Park Avenue, is dedicated for use by the Department of Athletics.

The **Gipson** building is located on Laney-Walker Boulevard. It houses the **Dr. Mack Gipson, Jr., Tutorial and Enrichment Center**, a college-wide support program that provides individual and small-group tutoring in a variety of academic areas and includes an Internet-accessible computer lab.

1.1.11.6 Gilbert-Lambuth Memorial Chapel

The Gilbert-Lambuth Memorial Chapel, owned and operated by Paine College, it was built in 1968. The basic design of the chapel's nave is cruciform; the chapel will accommodate approximately 1200 persons in air conditioned comfort. The chapel usage range varies from paid events such as weddings, funerals and gospel concerts to religious campus events and balls. The rear section of this building contains classrooms, sound-proof practice rooms, a music library, studios, robbing rooms, and auditorium that seats 200 persons.

The Chapel was named after Dr. John Wesley Gilbert (Dr. John Wesley Gilbert was the first Paine student, the first graduate, the first Negro member of this faculty. He was a classicist, a Biblical scholar and a great human being), Bishop Walter Russell Lambuth (Bishop Walter Russell Lambuth was a Physician as well as a theologian, one of the church's great missionary statesmen, and a trustee of this college).

Dr. E. Clayton Calhoun, the eighth President of Paine College (1956-1970). Dr. Clayton's address to the college on January 30, 1968 called "**The Substance of Dreams**": (describe in detail explanation of the structure of the Chapel). "The inspired American poet, Langston Hughes, has asked, "What happens to a dream deferred?" He gives some most perceptive answers. Tonight, at Paine College, we can give our answers in the perceptions which derive from a very deep gratitude.

Dr. Calhoun gives a detailed description and purpose of each section of the chapel in his address to the college on January 30, 1968.

1.2 Paine College Foundational Statement

1.2.1 Biblical Foundational Statement

Paine College was founded in 1882 through a cooperation of two Methodist bodies: The Colored Methodist Episcopal (CME) Church (now the Christian Methodist Episcopal Church) and the Methodist Church South (now The United Methodist Church). Paine was the brainchild of Bishop Lucius Henry Holsey, who asked leaders in the Methodist Episcopal Church South to help establish a school to train Negro teachers and preachers so that they might in turn appropriately address the educational and spiritual needs of the people newly freed from the evils of slavery. Leaders in the ME Church South agreed, and Paine Institute came into being. As a Methodist institution, Paine College ascribes to the beliefs and tenets of the Wesleyan tradition as practiced in the Methodist Church. Methodism has its roots as an evangelical renewal movement and a deep commitment to personal and social holiness.

The “Articles of Religion,” the historic confessions of faith (i.e. both the “Apostles’ Creed” and the “Nicene Creed”), in addition to the sermons and teachings of John Wesley, all state with unequivocal clarity, the profound truths that are inextricably connected to our Methodist heritage.

At Paine College among our spiritual values is an appreciation for our Methodist heritage in the fulfillment of our mission and educational philosophy.

THE BIBLE IS THE WORD OF GOD

We affirm that the Bible is the Word of God and “contains all things necessary to salvation.” The Bible is primary, authoritative, and informative in all matters of faith and practice. There is nothing like the written Word of God for showing you the way to salvation through faith in Christ Jesus. Every part of Scripture is God-breathed, showing us truth, exposing our rebellion, correcting our mistakes, and training us to live God’s way. Through God’s Word we are delicately crafted and equipped for salvation. (Article V)

THE TRIUNE NATURE OF GOD

“There is but one living and true God, everlasting”, who is the creator of everything that is, and that God is made manifest in “three persons, of one substance, power, and eternity - the Father, the Son and the Holy Ghost.” (Article I)

God the Father

God the Father is the Creator, who is the maker of heaven and earth, and everything that is seen and unseen. It is God’s nurture that enabled us to have life.

God the Son

Jesus Christ is the Son of God. He was with the Father when the world was created. It is

through his death, burial, and resurrection that humankind is redeemed from sin.

God the Holy Spirit

The Holy Ghost, being of one substance with the Father and the Son - is the Sustainer of humankind, who keeps us, directed in the way we should go, day to day. The Holy Spirit empowers us and gives us authority over our challenges. (Article IV - 1 Timothy 1)

SIN

Sin is the “corruption of the human nature of every person that naturally is engendered of the offspring of Adam, whereby [humanity] is very far gone from original righteousness, and of [their] own nature inclined to evil, and that continually.” (Article VII)

FREE WILL

The natural human condition “after the fall of Adam is such that man cannot turn and prepare himself, by his own natural strength and works, to faith, and calling upon God. We have no power to do good works, acceptable to God, without the grace of God in Christ preventing us, that we may have a good will, and working with us, when we have good will.” (Article VIII)

SANCTIFICATION

“Sanctification is that renewal of our fallen nature by the Holy Ghost, received through faith in Jesus Christ, whose blood of atonement cleanseth from all sin; whereby we are not only delivered from the guilt, but washed from the pollution, saved from its power, and are enabled, through grace, to love God with all our hearts to walk in his holy commandments blameless.” (Article XXV)

JUSTIFICATION

Our “righteousness is accounted before God only for the merit of our Lord and Savior Jesus Christ, by faith, and not for our own works or deservings. Wherefore, that we are justified by faith, only, is a most wholesome doctrine, and very full of comfort.” (Article IX)

ESCHATOLOGY

We believe that Jesus Christ died for the sins of the world, was buried and rose again on the third day. In the last days, he shall come again to “judge the quick and the dead“ (Apostles Creed).

SATAN

“The devices whereby the subtle god of this world (Satan) labors to destroy the children of God - or at least to torment whom he cannot destroy, to perplex and hinder them in running the race which is set before them – are numberless as the stars of heaven or the sand upon the seashore.” (Sermons 42 “Satan’s Devices”)

HEAVEN AND HELL

“All persons stand under the righteous judgment of Jesus Christ, both now and in the last day. We believe in the resurrection of the dead; the righteous to life eternal and the wicked to endless condemnation.” (Article XII)

1.2.2 Christian Philosophy of Education

Paine College is a Historically Black College or University (HBCU) steeped in the Wesleyan Christian traditions and is committed to a liberal arts curriculum that focuses on ecumenism, multiculturalism, and critical learning. Its various degree programs are an outgrowth and commitment to this philosophy. Our educational mission is to equip students for leadership and service practicing social justice, peace, and transformation primarily in the African American community, in the nation, and in the world. Our educational vision strives to honor diversity by integrating global awareness throughout every phase of the curriculum.

1.2.3 Mission Statement

Paine College Mission Statement is reflective of the nature and purpose of the institution as a church-related liberal arts institution providing a high caliber education. The Mission Statement reflects the founding goals of the college and it is comprehensive in establishing the institution as grounded in Methodism and providing a basis for the institution’s operational foci. The statement is current as it is periodically reviewed, evaluated and approved by the governing body with appropriate input from its various constituencies. The Mission also firmly ties the College to its Biblical Foundation Statement.

Our Mission

Paine College is a private institution steeped in the tenets of Methodism that provides a liberal arts education of the highest quality. The College emphasizes academic excellence, ethical and spiritual values, social responsibility, and personal development to prepare spiritually-centered men and women for positions of leadership and service.

1.2.4 Our Vision

Paine College shall build on its Methodist heritage to achieve recognition as a premier liberal arts institution of higher education.

1.2.5. Ethical and Spiritual Values

Excellence

Paine College’s administrators, faculty, and staff are committed to instruction and research that ensures the transfer of knowledge that develops critical thinking skills in the individual learner. The college also sets high standards and expectations in all other aspects of its functioning – programs, personnel, and infrastructure.

Appreciation of Heritage

The College community embraces, celebrates, and promotes the unique qualities and characteristics that make us what we are as individuals and as an institution.

Integrity

Relationships and practices are based on ethical behavior and social justice.

Fiscal Responsibility

Financial prudence must be practiced by all employees and students of the college. Our fundraising and spending must be motivated by an awareness of where we are fiscally and supported with well-documented objectives.

Service

All persons are treated in a courteous manner that is honest, responsive, and efficient. Developing altruism empowers the collegiate community to act in a way that benefits society.

1.2.4 Strategic Plan 2020-2025

Strategic Goals

1. Institutional Effectiveness and Academic Program Expansion:

Devise and implement flexible curricula that incorporate emerging developments in social and technical practices and innovation, and that include the many perspectives of a pluralistic society. Provide priority academic and professional development opportunities for residents of the region. Effect hands-on opportunities through diverse teaching strategies and technologies, including internships, practica, research, and public service experiences that expose students to the myriad of emerging thought and practice. Prepare students to compete in graduate and professional schools as well as in the work force.

Strategic Objective G1-OA. Strengthen all major programs and concentration areas.

Strategic Objective G1-OB. Design and implement new academic majors/programs.

Strategic Objective G1-OC. Establish an organizational structure that is academically compatible for major programs and is economically defensible and responsible.

Strategic Objective G1-OD. Pursue national and/or specialized accreditation for selected programs.

Strategic Objective G1-OE. Develop and implement online courses and certifications.

Strategic Objective G1-OF. Design and implement graduate programs.

Strategic Objective G1-OG. Design and implement formal faculty development plan.

2. Strategic Goal 2. Promote student success by strengthening recruitment, enrollment, retention, and graduation rates

The quality of student recruitment, a high-level of student engagement, student success and student awareness of global citizenship will be achieved through strategic development of student behaviors, practices, habits, and involvement. Institutional programs and services will be expanded to prepare students with the necessary skills to be fully engaged, successful, global learners to fulfill the institution's mission.

Strategic Objective G2-OA. The Office of Admissions will refocus their efforts to increase enrollment.

Strategic Objective G2-OB. Increase enrollment by 25% by 2025. (5% per year 2020-2025)

Strategic Objective G2-OC. Increase the first year retention rate by 5% per year for 2020-2025.

Strategic Objective G2-OD. Increase the graduation rate by fifty (50%) percent by 2025.

Strategic Objective G2-OE. Increase student engagement through the implementation of service learning.

3. Strategic Goal 3. Improve Infrastructure and Innovation

Improve the College's infrastructure needs to support strategic goals by providing enhanced educational experiences both inside and outside the classrooms as well as providing the needed technologies and facilities to support the Paine College Community.

Strategic Objective G3-OA. Upgrade Layer 1 Cabling

Strategic Objective G3-OB. Update Jenzabar to a hosted solution

Strategic Objective G3-OC. Upgrade internet service provider (ISP) to 1 gigabits per second (GBPS) ISP

Strategic Objective G3-OD. Upgrade comcast cable to IP T.V. IP (Internet Protocol)

4. Strategic Goal 4. Facilities Enhancement

Land acquisition will provide the College with assets for growth and expansion to meet future education and administrative needs. Acquire land for to accommodate future growth and expansion of academic facilities as necessary. To implement a comprehensive plan to improve aesthetics of the campus landscaping presentation. Eliminate hazards associated with landscape and hardscape areas throughout the campus. Identify and prioritize the problem areas where energy is being lost or inefficiently used. Improve the overall environmental conditions and student learning experience. To provide the College with a definitive guide for growth and expansion based on present future needs for expansion and renovations.

Strategic Objective G4-OA. Develop and implement a plan for strategic land acquisition (purchase and/or donated property within one to three miles radius)

Strategic Objective G4-OB. Develop a plan for the acquisition of resources for academic facilities

Strategic Objective G4-OC. Establish and implement a campus beautification strategy

Strategic Objective G4-OD. Establish and implement "green" policies and practices

Strategic Objective G4-OE. Utilize School Dude to manage and track service work orders to consistently meet or exceed completions rates as outlined in the preventative Maintenance plan.

Strategic Objective G4-OF. Update the College Master Plan to identify proposed improvements, enhancements and expansions.

5. Strategic Goal 5. Campus Police and Safety

To create an environment through comprehensive programs and administrative policies and procedures that is responsive to the personal, social, emotional and physical needs of students, faculty and staff.

Strategic Objective G5-OA. To ensure a campus environment that is safe and conducive to optimum learning by improving the Campus Police and Security staff through an ongoing, comprehensive mandatory training program for current and new hires.

Strategic Objective G5-OB. To maintain and enhance crime prevention, security, and safety

Strategic Goal 6. Strengthen Financial Operations

Strengthen the College's financial operations and planning system by maintaining a stable balance between resources and spending through the coordination, integration, and monitoring of the annual planning, evaluation and budgeting processes, thereby, yielding a fiscally solvent operation.

Strategic Objective G6-OA. Improve accounting and procurement procedures

Strategic Goal 7. Productive Partnerships ("Friend" Raising)

Friend Raising impacts the ability of the Advancement's Office to Fundraise. Getting to know people and developing healthy relationships with potential donors and current donors lead to sizable donations and healthy partnerships that are beneficial to all parties involved. Alongside donations, the most valuable commodity a donor can share is a healthy relationship.

Strategic Objective G7-OA. Increase revenue through strategic partnerships

Strategic Objective G7-OB. Increase Community Participation in Campus-based Activities

Strategic Objective G7-OC Increase strategic agreements with government, business, and industry that lead to resource development

Strategic Objective G7-OD. Increase the number of endowed scholarships

Strategic Goal 8. Forecast a "Right-sized" Workforce Based on a Stabilized Enrollment

Attaining and maintaining financial stability is a major goal for Paine College. While examining data and information from several sources, Paine College's administrators determined that it was time to operate the College more from a business perspective. Paine College has begun to implement a Business Plan whose purpose is to establish a short-term and long-term plan that balances out operations with projected income to eliminate deficit spending and grow the endowment. It also calls for stabilizing the enrollment and operating primarily within a budget based primarily on tuition and fees.

Strategic Objective G8-OA. Through discussion and data analysis, arrive at projected enrollment numbers projected out three years for adequate plan implementation.

Strategic Objective G8-OB. Project a budget figure on which faculty size informs enrollment necessities and enrollment drives faculty size.

Strategic Objective G8-OC. In the formulation of the budget, the percentage attributed to fundraising in the determination of projected income shall not exceed more than the average of the prior three (3) years.

1.3 Governing Documents of the Board of Trustees of Paine College

1.3.1 The Charter of Paine College

The original Charter for the College, June 19, 1893, can be found in the President's Office. This includes the operative Articles of Incorporation as amended and restated on December 19, 1975, and approved by the State of Georgia on February 5, 1976.

1.4 Senior Administration of Paine College

1.4.1 The President

The President is the Chief Executive Officer of Paine College, and is the only person in the College community who reports and recommends directly to the Board of Trustees. Among the President's many responsibilities, the President provides academic and fiscal leadership, develops and maintains strong relationships with the supporting denominations, the local community, and other institutions of higher education, appoints, evaluates, promotes, and terminates senior administrators, faculty and staff, and represents and projects the institution to various sectors of the public. Students may meet with the President on specific issues, by appointment.

1.4.2 The Provost and Vice President of Academic Affairs

The Provost and Vice President of Academic Affairs has direct oversight responsibility for the faculty and academic programs of the College. The Provost and Vice President of Academic Affairs is responsible for monitoring faculty recruitment, development, and evaluation;

coordinating curriculum development, supervising all academic planning, and mediating problems between students and instructors. Any student in need of academic help should talk with the Provost and Vice President of Academic Affairs.

1.4.3 Dean and Assistant Vice President of Student Affairs and Enrollment Management

The Dean and Assistant Vice President of Student Affairs and Enrollment Management is responsible for the supervision and coordination of all student services. The Dean and Assistant Vice President of Student Affairs and Enrollment Management is also counsels students directly, particularly in cases of special problems. The Dean and Assistant Vice President of Student Affairs and Enrollment Management is has specific responsibilities for disciplining students and groups for misconduct, as detailed in Volume VII of the Paine College Policy Manual. Students in need of assistance or advice in personal, social, emotional, or academic matters should arrange to discuss these matters with a member of the Student Affairs Staff.

1.4.4 Vice President for Administration and Fiscal Affairs

Under the direction of the Vice President for Administration and Fiscal Affairs all the financial departments of the College lend support to the essential enterprise of teaching and learning. As Chief Fiscal Officer, the Vice President for Administration and Fiscal Affairs is responsible for the development and control of all budgets and holds responsibility for the funds, trusts, plant equipment, and auxiliary enterprises of the College. In addition, the Vice President for Administration and Fiscal Affairs is responsible for human resources matters at the College.

1.4.5 Assistant Vice President for Institutional Advancement

The Assistant Vice President for Institutional Advancement is responsible for projecting a clear and positive description of the College's mission, goals, and activities to internal and external constituencies. This officer is responsible for identifying potential new sources of funding and coordinating the development of proposals to secure funding. In addition, the Assistant Vice President for Institutional Advancement generates and/or supervises all direct College appeals for funds through the annual United Negro College Fund, alumni fund drives and other campaigns. The Assistant Vice President for Institutional Advancement bases all fund-raising and image-building efforts on the goals of the College and on the needs of the students, faculty and programs.

1.4.6 Executive Assistant to the President

The Executive Assistant to the President reports to the President of the College. This individual serves as a liaison between the Office of the President and the Board of Trustees (BOT), directs the College's planning and evaluation processes and coordinates the Title III program. The duties of this office include, but are not limited to communications to the BOT as requested by the President; maintaining records of the BOT classes and committees; recording and maintaining the minutes of the meetings of the full BOT; consulting with the President in the formation of the agenda for meetings of the full BOT. Manage the Assessment Calendar as contained in the Paine College Planning and Evaluation Guidelines and the institutions planning and evaluation activities. Monitor the progress of Title III funded institutional programs and coordinate directly with the Department of Education regarding matters concerning Title III programs. The Executive Assistant to the President is an active member of the Administrative Council and performs other duties as assigned by the President

1.5 Organizational Charts

[To be inserted by the College at the end of the document once the Policy Manual is placed on the College intranet.

1.6 Internal Governance of Paine College

1.6.1 Bylaws of the Faculty

1.6.1.1 Article I - Composition

1.6.1.1.1 Section 1. Membership

The Paine College Faculty consists of persons in the following categories:

1. Instructional Faculty
 - a. Full-time tenured or tenure-track employees including Department chairpersons who teach one or more courses and who hold rank of Instructor, Assistant Professor, Associate Professor, or Professor.
 - b. Full-time non tenure-track administrators or other employees who work in special programs, and teach one or more courses.
 - c. Full-time employees under special appointments without tenure who teach one or more courses and hold an adjunct rank.
2. Librarians
3. Administrative Faculty: Full-time employees who do not teach but hold rank of Instructor, Assistant Professor, Associate Professor, or Professor.
4. Associate Faculty: Visiting Professors, Lecturers, Consultants, Adjunct Faculty, or Part-Time Faculty.

The word “faculty,” when used in these Bylaws, refers to instructional faculty, administrative faculty and associate faculty, except when otherwise specified.

Selected non-instructional personnel, including the Executive Assistant to the President, directors, managers and coordinators, who are assigned as professional staff by the President may attend all faculty meetings and serve as resource persons.

1.6.1.1.2 Section 2. Voting Rights

1. Voting membership in the faculty is limited to persons designated as instructional faculty. Administrative faculty and associate faculty may attend all faculty meetings and have voice, but no vote.
2. At the beginning of each academic year a complete list of the faculty, specifying each member’s classification, will be distributed from the President’s Office. Paine College faculty on official leave (visiting elsewhere, on sabbatical, or other professional development) have the right to vote when attending a faculty meeting during the period of leave.

1.6.1.1.3 Section 3. Meetings and Procedures

1. The faculty will hold at least nine regular meetings during the academic year, with at least one meeting per month, August through May excluding December. A list containing the date, time, and place of all regular faculty meetings shall be published at least 3 days prior to the August meeting.
2. Meetings may be called by the President, the Provost and Vice President of Academic Affairs or by at least 15 faculty members petitioning in writing to the Provost and Vice President of Academic Affairs. Notice of called meetings shall be in writing, setting forth the purpose of the meeting, and sent to each member of the faculty at least one week prior to the called meeting.
3. Minutes of each meeting shall be taken by the secretary and published at least 3 days before the next regular meeting.
4. Business at meetings of the faculty shall be conducted in accordance with Robert's Rules of Order unless otherwise provided for in these bylaws. All matters and motions which would require a vote must be communicated by the Agenda Committee in writing to the faculty at least 3 days in advance of a faculty meeting. Other matters or motions requiring a vote may be considered if the faculty, following the procedures in Robert's Rules of Order, suspends the rules.
5. A simple majority of the voting membership of the faculty constitutes a QUORUM. This number shall be established at the September meeting for the Fall term and the January meeting for the Spring term. When a quorum is not present and agenda items require a vote, the meeting will be adjourned to another date, except when otherwise stipulated in these Bylaws.

1.6.1.1.4 Section 4. Voting

1. When a quorum of the voting faculty is present, their majority vote will constitute adoption of any action, except when otherwise stipulated in these Bylaws. Written ballots will be used when requested by ten or more voting members.
2. Motions involving policy on academic matters must be given a first reading, then tabled until the next meeting, unless a special order to the contrary is adopted by vote of a two-thirds majority of the voting membership of faculty as established at the September or January meeting. If a two-thirds majority of the voting faculty is not present, no vote to suspend the rules is taken and the matter(s) shall be tabled until the next meeting.
3. Officially excused faculty members who desire to vote on agenda items may deposit their ballots with the Secretary of the Faculty before the meeting at which a vote is scheduled to be taken.

1.6.1.1.5 Section 5. Agenda of Meetings

1. The Committee on Agenda shall be responsible for the agenda for regular and called meetings of the faculty. This will be distributed at least three days before the meetings.
2. The Order of the Agenda
 - a. Minutes of the previous meeting
 - b. Reports of standing committees

- c. Reports of ad hoc committees special orders, recommendations, resolutions
- d. Unfinished business
- e. New business
- f. Announcements

1.6.1.1.6 Section 6. Faculty Officers

1. **Presiding Officer.** The presiding officer of the faculty will be the President. The Provost and Vice President of Academic Affairs, or the President's designee will preside in the President's absence.
2. **Secretary.** The faculty will elect one of its members to keep minutes of all faculty meetings and to be custodian of all records. The Secretary will serve for one year and may be re-elected. Copies of all records and minutes must be filed before the next faculty meeting in the Office of the Provost and Vice President of Academic Affairs, the Office of Institutional Research, and in the Library.
3. **Parliamentarian.** The faculty will elect a Parliamentarian to advise the presiding officer or any faculty member at the meetings regarding parliamentary procedures. This officer will serve for one year and may be re-elected.

1.6.1.1.7 Section 7. Representatives

1. The faculty will be represented on the following boards, committees, and councils of the College, its representatives to be elected or appointed to serve in the manner and for the term of office established by the bodies named:
 - a. The Board of Trustees of Paine College:
 - i. One tenured faculty member serving ex-officio with voice and vote, for two years, who may not be re-elected immediately following the two-year term.
 - ii. One faculty member, to serve as an alternate for a term of two years, who may attend all meetings of the Board of Trustees, but who has voice and vote only when the faculty member elected to the Board is absent.
 - b. Committees of the Board of Trustees of Paine College: One faculty member, elected to serve as a resource person on the following committees:
 - i. The Committee on Academic Affairs
 - ii. The Committee on Budget and Finance
 - iii. The Committee on Buildings and Grounds
 - iv. The Committee on Student Life and Welfare
 - v. The Committee on Planning and Development
 - c. Committee on Strategic Planning and Evaluation: One Faculty member, for three years. Members completing two consecutive three year terms must rotate off the committee for at least one year before being eligible for re-election.
2. The faculty will elect from its membership representatives to all other boards, committees, and councils on which it is entitled to membership.

3. Unless otherwise provided, faculty representatives elected to serve on any of the above boards, committees, or councils will serve a term of one year, and will be eligible for re-election.

1.6.1.1.8 Section 8. Elections

1. The faculty will vote for its Secretary and Parliamentarian for the following academic year at the April meeting.
2. Terms of office will extend from August of the year of election through July of the year in which the term expires.
3. If an elected official is unable to serve to the completion of term, the faculty will elect a replacement.
4. The Committee on Nominations will prepare, distribute, and count ballots.
5. The faculty reserves the right to add nominations from the floor to the prepared ballot.
6. If a special election is needed, the Committee on Nominations will present nominees at the earliest possible scheduled faculty meeting, and the election will be held and the results announced at that time. The faculty may call for an emergency election to fill such openings, and may then either nominate from the floor without referral to the Committee on Nominations, or convene a called meeting to hold an election, or both.

1.6.1.2 Article II - Academic Program

The Board of Trustees has final responsibility for policy governing all aspects of the institution's affairs, programs, faculty, students, staff, facilities and funds. It is the Board's responsibility to establish policy, thus providing the parameters for operational policy-making and implementation by the administration and faculty. Consistent with the policies adopted by the Board:

1. The faculty is responsible to the President of the College for all matters relating to the instructional program.
2. The faculty is directly responsible for the formulation, revision, and continuous review of educational policies and procedures.
3. If the President and/or Provost and Vice President of Academic Affairs should disapprove of an action or recommendation of the faculty that requires Board of Trustees approval, they should explain and justify their position in writing to the Faculty.
4. Alterations in the basic educational policies and procedures of the College will be presented to and approved by the faculty before implementation. These responsibilities will include, but are not limited to, reviewing and recommending policy and establishing procedures for the following: requirements for admission; procedures for registration, withdrawal, and transfer; curricula and degree requirements; grading and examination policy; attendance regulations; recruitment; and planning and academic structure of the institution. The faculty will make recommendations to the Provost and Vice President of Academic Affairs and the President on these and related matters.
5. The academic functions and general obligations of the faculty are to:
 - a. Provide instruction for students.

- b. Grade and counsel students.
- c. Keep class records, prepare and submit grade reports, attendance reports and other necessary reports as required.
- d. Attend faculty meetings.
- e. Serve on appropriate committees of the College to which they may be elected or appointed.
- f. Supervise appropriate extra-class student activities.
- g. Participate in the Fall Convocation, Founder's Day Ceremonies and Commencement Convocation in academic regalia. Attend the Spring Convocation and Baccalaureate service.
- h. Perform such administrative duties as may be specifically designated in their annual or special contracts for the faculty.
- i. Perform such additional duties as are necessary to facilitate the defined program of the College.

1.6.1.3 Article III - Standing Committees of the Faculty

1.6.1.3.1 Section 1. List of

Standing Committees The faculty has established the following standing committees:

- 1. Committee on Nominations
- 2. Committee on the Agenda
- 3. Guidelines and Standard Operational Procedures Committee, Academic Standards, and Instructional Development (the Curriculum Committee)
- 4. Committee on Faculty Welfare
- 5. Committee on Faculty Courtesies
- 6. Committee on Tenure and Promotion Committee (a Judicial Committee)
- 7. Portfolio Review Committee (a Judicial Committee)
- 8. Committee on Enrollment Management
- 9. Committee on the Library
- 10. Committee on Scholarship, Honors, and Awards
- 11. Academic Affairs Appeals Board (a Judicial Committee)
- 12. Committee on Research or Grants Affecting Human and Animal Subjects/Internal Review Board (IRB)

1.6.1.3.2 Committee on Nominations

The Committee on Nominations coordinates nominations and elections for faculty officers, representatives to the Board of Trustees and college-wide committees, and membership on standing committees of the Faculty.

1. Composition of the Committee:

- a. The Committee on Nominations will consist of at least five members: the Provost and Vice President of Academic Affairs, two faculty members appointed by the President, and two faculty members elected by the faculty. The elected members shall serve for one year and may be re-elected.
- b. Officers of the Committee shall be the chair, vice chair and recorder. They shall be elected during the first meeting for the Fall Semester.

2. Meetings and Agenda:

- a. It shall be the responsibility of the chair to create and distribute an agenda and chair the meetings.
- b. The vice chair shall serve in the absence of the chair at all meetings.
- c. It shall be the responsibility of the recorder to:
 - i. Maintain official copies of all records and forward an official bound set to the Office of the Provost and Vice President of Academic Affairs not later than the Friday following the Commencement Convocation each year; and
 - ii. Distribute copies of minutes of the previous meeting and the agenda for each regular meeting to all members of the Committee at least two days before a regular meeting; when possible, the agenda for a called meeting shall be distributed at least twenty-four hours before the meeting.
- d. Regular Meetings: Regular meetings shall be held once per month as scheduled during the first meeting of the fiscal year unless no items have been added to the agenda for that month. Called meetings may be scheduled at the discretion of the chair to discuss matters that require immediate attention.
- e. Three faculty members shall constitute a quorum. Meetings may be held in the absence of a quorum, but no vote shall be taken.

3. Recommended Agenda: Recommended agenda items shall be submitted to the recorder at least four days before the regular meeting.

4. Responsibilities and Functions:

- a. The Committee on Nominations will poll the faculty each year to determine individual preferences concerning faculty offices and committees. This information will not be binding.

- b. The Committee will distribute to the faculty the names of the nominees for faculty officers, representatives, and committee members at least one week prior to the April meeting, at which time the annual election shall be held.
- c. The Committee on Nominations will make the following nominations:
 - i. Secretary to the Faculty
 - ii. Parliamentarian for the faculty meeting
 - iii. Elected members of the standing committees of the faculty (except the Committee on the Library and the Committee on Tenure and Promotion)
 - iv. Faculty Representatives to:
 - (1) The Board of Trustees
 - (2) The Standing Committees of the Board of Trustees
 - (3) The Committee on Strategic Planning and Evaluation
 - (4) All other governing bodies to which the faculty is entitled to representation
- d. The Committee will conduct elections as prescribed below.
 - i. The faculty will vote for its Secretary and Parliamentarian for the following academic year at the April meeting.
 - ii. Terms of office will extend from August of the year of election through July of the year in which the term expires.
 - iii. If an elected official is unable to serve to the completion of term, the faculty will elect a replacement.
 - iv. The Committee on Nominations will prepare, distribute, and count ballots.
 - v. The faculty reserves the right to add nominations from the floor to the prepared ballot.
 - vi. If a special election is needed, the Committee on Nominations will present nominees at the earliest possible scheduled faculty meeting, and the election will be held and the results announced at that time. The faculty may call for an emergency election to fill such openings, and may then either nominate from the floor without referral to the Committee on Nominations, or convene a called meeting to hold an election, or both.
- e. The Committee will review and recommend changes in its Operational Procedures.

1.6.1.3.3 Section 3. Committee on Agenda

The Committee on Agenda prepares the agenda for all regularly scheduled and called faculty meetings.

- 1. Composition of the Committee:
 - a. The Committee on Agenda shall consist of four members: the Provost and Vice President of Academic Affairs, one faculty member appointed by the President, and two faculty members elected by the faculty. The elected members shall serve staggered terms of two years.

- b. Officers of the Committee shall be the chair, vice chair and recorder. They shall be elected during the first meeting for the Fall Semester.
2. Meetings and Agenda:
- a. It shall be the responsibility of the chair to create an agenda and chair the meetings.
 - b. The vice chair shall serve in the absence of the chair at all meetings.
 - c. It shall be the responsibility of the recorder to:
 - i. Maintain official copies of all records and forward an official bound set to the Office of the Provost and Vice President Academic Affairs not later than the Friday following the Commencement Convocation each year;
 - ii. Create and disseminate, subject to the approval of the chair, a written agenda for each meeting; and
 - iii. Distribute copies of minutes of the previous meeting and the agenda for each regular meeting to all members of the Committee at least two days before a regular meeting; when possible, the agenda for a called meeting shall be distributed at least twenty-four hours before the meeting.
3. Regular Meetings:
- a. Regular meetings shall be held once per month as scheduled during the first meeting of the fiscal year. Called meetings may be scheduled at the discretion of the chair to discuss matters that require immediate attention.
4. Recommended Agenda: Recommended agenda items shall be submitted to the recorder at least four days before the regular meeting.
5. Responsibilities and Functions:
- a. The Committee on Agenda will prepare the agenda for all regularly scheduled faculty meetings.
 - b. The Committee will distribute the faculty meeting agenda, proposals to be considered, and the minutes of the previous meetings, so that faculty members will receive them at least three school days before meetings.
 - c. The Committee on Agenda will schedule reports by standing committees so that each committee will report at appropriate intervals, not less than once a semester.
 - d. The Committee will review and recommend changes in its Operational Procedures.

1.6.1.3.4 Section 4. The Curriculum Committee 1. Composition of the Committee:

- a. The Committee on Curriculum, Academic Standards, and Instructional Development shall consist of nine members: the Provost and Vice President of Academic Affairs, the Registrar, the Director of the Library and Learning Resources Center, one faculty member appointed by the President, and one faculty member from each department (6) elected by the faculty. All members must have been faculty members at least one year before their term of office.

- b. The elected members shall serve staggered terms of three years.
- 2. Meetings: The Committee should conduct business monthly and attend called meetings.
- 3. Rights, Responsibilities, and Functions:
 - a. General – This Committee will be responsible for all matters concerning curricular planning and procedure, academic standards and regulations, and instructional development and review the policies in Volume VI of the Paine Policy Manual
 - b. Specific – It shall consider and make recommendations to the faculty concerning all proposed changes in regulations in regulations governing the following areas:
 - i. The grading system
 - ii. Credits acceptable through correspondence
 - iii. Credits acceptable through transfer
 - iv. Credits acceptable under special programs
 - v. The student promotion scale
 - vi. Academic honors for students
 - vii. Presidential Scholar
 - viii. Dean’s List
 - ix. Honor Roll
 - x. Cum Laude
 - xi. Magna Cum Laude
 - xii. Summa Cum Laude
 - xiii. Academic Probation
 - xiv. Voluntary or involuntary withdrawal from classes (exclusive of discipline)
 - xv. Class attendance

Proposals to change these or other academic regulations may be initiated by the Committee or referred to it by the Provost and Vice President of Academic Affairs, a Department of the College, the faculty, or any five faculty members. The Committee will advise the Provost and Vice President of Academic Affairs on particular cases of enforcement of academic regulations as requested. Such advice shall not be binding.

The Committee will have the power to make recommendations concerning all curricular changes within a single discipline already included in the curriculum. It will consider no such matters until they have been approved by the Department involved. Moreover, in its procedures, the Committee will provide for means whereby the faculty may revise and approve or disapprove the Committee’s action, if it wishes.

- c. Larger Concerns: Larger concerns such as the establishment of a new program, a curriculum change involving courses in more than one academic discipline, etc., must be forwarded to the faculty, through the Committee on Agenda (see subparagraph 1.6.2.3.5, for final disposition. The Committee will, on its own initiative or at the discretion of the President, the Provost and Vice President of Academic Affairs, or the faculty, review or

consider revisions of any part of the curriculum. Any proposals for action coming out of such review must be brought first to the Department involved.

1.6.1.3.5 Section 5. Committee on Faculty Welfare Policies

The Committee on Faculty Welfare is a standing committee of Paine College and shall act as a clearinghouse for general concerns of the faculty and shall investigate all such concerns presented to it. These concerns shall include, but are not limited to the Responsibilities and Functions listed at (4) below.

1. Composition of the Committee:
 - a. The Committee on Faculty Welfare shall consist of five faculty members selected by the faculty. Members shall serve for a term of three years, except that at the initial election the nominee receiving the most votes shall serve for three years, the next highest shall serve for two years and the third highest shall serve for one year. Members completing a three-year term must be off the committee for at least one year before being eligible for re-election.
2. Organization of the Committee:
 - a. At its first meeting in the Fall of each year, the committee shall meet for the purpose of electing a chairperson and a recorder.
 - b. It will be the responsibility of the chairperson to convene and moderate each meeting of the committee. The chairperson is also responsible for planning the written agenda for each meeting.
 - c. It is the responsibility of the recorder to take the minutes of the proceedings of each meeting and to maintain official copies of all records. Additionally, the recorder will forward copies of all minutes to the office of the Provost and Vice President of Academic Affairs.
3. Operating Procedures:
 - a. Regular meetings shall be held monthly from August to May. The schedule shall be established during the first meeting in the Fall semester. Called meetings may be scheduled at the discretion of the chairperson or by request of another member of the committee to discuss matters that require immediate attention.
 - b. Items for the agenda should be submitted to the chairperson at least four days before the regular meeting. The chair will create a written agenda for each meeting.
 - c. Copies of minutes of the previous meeting and the agenda for each regular meeting shall be distributed to all committee members at least two days prior to a regular meeting. When possible, the notification and agenda for a called meeting shall be distributed at least twenty-four hours before the meeting.
 - d. Three members shall constitute a quorum. Matters may be discussed even if a quorum is not present, but no vote shall be taken. Whenever three or more members inform the chairperson that they will be absent from a regular meeting, the meeting shall be canceled. All members are responsible for informing the chair of anticipated absences as soon as possible prior to a regularly scheduled meeting.

4. Responsibilities and Functions:
 - a. All faculty welfare issues
 - b. Travel funds (e.g., equitable distribution across departments)
 - c. Faculty salaries
 - d. Insurance (e.g., dental)
 - e. Equipment (e.g., equitable distribution/availability)
 - f. Service to college (e.g., incentives for proposal development, advising student organizations)
 - g. Committee service (e.g., equitable assignment)
 - h. Disasters (e.g., flooding, fire, etc.)
5. The Faculty Welfare Committee may be used instead of an ad hoc committee to review and make recommendations as necessary. In its ad hoc capacity, the Committee shall determine whether the faculty concerns presented to it merit further consideration and discuss the matter with the appropriate group or persons. If no satisfactory resolution is achieved, the committee shall report the matter to the faculty for action or recommendation to the President or the Provost and Vice President of Academic Affairs. The Committee shall periodically review its Operating Procedures and make recommendations for changes.

Nothing contained herein shall be construed to conflict with the Faculty Grievance Policy, Volume IV, Section 4.12 or the College's affirmative action plan which directly affects the personal interests and well-being of an individual employee.

1.6.1.3.6 Section 6. Committee on Faculty Courtesies

The purpose of the Committee on Faculty Courtesies is to express our thoughtfulness to one another in the event of a protracted illness (being confined to the hospital or home for more than three days), death in the family, arrival of a new family member, a marriage or any other occasion, which warrants special notice from the faculty.

1. Composition of the Committee:
 - a. The Committee on Faculty Courtesies shall consist of at least three (3) faculty members elected by the faculty. The members shall then select one as the Chairperson, another as the Recording Secretary and a third as the Financial Secretary by mutual consent. Each member will serve for staggered terms of three years. Members completing a three-year term must rotate off the committee for at least one year before being eligible for re-election. A quorum shall consist of two (2) members.
2. Rights, Responsibilities, Functions:
 - a. To determine if the occasion warrants courtesies to be extended.
 - b. To determine the kind of courtesies to be extended depending on the nature of the event.
 - c. To follow guidelines when any question arises.
3. Calendar of Events:
 - a. First week in September, all members must meet to select officers.

- b. All contributions to be sent in, on or before October 1st of that year to the financial secretary.
 - c. Courtesies will be extended as needed throughout the year.
4. Procedures:
- a. Each Department Chairperson will notify the chairperson of the committee or any of the members when courtesies need to be extended to faculty.
 - b. The recording secretary will keep records of courtesies extended and report to the faculty monthly at the faculty meeting.
 - c. The financial secretary will give a financial report once a year in September. The guidelines established are as follows:

That the type of courtesies extended adheres to the price limits as indicated in these guidelines.

That each faculty member donate a suggested amount of \$20.00 each year to finance the Committee's functions.

- iii. Death - In the event of a faculty member's death, a floral design in purple and white shall be sent saying, "Paine College Faculty" (Price limit - \$45.00), Family member (Price limit - \$35.00).
- iv. Protracted illness (Being confined to the hospital or home for more than three days) (Price limit - \$35.00)
- v. Gift for new family member (Price limit - \$20.00)
- vi. Wedding Gift (Price limit - \$35.00)
- vii. Retirement Gift (Price limit - \$25.00)

1.6.1.3.7 Section 7. Committee on Tenure and Promotion

This Committee shall be considered a judicial committee as provided in Subsection 1.7.4.

1. Composition of the Committee:
 - a. The Committee on Tenure and Promotion shall consist of the Provost and Vice President of Academic Affairs (ex-officio, without vote), six faculty members elected by the faculty, and two faculty members appointed by the President. Each faculty member must have the rank of assistant professor or above and, except librarians, must teach at least three hours per academic year. The six members elected by the faculty shall be elected subject to the criteria in these Bylaws.
2. Election of Members and Terms of Service:
 - a. Each year in April the faculty shall elect, by secret ballot, two new members to take office in August and to serve for three years, leaving office in July of the third year.
 - b. Members who have completed three years or more service shall not serve again until a period of three years has elapsed.
3. Meetings and Organization:
 - a. The Committee on Tenure and Promotion shall elect a chair, a vice-chair, and a secretary at the first meeting of each school year.

- b. Six members shall constitute a quorum. Voting shall be done by secret ballot.
- c. All members must be notified of meetings that involve changes in rank and/or tenure.
- d. Committee members shall absent themselves from all discussions and voting involving their own rank and/or tenure, or those involving members of their family.
- e. The Provost and Vice President of Academic Affairs will count toward a quorum but does not have a vote. Affirmative votes by the majority of the members of the Committee (5 votes) are required for approval of all requests for promotion in rank or tenure.

4. Rights, Responsibilities, and Functions:

- a. To review decisions from the Department Chairs regarding promotion and/or tenure of faculty members and to forward such decisions to the Provost and Vice President of Academic Affairs.
- b. To review periodically the Standards for Rank and Tenure and to make recommendations to the faculty, as deemed necessary.
- c. To keep accurate and detailed records of all meetings, all cases considered, and all decisions made.
- d. To keep Department Chairs informed of their responsibilities in matters of rank and tenure.
- e. To maintain confidentiality concerning all individual cases. Members shall not discuss committee matters with unauthorized persons or persons not immediately involved in the determination or deliberations
- f. The Committee may, in its deliberations, request additional information from appropriate sources within the College.
- g. No person shall be granted tenure and/or a change in rank without approval of the Committee on Rank and Tenure or through an overturn or appeal of an adverse decision of this committee.

5. Calendar of Events for Tenure and Promotion Decisions: Please see Volume IV, paragraph 4.6.3.3.

1.6.1.3.8 Section 8. Department Promotion Review Committee

1. Composition of the Committees:

- a. Faculty members in each Department shall nominate and select three members from their Department to their Department's promotion review committee (DPRC) during August at their Department's first meeting of the fall semester.

2. Election of Members and Terms of Service:

- a. All members of the Department are eligible to be chosen as a member of the DPRC by the Department faculty members. However, DPRC members should be tenured or hold the rank of Assistant Professor or higher, exceptions shall be made when Department membership are too few in number.
- b. Members shall serve for one term.

3. Rights, Responsibilities, and Functions: The DPRC has two functions:
 - a. To review candidate applications for completeness: and
 - b. To evaluate the files of the faculty members who are applying for promotion and/or tenure (a faculty member gets evaluated by the DPRC a maximum of four times during a career--when promoted to Assistant Professor, Associate Professor, Professor, and for Tenure; it may be fewer in number for those entering Paine College at a higher rank upon entry or if one applies for a promotion and tenure in the same years).
 - i. An exception is to be made for Department Chairs who shall apply directly to the P/VPAA. The Provost and Vice President of Academic Affairs may choose a DPRC to review portfolios from Department Chairs.
 - ii. DPRC evaluations shall be anonymous to minimize bias. DPRC decisions shall be twofold: first, that a portfolio is complete; and second, to "promote" or to "reject." In either case, there must be a justification.

1.6.1.3.9 Section 9. Committee on Enrollment Management

The Committee on Enrollment Management is a standing committee charged with the responsibility of setting policies and procedures designed at optimizing the recruitment and admissions goals of Paine College, as set forth in the Paine College Strategic Plan.

1. Composition of the Committee:
 - a. The Committee on Enrollment Management shall consist of faculty members representing each of the academic departments elected by the faculty, two (2) students appointed by the Student Government Association (SGA), and an appointee of the President. The elected members shall serve for one (1) year and are eligible for re-election.
 - b. The Committee on Enrollment Management shall be staffed by the Provost and Vice President for Academic Affairs (or his/her designee), Dean and Assistant Vice President of Student Affairs and Enrollment Management (or his/her designee), Director of Admissions, the Director of Communications and Marketing, , Director of Financial Aid, and two members from the Academic Center for Excellence and Success (ACES)..
2. Operational Procedures:
 - a. Officers of the Committee shall be the chair, vice chair, and recorder. Responsibilities shall be those normally associated with such positions.
 - b. At minimum, the Committee will meet twice per semester. Additional meetings including meetings to review documents electronically will be scheduled, as needed.
 - c. A quorum shall exist at such time where two-thirds (2/3) of the membership is present.
3. Rights, Responsibilities and Functions: The Committee on Enrollment Management will be responsible for the following:
 - a. Ascertain from the administration the projected enrollment for all populations of students for the foreseeable future.
 - b. Review admissions data and set enrollment priorities based on identified metrics.

- c. Distribute to the faculty each semester a statement of current admission standards and a detailed program for recruitment. Consider and make recommendations to the faculty concerning proposed changes in admission policies.
- d. Review materials, including Paine College branding materials and website, used by the Office of Admissions and make suggestions as to possible methods of implementing an effective recruitment program. Review the admission of exceptional cases referred to it by the Office of Admissions.

Review the re-admission of students who were not in good academic standing at the time of their withdrawal, and the appeals of students who were suspended or dismissed because of their academic standing. This committee shall have no authority over re-admissions which involve dismissal solely for disciplinary reasons. Disciplinary cases shall be referred to the Dean and Assistant Vice President of Student Affairs and Enrollment Management for recommendation to the Provost and Vice President of Academic Affairs. In this respect, it acts as a Judicial Committee (See Subsection 1.7.4).

1.6.1.3.10 Section 10. Committee on the Library

The Committee on the Library is the official link between the Collins-Callaway Library and the Paine College Faculty. The Committee studies library needs regarding the academic program and serves as advisory council to the library staff and the Learning Resources Center.

1. Composition of the Committee:
 - a. The Committee on the Library shall consist of one member of the faculty from each academic department, the Director of the Library and Learning Resources Center, a student Government Association representative, Director of Information Technology and an appointee of the President. The representatives of the departments shall be elected by their departments for two years with terms staggered so as to increase continuity. They may be re-elected.
 - b. The student member shall be appointed by the President of the Student Government Association for a one-year term and may be re-appointed for one additional term.
2. Organization of the Committee: The Chairperson of the Committee for the out-going academic year shall convene the Committee at the beginning of the new year (Fall Semester). If the incumbent chairperson rotates off the Committee for the new year, the Director of the Library and Learning Resources center shall convene the Committee. At the first meeting, officers - chairperson, vice chairperson, and secretary/recorder - shall be elected by the Committee. A quorum shall be three-fourths of the membership.
3. Rights, Responsibilities, and Functions:
 - a. The Chairperson or designee shall report to the Faculty once a month on the work of the Committee and apprise the Faculty of problems, plans, etc.
 - b. The Committee shall review progress made on matters of concern from the previous year and expedite results or solutions.
 - c. The Committee shall be advised by the Director of the Library and Learning Resources Center and the Director of Information Technology on the needs of the Library and Learning Resources Center for the new year.
 - d. The Committee shall be instrumental in implementing maintenance plans, safety precautions, and networking with community, regional and national institutions.

4. Calendar of Events: In September of each year, the Committee shall convene and elect officers. The Chairperson shall set a regular meeting date that is compatible with teaching schedules. A roster shall be sent to the Provost and Vice President of Academic Affairs with a schedule of meetings. The meetings shall be once a month. Called meetings shall be held as needed.

1.6.1.3.11 Section 11. Committee on Scholarships, Honors, and Awards

The Committee on Scholarships, Honors, and Awards is a standing committee of the faculty of Paine College and shall have general oversight of scholarships, honors, and awards given by or in the name of the faculty, with the exception of those honors which are the specific responsibility of the Curriculum Committee.

1. Composition of the Committee: The Committee on Scholarships, Honors, and Awards shall consist of the Provost & Vice-President of Academic Affairs or designee, six (6) faculty members (1 from each Academic Department) elected annually by the faculty, the Director of the Honors Program, a designee from the Office of Institutional Advancement, and an appointee of the President. At least two (2) of the six faculty representatives of the Departments must serve two (2) years. The Committee must elect a chair and a co-chair; the co-chair will become the chair during the following year. Members of the committee may be re-elected.
2. Organization of the Committee:
 - a. At its first meeting in the Fall of each year, the Committee shall meet for the purpose of electing a chairperson, a co-chair and a recorder.
 - b. It will be the responsibility of the chairperson to convene and moderate each meeting of the committee. The chairperson is also responsible for planning the written agenda for each meeting.
 - c. It is the responsibility of the recorder to take the minutes of the proceedings of each meeting and to maintain official copies of all records. Additionally, the recorder will forward copies of all minutes to the office of the Provost and Vice President of Academic Affairs.
3. Operating Procedures:
 - a. The Committee shall meet prior to the September faculty meeting to elect a chairperson and a recorder. The schedule of meetings shall be established during the first meeting. Monthly meetings shall be held as necessary from September to January. Called meetings may be scheduled at the discretion of the chairperson or by request of another member of the committee to discuss matters that require immediate attention.
 - b. Beginning in February, the committee shall meet weekly or as often as necessary to make plans for the Honors Day Convocation held during the Spring semester.
 - c. Items for the agenda should be submitted to the chairperson at least four days before the regular meeting. The chair will create a written agenda for each meeting.
 - d. Copies of minutes of the previous meeting and the agenda for each regular meeting shall be distributed to all committee members at least two days prior to a regular meeting.

- e. Three members shall constitute a quorum. All members are responsible for informing the chair of anticipated absences as soon as possible prior to a regularly scheduled meeting.

4. Responsibilities and Functions:

- a. Recommend guidelines to the faculty for the granting of honorary degrees;
- b. Compile a list of scholarships, honors, and awards and delineate the terms according to which they are given;
- c. Identify awards which have fallen into disuse and make recommendations to the faculty concerning their future;
- d. Study all new proposals for permanent awards and scholarships and make recommendations concerning them to the faculty;
- e. Encourage appropriate parties to keep permanent scholarships, honors, and awards current and active; and
- f. Make and carry out all plans necessary for the annual Honors Day Convocation.

5. Calendar of Activities:

Monthly (August - January)

February - April

As needed

August

Regular monthly meetings

Weekly meetings as needed

Called meetings

Elect chairperson and recorder

1.6.1.3.12 Section 12. Academic Affairs Appeals

Board 1. Membership:

- a. The Academic Affairs Appeals Board will consist of the Executive Assistant to the President, two faculty members, one appointed by the Provost and Vice President of Academic Affairs and one elected by the faculty, and two students appointed by the Student Government Association. This Committee follows policy listed in (See Subsection 1.7.4 of Volume I Judicial Committees.
- b. None of the members of the Student Affairs Appeals Committee may serve as a member of the Academic Affairs Appeals Board.

2. Responsibilities:

- a. The Academic Affairs Appeals Board will hear all appeals by students regarding imposition of penalties by an instructor, staff member, or the Provost and Vice President of Academic Affairs for violations of the Code of Academic Honesty.

3. Academic Appeals by Students:

- a. Good communication between faculty and students will make disputes between them infrequent, but if disagreements occur, it is College policy to provide a mechanism whereby a student may formally appeal faculty decisions. When a student uses the appeals procedure, all parties should endeavor to resolve the dispute amicably at as early a stage as possible. If the Department Chair, Dean or the Provost and Vice President for Academic Affairs finds that the faculty member's disputed action conflicts with federal or state laws/regulations, College or Department policy, or with the instructor's own stated policy, then a decision should be made to adhere to the appropriate laws, regulations or policies. If the dispute is determined to be based upon a faculty member's professional judgment, such as the evaluation of a test, a thesis, or performance in class, the student is entitled to have, in turn, the Department Chair, Dean or Provost and Vice President form an opinion about the dispute and advise the instructor of their opinion, but the faculty member, after considering the advice of the administrators, shall retain complete academic freedom, making the final determination on the matter.
- b. These steps are to be followed when making an academic complaint:
 - i. In the event of course-related complaints or disputes, the student must first appeal to the faculty member involved for a resolution to the matter and must do so no later than 30 days after the first class day of the next semester/session. Exceptions will be granted in which appeals may be considered after this time period given extenuating circumstances.
 - ii. If a complaint or dispute is not satisfactorily resolved, the student may appeal to the department chair of the academic department in which the complaint or dispute is centered. If a formal complaint is to be registered, it should be made in writing stating the specific issues. The faculty member will respond with a written statement to the Department Chair.
 - iii. If the complaint or dispute is still unresolved after appeal to the Department Chair of the academic department, the student or faculty member may appeal in writing to the

Dean of the School in which the complaint or dispute is centered. The Dean will notify the faculty member or student of the appeal and work with all parties to resolve the dispute.

- iv. If a resolution of the matter is not reached, the student or the faculty member may appeal in writing to the Provost and Vice President for Academic Affairs. The Dean's written recommendation in addition to all previous materials will be submitted to the Provost and Vice President for Academic Affairs. The Provost and Vice President of Academic Affairs will review all previous materials and any additional oral presentations for the student and faculty member render a decision and notify both the student and faculty member of the decision. The student may appeal the Provost's decision to the Academic Affairs Appeals Board.

In the case of an appeal by the student, the Provost and Vice President of Academic Affairs will forward all materials and any additional oral presentations for the student and faculty member along with her/his rendering to the Academic Affairs Appeals Board.

- v. After a thorough review, the Academic Affairs Appeals Board makes a recommendation to the Provost and Vice President of Academic Affairs who will inform the student and all persons involved in the appeal process of the final disposition of the matter within five business days.

1.6.1.3.13 Section 13. Institutional Review Board (IRB)

Paine College has submitted to the U. S. Department of Health and Human Services (DHHS) written assurances that it will comply with that agency's policy for human protection in research as required by their compliance regulations. The assurance statement provides for the protection of human subjects participating in activities supported directly or indirectly by grants or contracts from the Department of Health and Human Services. By extension, the assurance from Paine College is that such protection will be provided in any research conducted by faculty or students of the College and involving facilities of the College. The assurance statement also stipulates the mechanisms by which such protection shall be guaranteed with regard to the rights and welfare of subjects, the risks vs. benefits to subjects, and the right and necessity of properly informed consent. Questionnaires and survey-type instruments come within the purview of human subject research.

1. Composition:

- a. The Institutional Review Board (IRB) is made up of six members, with five members from the faculty of Paine College and one representative preferably with a background in ethics on human subjects from the surrounding community and not employed by the College. This member from the community is as required under Federal guidelines for the IRB. The four faculty members shall include at least one member from the Department of Mathematics, Sciences and Technology and one member from the Department of Social Sciences, each of whom must be familiar with research methodologies involving human subjects. The other two faculty members academic affiliation is intentionally unspecified as to department.
2. Selection of Members: Selection of the five (5) faculty members of the Committee shall be annually as nominated by the Nominating Committee and voted by the Faculty. The one (1) community representative is by annual appointment by the President

3. **Terms of Service:** Terms of the members of the Committee shall be for one (1) year, with members to serve not more than three (3) consecutive years without at least one (1) year rotated off.
4. **Organization:** At its initial meeting each academic year, the Committee shall elect a chairperson and a recorder, and shall inform the Provost and Vice President of Academic Affairs as to those elected. The Chairperson shall call and conduct meetings of the Committee, and arrange for a substitute in the case of the Chairperson's absence. The Recorder shall keep minutes of all meetings and transmit copies appropriately for the record.
5. **Definition of Quorum:** A quorum shall consist of at least three (3) members of the Committee.
6. **Meeting Schedule:** The Committee shall normally meet at least once a month during the academic year; more often, when needed.
7. **Responsibilities and Functions:** As a College-wide committee on human research, IRB has the responsibility of policy interpretation, review surveillance, and monitoring of all human subjects research at the College. This Committee is advisory to and reports to the Provost and Vice President of Academic Affairs, ex officio, through the Office of Sponsored Programs (OSP).

The specific responsibilities and procedures of the IRB governing human research are to conform to the Code of Federal Regulations (45 CFR 46), revised as of March 8, 1983 and any subsequent revisions. It is important for researchers (faculty or student) to understand that the IRB has authority to determine whether any research involving human subjects or human tissues is exempt from IRB review. It is also important to know that prior approval from the IRB is required before any research involving human subjects can begin. There is no appeal from decisions of this committee.

The IRB is also the group responsible for review of any research proposed that would involve animal research that uses as its subjects live vertebrate animals. Paine College should and must submit to the Office of Protection from Research Risks (OPRR) an assurance that spells out the College's compliance with Public Health Service (PHS) guidelines for all PHS-supported research activities involving live vertebrate animal subjects. The College has voluntarily committed itself to upholding the PHS standards in all animal research conducted at Paine College, whether funded by PHS or not. It is suggested that a veterinarian be appointed when animal research is being conducted.

8. **Guidelines:** IRB has produced, as guidelines for those planning research with human subjects, a Booklet on Research Involving Human Subjects in Appendix 1.6.2.3.15 (latest revision January 1999). With this publication are provided a sample consent form and a standardized form for making application to the Committee. These are available from the Office of Sponsored Programs as well as from members of the Committee, and have been shared with the faculty.

1.6.1.3.14 Section 14. Committee Chairs

1. All standing committees, unless otherwise specified, will elect a chair and recorder at a meeting held in August during each academic year. The names shall be filed with the Provost and Vice President of Academic Affairs who shall publish them not later than the September faculty meeting.
2. Committee Procedures: A statement of the regulations and procedures which the committees shall use in carrying out their duties, shall be filed with the Provost and Vice President of Academic Affairs and appended to these ByLaws. Amendment to these procedures will be subject to the approval of the faculty.
3. Copies of the minutes of all standing committees will be filed with the Office of the Provost and Vice President of Academic Affairs, the Office of Institutional Research and the Library.

1.6.1.3.15 Section 15. Additional Standing Committees

1. The faculty by a two-thirds vote at a regular or called faculty meeting, and upon the concurrence of the Board of Trustees, may designate one or more additional standing committees, each committee to consist of three or more members of the faculty, which will have such name or names and will have such responsibilities as the faculty may determine.
2. All standing committees hereinafter designated pursuant to the provisions of this section will comply with the provisions set forth in Article III of the Bylaws.

1.6.1.4 Article IV – Procedures for Amending Bylaws

Any Bylaws may be amended or repealed by a two-thirds majority of those present after a quorum has been established at a regularly constituted faculty meeting and upon concurrence of the Board of Trustees. Proposed amendments will be discussed by the faculty at least one meeting before the one at which a vote on them is taken.

The Office of the Provost and Vice President of Academic Affairs will update Volume IV of the Policy Manual and these Bylaws and will provide access to them to all faculty at the beginning of each academic year. They will include current amendments, and will have the procedures of standing committees attached to them.

Copies of all adopted amendments to these Bylaws shall be filed by the Secretary of the Faculty with the Provost and Vice President of Academic Affairs who will append them to the Official Copy. File copies shall also be maintained in the Office of Institutional Research and the Library.

1.6.1.5 The Authority of the Paine College Faculty Bylaws

The Paine College Faculty Bylaws were adopted by the Board of Trustees on October 9, 1976, and they became official and operative as of that date. Amendments and editorial changes were made through 1987 and a revised edition was published on August 14, 1987. A 1994 Revised Edition was adopted by the Faculty on March 23, 1994, and a copy sent to the Board of Trustees. The 1994 Edition was adopted by the Board of Trustees on April 23, 1994, and the Bylaws became official and operative on that date. Editorial

changes reflecting changes in the organizational structure and other policies were incorporated in Fall, 2000. Current revisions appear in the 2009 Policy Manual, Volume 1, Subsection 1.6.4 of the College Policy Manual in electronic format.

Paine College Student Government Association

Constitution and By- Laws

Effective: Spring 2017



Preamble:

We, the students of Paine College, in order to develop a spirit of cooperation in the growth of this premiere liberal arts institution; to encourage student's initiative; to facilitate scholastic achievement; to present, lead and strengthen the student body and create a unified bond and fellowship. To uphold the standards and mission of this institution, a church-related private institution, is to provide a liberal arts education of the highest quality that emphasizes academic excellence, ethical and spiritual values, social responsibility, and personal development to prepare men and women for positions of leadership and service in the African American community, nation and world. We hereby establish and adopt the following constitution and by-laws. We hereby establish the Student Government Association of Paine College and adopt this constitution. This constitution supersedes all previous constitutions.

Article I: Name:

This organization shall be known as the Student Government Association (SGA) of Paine College.

Article II: Purpose:

Section 1: To act as the voice of each student by being a liaison between students, administration, faculty, staff and the organized bodies of the institution.

Section 2: To offer opportunities for members of the Association to share concerns, express opinions and jointly participate in the solution of problems with other members of the college community.

Section 3: To provide and execute educational programs, projects and events (forums, community service, workshops and awareness campaigns) that are designed to enhance the entire Paine College community.

Section 4: To foster and recognize high standards of service and professionalism as demonstrated through the Paine College core values, in the furtherance of the educational purpose and the overall mission of the Paine College.

Article III: Membership:

Section 1: Membership in the Student Government Association shall consist of all duly elected officers of the Executive Division, the members of the Legislative Division and the members of the Judicial Division.

Article IV: Structure:

Section 1: The Student Government Association shall be divided into three divisions as followed: Executive Division (Executive Board), Legislative Division (Student Senate) and Judicial Division (Student Court).

Article V: Programs, Committees, and Meetings:

Section 1: All programs and committees, including those of the Board of Senators shall be approved by the Executive Division.

Section 2: To hold a meeting for any division of the Student Government Association a quorum of a simple majority must exist.

Section 3: The Executive Division shall meet once a week to address student issues. The Legislative Division shall meet twice a month. The Judicial Division shall meet monthly and as needed.

Section 4: All divisions must have a secretary that keeps accurate records of attendance and minutes at all meetings. The Legislative and Judicial Divisions should submit all records and minutes to the Executive Secretary of the Executive Division within 24-48 hours after the meeting.

Section 5: The Executive Division shall hold at least one Town Hall Meeting per month that is open to the entire student body, faculty, staff, administration and alumni. The President shall hold a “State of the Lion” address at the first and last Town Hall Meeting. During the first, the President shall outline the plans of the Student Government Association. During the last Town Hall Meeting the President shall address the accomplishments of the Student Government Association and what progress still needs to be made.

Section 6: All divisions of the Student Government Association must work together to plan an **ANNUAL** Student Government Association Fundraising event. The President shall serve as chair and the Executive Treasurer and Press & Marketing Chief shall serve as co-chairs. The President may determine to select another chair in his/her place.

Section 7: Each member of each division of the Student Government Association must complete the Professional Development Plan.

Section 8: Proceedings in the Student Government Association shall be conducted in the accordance with Roberts’ Rule of order, where said rules do not conflict with this document.

Article VI: Amendments to the Constitution:

Section 1: The Executive Division and/or the Student Government Association may propose amendments to this Constitution. In cases where the College makes changes in policies and procedures, which are reflected in this Constitution, those changes shall automatically become a part of this document.

Section 2: The amendment procedures shall go as followed:

- A. Any proposed amendments must be typed.
- B. If proposed by the Executive Division, the amendment must be voted on by the Legislative Division.
- C. If an amendment is proposed by the Legislative Division, it must be voted on by the student body at the next Town Hall Meeting.

Section 3: The ratification procedures shall go as followed:

- A. Such an amendment is ratified when approved by a majority of the Student Government Association.

Article VII: Authority and Powers:

The Student Government Association shall have the power to:

Section 1: Conduct all elections for the Student Government Association with the help of Student Affairs and any other election of importance to the entire student body.

Section 2: Make any recommendations in writing to any part of the College Community on behalf of the valid interest of the student body.

Section 3: Execute and accomplish plans needed to perpetuate the goals of the Association as reflected by the Constitution.

Section 4: Maintain access to information pertinent to College operations and to higher education in the State of Georgia, other than personal files and student records.

Section 5: Recommend an annual budget close to the end of the academic year to the College and administer funds allocated to the Student Government Association and all programs funded by it.

Section 6: Create a shared budget for Student Government Association and its projects, as well as recommend allocation of funds to chartered campus organizations for their programs and projects and regulate the use of funds upon the approval of the College.

Section 7: Protect legitimate rights and interest of the student body.

Section 8: Be a sole, legitimate advocate on behalf of the student body's academic, social, and cultural welfare.

Section 9: Ensure the Mission, Vision, Core Values and Ideal of Paine College as the premiere liberal arts institution.

Article VIII: The Executive Division:

The Executive Division shall be comprised of the President, First Vice-President, Second Vice-President, Executive Secretary, Executive Treasurer, Chief of Staff, Press & Marketing Chief, Miss Paine College and Mr. Paine College

The Executive Division shall have the power to:

Section 1: Work with the student body and the College Administration on institutional policies and regulations.

Section 2: Act as a liaison between the student body and the College Administration.

Section 3: Provide leadership for the student body.

Section 4: Meet at least once a week.

Section 5: Review and approve the finalized budget, in conjunction of meetings and research of the prior Executive Division.

Section 6: Create new agencies that provide education activities that the Student Government Association believes most closely approaches the needs and desires of the student body.

Section 7: Take an active role in New Student Orientation week, for both Fall and Spring semesters.

Section 8: Assembly is an important part of the heritage, spirit, and ideal of Paine College. All Student Government Association members **MUST** be present at assembly and may miss no more than TWO chapel assemblies per semester.

Section 9: To have a total of 3 community service hours per month, for both fall and spring.

Section 10: Maintain an organized filing system for information to be passed down from SGA members in the years to come.

Article IX: Elections of the Executive Division Officers:

Section 1: The officers elected to the Executive Division shall be:

- A. President
- B. First Vice-President
- C. Second Vice-President
- D. Executive Secretary
- E. Executive Treasurer
- F. Chief of Staff
- G. Press & Marketing Chief
- H. Miss Paine College
- I. Mr. Paine College

Section 2: The Officers of the Executive Division shall be elected by the following criteria

- A. The First and Second Vice-President, Executive Secretary, Executive Treasurer, Chief of Staff and Press & Marketing Chief shall be elected by forty (40) percent Vote and sixty (60) percent Speech.
- B. The President shall be elected by thirty (30) percent Speech, fifteen (15) percent Interview, twenty-five (25) percent in Presidential Debate and thirty (30) percent Vote.
- C. Miss and Mr. Paine College shall be elected by fifteen (15) percent Talent, fifteen (15) percent Question and Answers, twenty (20) percent Interview, twenty (20) percent Speech and thirty (30) percent Vote.

Article X: Qualifications:

Section 1: All officers and representatives of the Executive Division must be and remain a full-time Paine College student during their tenure in office.

Section 2: To qualify for any elected office of the Executive Division, not including the President, Miss Paine College, and Mr. Paine College, a person must have a cumulative GPA of a

2.5 the semester preceding the elections and maintain a 2.2 GPA through-out the term of office.

Section 3: To qualify for the office of First and Second Vice Presidents you must be AT LEAST a Sophomore the semester following the elections.

Section 4: To qualify for the Office of President, a person must be a Junior or Senior the semester following the election and have earned at least sixty (60) credit hours at the time of service and must have previously served in an office of the Student Government Association in the **Executive Divisions**. In addition, the candidate must have made a 2.8 in the semester preceding the elections and maintain a 2.8 during their time of office.

Section 5: To qualify for the positions of the President, Miss and Mr. Paine College, a person must be a Junior or Senior the semester following the election and have earned at least sixty (60) credit hours at the time of service. They must have sterling attributes of character, be in good standing with the college with no past or pending disciplinary actions or criminal convictions. In addition, the candidate must have made a 2.8 cumulative GPA preceding the elections and maintain a 2.8 during their time of office.

Article XI: Duties and Responsibilities of the Executive Divisions:

Section 1: Each officer must keep a notebook of all activity planning and progress that shall be passed on to the next year's officer who takes their position. Each officer must also assist in maintaining Student Government Association's office hours.

Section 2: *It shall be the duty of the President to:*

- A. Be the official spokesperson and report official recommendations of the Student Government Association to the College Community.
- B. Preside over all regular Student Government Association General Assembly Meetings and Executive Division Meetings.
- C. Share with the Executive Treasurer the responsibility for all Student Government Association finances.
- D. Collaborate with the Executive Division and select a day and time to have weekly SGA meetings for the academic year. Special meetings require at least twenty-four (24) hour notice.
- E. Schedule and announce all Executive Division meetings at least two days in advance.
- F. Coordinate the duties and activities of the Student Government Association.
- G. Appoint and remove the chairpersons of all Student Government Association standing committees, boards which must be verified by the Vice-President and Dean and Assistant Vice President of Student Affairs and Enrollment Management.
- H. Vote in the event of a tie at Executive Division Meetings.
- I. Maintain a relationship with the Student Government Association of other academic institutions.
- J. Assist the Student Government Association advisors in scheduling leadership workshops for

the betterment of all students and the Association.

- K. Collaborate with the President of the College and the Dean and Assistant Vice President of Student Affairs and Enrollment Management concerning issues of the student interest.
- L. Serve on institution committees as requested by Senior Administrators.
- M. Must complete ten (10) service hours a week.
- N. Serve as the representatives to the Paine College Board of Trustees as ex-officio member.

Section 3: *It shall be the duty of the First Vice-President to:*

- A. Assume all powers and responsibilities of the President when the President is absent or unable to perform the duties of President.
- B. Act in full capacity of the President for the remainder of the term of office if the President resigns or is removed from office but must maintain the required GPA, since already elected on the Executive Division.
- C. Preside over all Board of Senators meetings as the Speaker of the Senate.
- D. Monitor the Activities of the Legislative Division.
- E. Serve as the official representatives of the Legislative Division.
- F. Oversee the management of the Student Government Association constitution and by-laws.
- G. Represent the Student Government Association at all appropriate faculty meetings.
- H. Serve on institution committees as requested by Senior Administrators.
- I. Must complete five (5) office hours a week.

Section 4: *It shall be the duty of the Second Vice-President to:*

- A. Serve as the Executive Administrator of the Judicial Division.
- B. Serve on institution committees as requested by Senior Administrators.
- C. Monitor the academic activities of and pertaining to College policies which deal with all student services.
- D. Assist in programming on issues of interest to the campus community, will serve as a co-advisor to the organization of the Lions Activity Board.
- E. Remain available to assist the President and First Vice-President on committees and projects.
- F. Must complete five (5) office hours a week.

Section 5: *It shall be the duty of the Executive Secretary to:*

- A. Keep an accurate, written record of the proceedings of all meetings of the executive Division, the Legislative Division and the General Assembly.
- B. Keep an accurate, written record of the attendance of each member at all meetings of the

Executive Division and the Legislative Division.

- C. Create calendar for the entire year for Student Government Association events.
- D. Address information management issues pertaining to student needs and services.
- E. Serve on institution committees as requested by Senior Administrators.
- F. Act as the Executive Assistant to the President of the Student Government Association.
- G. Maintain the Student Government Association e-mail
- H. Must complete five (5) office hours a week.

Section 6: It shall be the duty of the Executive Treasurer to:

- A. Monitor the activities of and pertaining to college policies which deal with budgetary issues.
- B. Share with the President the responsibility for all Student Government Association finances.
- C. Distribute fairly all monies among campus organizations, groups and special requests.
- D. Prepare and maintain an annual report of all expenditures during his/her tenure.
- E. Work and communicate with the Chief Fiscal Officer on issues of interest of the college community.
- F. Monitor and advise all financial officers of the campus organization.
- G. Work closely with the Student Government Association President and the Press & Marketing Chief to plan an **ANNUAL** Student Government Association Fundraising event.
- H. Serve on institution committees as requested by Senior Administrators.
- I. Must complete five (5) office hours a week.

Section 7: It shall be the duty of the Chief of Staff to:

- A. Advise the President with respect to ruling on parliamentary procedure (**Roberts' Rule of Order**).
- B. Monitor proceedings throughout all meetings of the Executive Division, Legislative Division and the General Assembly.
- C. Serve as chairperson of the Student Elections Committee. In the event that the Chief of Staff runs for an elected position, the President shall serve as or appoint the chairperson.
- D. Provide oversight and guidance to events or services of high priority.
- E. Assist and support each Executive Division member with their individual projects or events.
- F. Oversee the activities of **EACH** standing committee. Each committee shall be established by September 1st of the academic school year.
- G. Serve on institution committees as requested by Senior Administrators.
- H. Must complete five (5) service hours a week.
- I. Prepare & maintain an annual report of Professional Development Plans for all Executive, Legislative & Judicial Division members.

Section 8: It shall be the duty of the Press & Marketing Chief to:

- A. Create and maintain the Student Government Association website. Work with the First Vice-President to establish websites for campus organizations. Work closely with the office of Communications & Marketing to promote widespread involvement.
- B. Prepare **at least** three photo-shoots for all divisions of the Student Government Association.
- C. Create and maintain all flyers, press releases, brochures, etc. for the Student Government Association.
- D. Work closely with the Student Government Association President and Executive Treasurer to plan an **ANNUAL** Student Government Association Fundraising event.
- E. Serve on institution committees as requested by Senior Administrators.
- F. Must complete five (5) office hours a week.
- G. Submit A bi-monthly article to “the DEN”, the college magazine, relevant to upcoming Student Government Association events.

Section 9: It shall be the following duties for Miss and Mr. Paine College to:

- A. Candidates for Miss and Mr. Paine College will participate in a pageant in which good posture, poise, talent, charisma, and speaking ability will be observed through the following competitions: projection question, formal wear, talent, and popular vote. They will also have an interview that will take place sometime before the pageant. Additionally, the candidates will participate in a student forum with questions from the student body and the student body will cast their vote for the candidate of their choice during general elections.
- B. Miss and Mr. Paine College must sponsor at least two activities each semester, totaling four (4) for the entire year, one social and one academic or educational.
- C. Miss and Mr. Paine College- Elect will plan the Coronation and special events. (All participants **MUST** sign an agreement to comply with the rules and regulations set forth by Miss and Mr. Paine College- Elect in order to participate in Coronation).
- D. The pageant for Miss and Mr. Paine College shall be held in the month of March.
- E. Miss and Mr. Paine College must promote college spirit, serve as official ambassadors of the college, plan, participate, and take an active role in the week of Paine Fest along with other colleagues entitles, perform other duties as requested by the President and the Office of Public Relations.
- F. Miss and Mr. Paine College must keep a notebook of all activity planning and progress that shall be passed on to the next year’s officer. Must complete five (5) office hours a week.

Article XII: Duties and Responsibilities of Royal Court:

Section 1: The Royal Court shall be an entity that is run by the Miss and Mr. Paine College of the Executive Division.

Section 2: The Paine College Royal Court shall consist of Miss and Mr. Paine College, Mr. and Miss 1882 (First Attendants), Class kings and queens and Mr. and Miss United Negro College Fund (UNCF)

Section 3: The Entire Royal Court, with the exception of Mr. and Miss UNCF will run during the General Election period.

Section 4: All candidates with the exceptions of Mr. and Miss Paine for elections must have a cumulative GPA of 2.5 the semester prior running for their position. All candidates **MUST** maintain a GPA of 2.2 during the time of their reign.

Section 5: All Royal Court entities **MUST** perform 10 hours of community service per semester.

Section 6: All Royal Court participants **MUST** host **AT LEAST** two programs per year. One must be academic. **Of their two programs, Mr. and Miss UNCF must host at least one program to collect donations for the United Negro College Fund.**

Section 7: Assembly is an important part of the heritage, spirit, and ideal of Paine College. All royal court members MUST be present at assembly, and may miss no more than TWO chapel assemblies per semester.

Section 8: Violation of sections 3-7 is grounds for dismissal from Royal Court. Royal Court Members who have not complied with the preceding requirements will receive ONE written warning. If negligence of duties continues, the member will be removed.

Article XIII: Election, Duties and Responsibilities of Mr. and Miss 1882:

Section 1: Should anything happen, Miss or Mr. 1882 shall serve in the place of Mr. or Miss Paine College for the remainder of their term of service.

Section 2: *Miss and Mr. 1882 must have the following:*

- A. At least a 2.8 cumulative GPA and maintain a 2.8 during their term of office.
- B. All requirements of Miss and Mr. Paine College

Section 3: Miss and Mr. 1882 have the added responsibility of planning community service events for the Paine College Royal Court.

Article XIV: Election, Duties and Responsibilities of Miss and Mr. Homecoming:

Section 1: Miss and Mr. Homecoming will campaign two (2) weeks prior to Homecoming.

Section 2: Elections for Miss and Mr. Homecoming will take place the week before Homecoming. The announcement of the winners will be made the week before Homecoming.

Section 3: Candidates for Miss and Mr. Homecoming must have the following:

- A. At least a 2.5 cumulative GPA.
- B. A rising junior or senior at the time of elections and must be a junior or senior at the time of their reign.

Section 4: Candidates for Miss and Mr. Homecoming must possess the following qualities:

- A. Sterling attributes of character.
- B. Poise
- C. Speaking ability
- D. Charisma
- E. School spirit

Section 5: Popular vote shall determine the winning candidates for Miss and Mr. Homecoming,

Article XV: Impeachment Proceedings:

Section 1: All Executive Division Officers may be impeached for negligence or irresponsibility in performing the duties of their office.

Section 2: Maintaining a high academic standard is a MUST in your position, falling beneath the grade point average (GPA) requirements for your position is grounds for impeachment in all divisions of the Student Government Association (SGA).

Section 3: A letter or warning for not performing the duties and responsibilities of an office must be given before any person is removed from their position in any division of the Student Government Association.

Section 4: After receiving a written complaint from the Judicial Division that clearly outlines the aligned offenses, the Dean and Assistant Vice President of Student Affairs and Enrollment Management, at their own discretion, will review the case with the person up for impeachment, and then decide if any further action is needed.

Section 5: The impeachment process shall begin upon the decision from the Dean and Assistant Vice President of Student Affairs. A committee of seven assembled by the Judicial Division of Student Government Association shall investigate the charges. No later than seven (7) days after the Vice-President and Dean and Assistant Vice President of Student affairs and Enrollment Management decided to proceed with the case, the student court should report all findings to the Judicial Division of the Student Government Association.

Section 6: A vote of two-thirds (2/3) of the student court shall be required for removal from the office. If the impeachment vote stands, the penalty shall be removal from office.

Section 7: Charges may be appealed to the Dean and Assistant Vice President of Student Affairs and Enrollment Management at any time after a decision has been rendered as long as it is before the current term ends. No later than seven (7) days after the appeal will the decision be made.

Section 8: If impeached or you decide to resign from your current position you will not be permitted to run for any position the following Fall and Spring semesters.

Article XVI: The Legislative Division:

The Legislative Division shall be comprised of the Board of Senators. The Board of Senators shall consist of twenty-four (24) senators, four (4) elected senators to represent each class including the Class President, and eight (8) senators from NPHC, one elected from each Greek-lettered organization.

Section 1: The Purpose of the Board of Senators:

- A. Act as a liaison between the Executive Division and the campus organizations and the student body at large by bringing club organizations closer together in the hopes of promoting widespread involvement.
- B. Assist the Executive Division in the governance of and distributing funds to campus organizations. Any organization needing funds must submit proposal to the Executive Division at least a month in advance.
- C. Find effective solutions concerning the student body.
- D. Assist students in making significant contributions to the total campus community.
- E. Represent the needs and interests of the students within the rules and regulations of the college.
- F. Participate in all Student Government Association events if notified two weeks (2) in advance. The President and First-Vice President can determine special cases.
- G. Ensure that all necessary elections and balloting are

fair. ***Section 2: The Duties and Functions of the Board of***

Senators:

- A. Attend all legislative body meetings.
- B. Plan, participate and take an active role in Student Government Association functions.
- C. Bring any information and issues that may be of concern or interest to their constituency.
- D. Send recommendations for **any** entity of the college to the Executive Division.
- E. Make regular announcements of upcoming events and communicate issues pertinent to students.
- F. Strive to foster a closer relationship between classmates and faculty.
- G. Strive to provide a means for expression of student's opinion and open discussion.
- H. Vote to determine the fair distribution of funds amongst campus organizations.
- I. Appoint a secretary to keep an accurate, written record of the proceedings and attendance of all Legislative Division meetings. The secretary must submit the proceedings no later than forty-eight (48) hours after the meeting to the Student Government Association Executive Secretary.
- J. Take an active role in the fall and spring orientation. Each senator must serve on the orientation team and serve as an ambassador to the College.

Section 3: The First Vice-President of the Executive Division shall serve as the Speaker of the Senate.

Section 4: If a senator is unable to attend a meeting, he/she shall notify the Speaker of the Senate in writing at least twenty-four (24) hours prior to the commencement of the meeting.

He/she should find an individual from his/her constituency to take his/her place. The substitute individual will not have the senator's voting rights.

Section 5: Each Senator shall have one vote. If a senator is unable to be present at a meeting, the Senator must forward his/her vote, sealed in an envelope and submit it to the Speaker of the Senate, no later than one day after the vote has been taken. In the event of a tie, the Speaker of the Senate, who does not have a voting right, will vote in the event of a tie.

Section 6: A Senator shall be declared ineligible to serve for any of the following reasons:

- A. Any senator having two or more unexcused absences. Unexcused absences are indicated when the Senator does not notify the Speaker of the Senate in writing of the Senator missing a meeting and/or by not acquiring an alternate to represent the Senator at the meeting. The Executive Division shall evaluate reasons for missing meetings and determine the validity of these excuses.
- B. Attendance at committee meetings is mandatory. One to three absences may be permitted at the discretion of the member serving as Chair of the Committee. The Committee Chair shall announce the number of absences allowed at the first committee meeting.
- C. Any Senator not participating, planning, and taking an active role in Student Government Association functions as determined by the Executive Division shall be declared ineligible to serve.

Section 7: In the case of a Senator being declared ineligible:

- A. For a class and major senator, the Executive Division shall appoint a replacement.
- B. For organizational Senators, the Executive Division must approve the appointment made by the organization.
- C. Additionally, a penalty may be levied against the funding provided for the organization. Any member having declared three or more replacements shall not be eligible for membership the following year.

Section 8: The Board of Senators must keep a notebook of all activity planning that shall be passed on to the next year's Board of Senator.

Article XVII.: The Judicial Division:

The Judicial Division shall be comprised of five members, these students will be the elected to represent each class and they will be called Student Justices. They will be known as Judges. The 2nd Vice-President will serve as Executive Administrator or Chief Justice.

Section 1: Judicial Powers.

- A. All judicial power of the Student Body shall be vested in the judicial division, and such other tribunals as are established by law.

Section 2: The Purpose of the Justices:

- A. Act as a liaison between the Executive Division and the Legislative Division by

bringing club organizations closer together in the hopes of promoting widespread involvement.

- B. The justices will also hear the appeals of any members being impeached and organizations being placed on probation and/or suspension.
- C. Assist the Executive Division in the governance of campus organizations. Any organization not meeting requirements set forth by this constitution shall be under investigation that is led by the Executive Division and by the Legislative Division.
- D. Assist students in making significant contributions to the total campus community.
- E. Represent the needs and interests of the students within the rules and regulations of the college.
- F. Ensure that all necessary elections and balloting are fair.
- G. The Judicial Division shall operate like a Court during all meetings and

hearings. **Section 3:** The Duties and Functions of the Justice:

- A. Attend all judicial body meetings and hearings.
- B. Plan, participate and take an active role in Student Government Association functions.
- C. Bring any information and issues that may be of concern or interest to their constituency.
- D. Check and make sure that the organizations are following the by-laws and constitution of their organizations and the SGA Constitution.
- E. Make sure that the organizations complete all documents required by the Director of Student Engagement.
- F. Strive to provide a means for expression of organization's opinion and open discussion.
- G. Vote to determine whether an organization goes on probation after hearing evidence from the Executive Division and after conducting their own investigation.

Section 4: The Second Vice-President shall serve as the Chief Justice and help in decision making of the Judicial Division.

Section 5: If a justice is unable to attend a meeting, he/she shall notify the Chief Justice in writing at least twenty-four (24) hours prior to the commencement of the meeting.

Section 6: Each justice shall have one vote. If a judge is unable to be present at a meeting, the judge must forward his/her vote, sealed in an envelope and submit it to the Chief Justice, no later than one day after the vote has been taken. In the event of a tie the Chief Justice, who does not have a voting right, will vote.

Section 7: A Justice shall be declared ineligible to serve for any of the following reasons:

- A. Having two or more unexcused absences. Unexcused absences are indicated when the Judge does not notify the Executive Administrator in writing of the Judge missing a meeting. The Executive Division shall evaluate reasons for missing meetings and determine the validity of these excuses.
- B. Attendance at committee meetings is mandatory. One to three absences may be permitted at the discretion of the member serving as Executive Administrator.
- C. Any Justice not participating, planning, and taking an active role in Student Government Association functions as determined by the Executive Division shall be declared ineligible to serve.

Section 8: In the case of a Judge being declared ineligible:

- A. The Executive Division shall appoint a replacement to the bench if a Student Justice is declared ineligible.

Section 9: The Judges must keep a notebook of all activity planning that shall be passed on to the next year's Justice.

Section 10: The Judicial Division shall have jurisdiction:

- A. Over cases and controversies involving questions of the constitutionality of actions by student governing groups, organizations and their representatives.
- B. Over violations of the Student Body Constitution and Statutes.
- C. Over conflicts between student groups.
- D. To issue advisory opinions concerning student rights under the Student Body Constitution upon request of the Student Body President.

Section 11: Administrative-Practice and Procedure

- A. The Second Vice-President of the Student Government Association shall serve as Chief Administrative Officer or Head Justice of the Judicial System and shall be vested with the rules adopted by the court and the authority to:
 - 1. Assign duties among the Justices of the Court.
 - 2. Supervise the administration of the Court and all judicial matters.
 - 3. Conduct and preside over court proceedings.
 - 4. Rule on procedural questions that arise during the course of Judicial proceedings.
 - 5. Rule on the pertinence of evidence presented before the court as established by System of Student Body Statues and other related documents.
 - 6. Report orally and in writing the recommendations of the court.
 - 7. Recommend measures to the Student Senate for the improvement of the administration of justice.
- 8. Keep all records of the Court and deliver to his/her successor all permanent records of the court.
- B. The Associate Chief Justice shall be authorized to assume the powers of the Chief Justice, in his/her absence.
- C. Students who will be tried before the Judicial Division shall be notified in writing at least one week before the date of the trial. This notice shall contain a statement of the charges; the date, time, and place of the hearing; an explanation of the general procedure that will be followed; and a trial to hearing.
- D. Over the issuance of all summons of students to appear before the Student Supreme

Court. **Section 12:** Sessions

- A. The Chief Justice shall call regular sessions of the Judicial Division whenever he/she deems necessary.
- B. The Judicial Division must meet within one week after an appeal has been presented to consider said positions except in cases involving election disputes where a trial must be

- held within three days of the filing of the appeal.
- C. Hearings are closed at the Court's discretion.

Article XVIII: Class Officers

All Class Officers are to be the voice on behalf of their respective class. The following are the duties and responsibilities:

Section 1: It shall be the duties of the Class *President*

- A. Maintain a 2.2 GPA according to the Student Government Association Constitution and By-Laws
- B. Serve as a role model for the class
- C. Enforce rules and regulations set by the organization
- D. Sponsor activities which reflect the Mission, Purpose, and Ideal of Paine College, and which will not conflict with the institution's image or orderly operation
- E. Formally announce all Executive Board Meetings at least four (4) days in advance. Special Meetings require at least twenty-four (24) hour notice.
- F. Ensure that all speakers and events are pre-approved by the Director of Student Engagement and Vice President of Student Affairs
- G. Ensure that all requisitions are turned in and approved by the Office of Student Activities or approving body within the time frame requested
- H. Make sure that payment is made for any College expenses incurred by the organization
- I. Work with the Secretary in preparing meeting agendas

Section 2: It shall be the duties of the Class *Vice President*

to:

- A. Maintain a 2.2 GPA according to the Student Government Association Constitution and By-Laws
- B. Serve as a role model for the class
- C. Assist the President in decision making
- D. Serve as the acting President when the President is absent or cannot fulfill their duties
- E. Take charge/oversee all works and obligations delegated by the President
- F. Send out meeting/event announcements
- G. Assist the President in ensuring that all requisitions are turned in and approved by the Office of Student Engagement or approving body within the time frame requested
- H. Cooperate with the President in promoting class activities
- I. Sponsor activities which reflect the Mission, Purpose, and Ideal of Paine College, and which will not be in conflict with the institution's image or orderly operation

Section 3: It shall be duties of the *Secretary to:*

- A. Maintain a 2.2 GPA according to the Student Government Association

Constitution and By-Laws

- B. Serve as a role model for the class
- C. Ensure that the meeting agenda is typed, approved, and copied for the upcoming meeting by the designated deadline
- D. Keep organized and typed records of all meeting minutes
- E. Ensure that meeting minutes have been reviewed and approved by within the designated time frame by the appropriate officer(s)
- F. Distribute copies of minutes at each meeting
- G. Meet regularly with the Advisor to keep track of organizational information
- H. Observe and document information from functions and events
- I. Cooperate with the President in promoting class activities
- J. Sponsor activities which reflect the Mission, Purpose, and Ideal of Paine College, and which will not be in conflict with the institution's image or orderly operation

Section 4: It shall be the duties of the *Treasurer to:*

- A. Maintain a 2.2 GPA according to the Student Government Association Constitution and By-Laws
- B. Serve as a role model for the class
- C. Meet regularly with the Advisor to keep track of the organization's finances (i.e. income, expenditures, etc.)
- D. Keep accurate records of all monies coming in and out
- E. Present regular reports on the organization's financial position
- F. Advise on fundraising ideas and strategies
- G. Oversee and monitor budgets for various functions and/or events
- H. Cooperate with the President in promoting class activities
- I. Sponsor activities which reflect the Mission, Purpose, and Ideal of Paine College, and which will not be in conflict with the institution's image or orderly operation

Section 5: It shall be the duties of the *Parliamentarian to:*

- A. Maintain a 2.2 GPA according to the Student Government Association Constitution and By-Laws
- B. Serve as a role model for the class
- C. Advise the president of proper parliamentary law and parliamentary procedure to ensure that meetings are conducted in an orderly manner
- D. Enable the group to transact business with speed and efficiency
- E. Protect the rights of each individual
- F. Preserve a spirit of harmony within the group
- G. Make sure the will of the majority is carried out and the rights of the minority preserved
- H. Cooperate with the President in promoting class activities
- I. Sponsor activities which reflect the Mission, Purpose, and Ideal of Paine College, and which will not be in conflict with the institution's image or

orderly operation

Section 6: It shall be the duties of the *Events Coordinator to:*

- A. Maintain a 2.2 GPA according to the Student Government Association Constitution and By-Laws
- B. Serve as a role model for the class
- C. Gather input from officers and organization members to assist in making key decisions while planning for events
- D. Responsible for creativity and design of functions and events
- E. Ensure that all required requisitions are completed, signed, and approved by the necessary parties and submitted to the Director of Student Engagement for approval
- F. Ensure that a copy of all requisitions are given to the Advisor/Secretary for filing
- G. Assign tasks to officers and others involved as seen fit to assist in the implementation and successful execution of events and functions
- H. Cooperate with the President in promoting class activities
- I. Sponsor activities which reflect the Mission, Purpose, and Ideal of Paine College, and which will not be in conflict with the institution's image or orderly operation

Section 7: For the duties of the Class Kings and Queens see Article XIII: Duties and Responsibilities of the Royal Court.

Article XIX: Standing Committees:

Section 1: Standing Committees for the Student Government Association shall be known as followed: Student Election Committee, Academic Affairs Committee, Discipline and Student Affairs Committee, Food Services Committee, Religious Life Committee, Lion's Activity Board Committee ({L}ABC) and the Athlete Advisory Committee.

Section 2: Each standing committee will consist of a chairperson, who will be appointed by the President and confirmed by a vote of senators; and members who will be assigned to these committees by the President and confirmed by the vote of the Senators.

Section 3: Chairpersons of standing committees shall serve for one academic year. If a chairperson is unable to serve or the chair's position becomes vacant, the President may appoint a chairperson pro temp to service.

Section 4: Each standing committee must keep a notebook of all activity planning that shall be passed on to the next year's officer.

Section 5: *Duties of the Standing Committees:*

- A. Student Election Committee:
 1. This committee shall be composed of the Chief of Staff and at least one representative from the Executive Division or Legislative Division of the Student Government Association and three other students.
 2. This committee shall oversee the electoral process and select additional members, necessary, to carry out this process. The committee shall be

responsible for the preparation, supervision and the tabulation of election ballots.

3. This committee shall be responsible for corresponding with all participating candidates about elections and correspond with Student Affairs.

B. Academic Affairs Committee:

1. This committee shall be composed of the Executive Secretary and one representative from the Executive Division or Judicial Division of the Student Government Association and three other students.
2. This committee shall work in conjunction with the Vice-President of Academic Affairs to communicate student issues of interest.
3. This committee shall coordinate Faculty and Staff Appreciation Week at least once a year.
4. This committee shall coordinate on-campus academic activities.
5. This committee shall address any issues concerning academics or curriculum at the college.

C. Discipline and Student Affairs Committee:

1. The President and First Vice-President shall serve on all disciplinary hearing committees.
2. The committee on Student Affairs shall examine issues concerning student services, the First Vice-President and Treasurer of the Executive Division shall compose this committee along with three other students.
3. This committee shall advise and recommend policy changes to the administration relating to student services on the campus.
4. This committee shall coordinate educational and awareness programs pertaining to student services.
5. This committee shall work and communicate with the Vice-President and Dean and Assistant Vice President of Student Affairs and Enrollment Management on issues of interest to the campus community.
6. This committee shall work with students and representatives from residence life in order to address issues and concerns of the campus for the bookstores, health and counseling, financial aid, tutoring, residence life, computer services campus facilities and any other student services deemed necessary by student opinion.

D. Food Services Committee:

1. This committee shall be composed of the President and one representative appointed from the Legislative Division and a host of students who are interested.
2. This committee shall work with the Vice-President and Dean and Assistant Vice President of Student Affairs and Enrollment Management the Manager of the Cafeteria to improve the quality of food for students.
3. This committee shall present surveys to students to get the take on the quality of food being offered on campus.
4. This committee shall address all issues pertaining to food on campus.

E. Religious Life Committee:

1. This committee shall be composed by the Department of Religious Life under the campus pastor.
 2. This committee will be organized to represent all religious needs of the students at Paine College.
 3. This committee shall be responsible for coordinating religious events that shall impact the campus.
 4. Elected officials such as the President, 2nd Vice President and Mr. Paine College shall serve on this committee.
- F. Lion's Activity Board Committee (ABC):
1. This committee shall be composed of the Second-Vice President, one representative of the Legislative Division and a host of other students.
 2. The Second Vice-President shall serve as chair and a representative from the Legislative Division shall serve as co-chair for this committee.
 3. The Lions Activity Board Committee shall examine interest of students with regards to events, projects, forums or homecoming festivities.
 4. This committee shall work with the Director of Student Activities who will act as an advisor to address issues or interest in student activities.
 5. This committee shall be the **official** student homecoming committee. The chair can require separate interviews to be a part of the student homecoming committee.
 6. This committee shall meet **twice** a month and on an as needed basis
 7. This committee must submit a calendar of events by September 1st.
- G. Athlete Advisory Committee:
1. The Press & Marketing chief shall serve as chair of this committee and the Student Government Association President shall determine the co-chair.
 2. This committee shall be composed of the Press & Marketing chief and seven student athletes.
 3. The committee shall coordinate with the Athletic Director to address any issues of interest or concerning with athletics.
 4. This committee shall create a master calendar of all NCAA sports team games at Paine College.
 5. This committee shall promote widespread involvement to reach athletes and the community.
 6. This committee shall complete five (5) hours of community service per semester.

Article XX: General Elections and Regulations:

Section 1: All class officers and organizational queens, with the exception of entering freshmen, must have a 2.5 cumulative GPA and maintain a 2.2 average while holding that office.

Section 2: In order to become a candidate for office, the student must submit an application for the desired office. A specific deadline shall be set by the Executive Division and/or Director of Student Engagement (or whoever the SGA Advisors are) for submission of all application.

Section 3: No person can simultaneously hold an Executive Division Office and Class Office.

Section 4: No person currently serving on Student Government Association can assist or openly support any candidate for election for any class office; such as internet groups, or campaign team.

Section 5: Candidates must attend the yearly Student Leadership Conference put on by the SGA Executive Division before they can qualify for any position. Candidates will be allowed to use Social Media to campaign. However, the candidates must take ALL campaign information down from social media and on campus the day of voting by 11:59pm or they will be disqualified.

Section 6: There shall be at least one week for campaigning before Election Day. All means of campaigning must be approved by the Executive Division and the Office of Student Engagements. Any violations of campaigning rules and regulations will result in automatic disqualification of the candidate.

Section 7: The Spring General Elections will be held in March of every year.

Section 8: All class elections shall be held during the general election with the exception of the freshmen class elections, which shall be had by the third week of August. Any other necessary elections will also be held at this time.

Section 9: The ballots must be counted immediately after the closing of the polls and the completed returns will be announced the following Wednesday chapel. Numerical statistics will not be posted, but will be presented to the candidate upon request.

Section 10: The Dean and Assistant Vice President of Students affairs and Enrollment Management or his/her representative will certify and publish the results of the elections.

Section 11: The members of the Elections Committee along with the Dean and Assistant Vice President of Student Affairs and Enrollment Management staff shall serve as poll keepers on Election Day, along with the Student Government Association Advisor or their representative.

Section 12: Orientation sessions for the newly elected officers will be held during the period immediately following the election and extending to the end of the Spring Semester.

Section 13: The Annual Installation Services for the newly elected officers shall be held in the month of September.

Section 14: It is mandatory that immediately following the election the newly elected officers plan a retreat for the academic year as well as a student leadership conference for the upcoming year. Any issues with funds can be reported and resolved to the Dean and Assistant Vice President of Students and Enrollment Management, or the President of the college.

Section 15: Each officer shall repeat the following oath prior to assuming office:

“I, _____, do solemnly affirm that I will uphold the Constitution of the Student Government Association and the policies of Paine College, and will execute my responsibility as _____ to the Paine College Student Government Association to the best of my ability.”

Section 16: The oath of office shall be administered by the President of the College

or the President's representative.

Section 17: Any vacancy in the Student Government Association shall be filled by appointment from the Executive Division of the Student Government Association through an application and interview process, which will be held the month of August which will be in conjunction with the freshmen class elections which shall be held by the third week of August of the following fall semester. Proceedings will follow the aforementioned guidelines.

Article XXI: General Elections and Procedures:

Section 1: Individuals who are members of the Student Election Committee will conduct all College elections under jurisdiction of the Student Government Association. The Committee shall be chaired by the Chief of Staff.

Section 2: The Student Government Association shall have the right to elect the officers listed under Article III, Section 1.

Section 3: All class officers shall be chosen by their respective organization during the designated period of election.

Section 4: No candidate for office may be a member of the Student Election Committee.

Article XXII: Write-In Candidates:

Section 1: The write-in candidates must meet the qualifications set forth in Article IV. In the event of a write-in candidate, the Student Elections Committee and Dean and Assistant Vice President of Student Affairs and Enrollment Management will require the candidate to turn all the information into Office of Student Affairs within twenty-four (24) hours. The vote count will not be released for any Write-In candidate who is found ineligible.

Section 2: Write-In Candidate loses all rights to campaign. Any violations of the rules will result in automatic disqualification of the candidate.

Article XXIII: Campus Organizations:

Section 1: Every student group to be recognized as an official campus organization of the student body of Paine College shall be chartered by the Student Government Association.

Section 2: Applications for charters shall be obtained from the Student Government Association Executive Division and shall contain pertinent information about the organization's officers and functions. These applications shall be reviewed and accepted or rejected by the entire voting membership of Student Government Association Executive Division within two weeks of the time of receipt of the application.

Section 3: Charters shall be issued after consideration of the following criteria:

- A. The organization must have a constitution which has been accepted or rejected by Student Government Association subject to review.
- B. The organization must have a minimum of one Faculty Advisor and elected

officials for organization.

- C. The organization must be in good standing with the Student Government Association from the previous year, unless it is newly chartered.

Section 4: All charter organizations are eligible to apply for funds distributed by the Student Government Association Executive Division.

Section 5: All chartered organizations must have a minimum of any combination of at least six meetings for the semester, and at least two organized activities a semester to remain active.

Section 6: All chartered organizations are accountable to Student Government and must re-apply at the start of each academic year to remain active.

Section 7: All organizations must have representatives present during Assembly.

Section 8: All organizations must report concerns or requests to SGA'S First Vice-President. SGA's First Vice-President will report it to the Executive Division.

Section 9: All religious organizations must report any concerns or requests relating to ministry or mission to the First Vice-President.

Section 10: All organizations activities/events shall be approved by the Director of Student Engagement.

Section 11: All organizations are required to donate to the United Negro College Fund annually.

Section 12: An updated Constitution, list of officers, and activities of the organization shall be submitted to and retained by the Director of Student Engagement and he/she shall work in conjunction with the Executive Secretary of Student Government Association Executive Division to ensure this requirement is fulfilled.

Section 13: Failure to abide by guidelines set forth by the Student Government Association constitution and By-Laws will result in disciplinary action taken by the Executive Division, who will report the incidents to the Judicial Division. Disciplinary action may result in probation, suspension, or termination of any registered organization.

Section 14: The charter, constitution and any information of the suspended organization will be placed in active file in the Student Government Association Office. The organization may be reactivated if it receives a favorable vote from the Executive Division and approval from the Judicial Division and the Office of Student Engagement.

Section 15: A terminated organization may be reactivated again the next academic year by following the guidelines for the establishment of an organization on campus.

Section 16: ALL organizations are required to complete 3 hours of community service a month and ten events per semester (including community service). (The National Pan-Hellenic Council must complete 5 hours a month and 12 events per semester). Failure to adhere to this policy will result in a fine:

Organizations

- 1. First Offense- Warning**
- 2. Second Offense- \$50 & probation**
- 3. Third Offense- \$300 & suspension for a semester**
- 4. Fourth Offense- \$500 & termination of registered student**

organization National Pan-Hellenic Council

- 5. First Offense- \$150 fine**
- 6. Second Offense- \$300 fine**
- 7. Third Offense- \$500 fine & probation**
- 8. Fourth Offense- \$750 fine & suspension for a semester**
- 9. Fifth Offense- Termination of registered student organization**

Article XXIV: Funding of Eligible Organizations:

Section 1: An organization must be represented at all requested Student Government orientations and meetings according to the Article IV, Section 3. If this regulation is not followed, the organization will be less likely to receive funding, unless a valid excuse is given to the legislative Division known as the Board of Senators.

Section 2: A Student Government Association Fund Request Form must be completed a month prior to the event, activity, or purchase and returned to the Student Government Association office or appointed official.

Section 3: Receipts must be submitted to the Student Government Association or appointed official one week, at least, after an event, program, or purchase after funds have been issued. Original receipts and request forms must be placed in the mailbox located in the Student Government Association Treasurer's box.

Section 4: Organizations must submit a report, no later than two weeks after every event.

Section 5: The Student Government Association must be recognized as a co-sponsor in any literature or announcement made regarding a program or event that is funded by the Student Government Association fund.

Section 6: Violation of these regulations will result in inability to request funds and/or the organization not being chartered next year.

Article XXV: Amendments to the By-Laws:

Section 1: The Executive Division and/or the Student Government Association may propose amendments to these By-Laws. In cases where the College makes changes in policies and procedures which are reflected in the By-Laws, those changes shall automatically become a part of this document.

Section 2: *Procedures:*

- A. Any proposes amendment must be typed.
- B. If proposed by the Executive Division, an amendment must be voted on by the Legislative Division known as the Board of Senators.
- C. If an amendment is proposed by the Student Government Association, it must be voted on by the student body.

Section 3: Ratification:

- A. Such an amendment must be ratified when approved by majority of the Student Government Association.

1.7 Committees of Paine College

1.7.1 Administrative Councils and Committees

1.7.1.1 Administrative Council

The Administrative Council acts as an advisory body to the President, who is chair. It serves as a sounding board for ideas, suggestions, and changes in procedures. Policy formation may result from such discussion, with all final decisions resting with the President. Members are given the opportunity to present problems and concerns to respective domains, which may or may not affect other areas of operation. Members of the Administrative Council may seek help in clarifying issues of vital concerns to the College. The Council provides a forum for members seeking solutions to problems and provides the President with immediate insight into the operation of the College.

1.7.1.1.1 Operational Procedures

The Administrative Council acts as an advisory body to the President. It serves as a sounding board for ideas, suggestions, and changes in procedures. Policy formation may result from such discussion, with all final decisions resting with the President.

1. Composition of the Committee:
 - a. The Administrative Council shall consist of the following members who shall serve by virtue of their positions:
 - i. President
 - ii. Provost and Vice President of Academic Affairs
 - iii. Dean and Assistant Vice President of Student Affairs and Enrollment Management
 - iv. Vice President for Institutional Advancement
 - v. Vice President for Administration and Fiscal Affairs
 - vi. Executive Assistant to the President
 - b. Resource persons representing sub-units of the College shall report when needed. The President shall approve the attendance and the subject of the reports by these individuals prior to the meeting at which the report is to be made.
2. Meetings and Agenda:
 - a. The President serves as chair of the Administrative Council.
 - b. The recorder shall be the Executive Assistant to the President. It shall be the responsibility of the recorder to maintain official copies of all records.

- c. Regular meetings shall be held twice per month. The schedule shall be established during the first meeting of the fiscal year. Called meetings may be scheduled at the discretion of the chair to discuss matters that require immediate attention.
 - d. Recommended agenda items shall be submitted to the recorder at least four days before the regular meeting. The recorder shall create and disseminate, subject to the approval of the President, a written agenda for each meeting.
 - e. Copies of minutes of the previous meeting and the agenda for each regular meeting shall be distributed to all members of the Committee at least two days before a regular meeting. When possible, the agenda for a called meeting shall be distributed at least twenty-four hours before the meeting.
3. Responsibilities and Functions: Specific responsibilities and functions shall be to
- a. Advise the President;
 - b. Provide insight and information to assist the President in the formulation of policy;
 - c. Provide the President with immediate insight into College operations;
 - d. Assist members in clearing up problems and concerns relative to their respective domains;
 - e. Clarify issues of vital concern to the College;
 - f. Serve as a sounding board for planning concepts, strategies, and innovations before they are presented to the Committee on Strategic Planning and Evaluation;
 - g. Appoint sub-committees as needed; and
 - h. Review and recommend changes in the Council's Operational Procedures.

1.7.1.2 Academic Council

The Academic Council acts as an advisory body to the Provost and Vice President of Academic Affairs. It serves as a clearing house for all academic matters dealing with programs, i.e., changes in course requirements, majors, general education, deletion of courses, addition of new courses or programs, etc. Any academic problem may be referred to the Academic Council for clarification and for recommendation to the faculty. The Academic Council is advisory in nature; however, its recommendations, having been arrived at through discussion by chairs and coordinators, shall be given careful consideration.

1.7.1.2.1 Operational Procedures

1. Composition of the Committee: Academic Council members are the Provost and Vice President of Academic Affairs who serves as chair, Special Assistant to the Provost and Vice President of Academic Affairs, Chairs of the Departments, the Registrar, Director of the Library and Learning Resources Center, Director of Admissions, Director of Financial Aid, Director of General Education Support Services, Director of Career Services, Director of the Tutorial Learning Center and a student representative.
2. Meetings: Regular meetings are held monthly and/or as needed. The Associate Vice President of Academic Affairs serves as recorder.
3. Powers and Authority:

- a. The Academic Council (hereinafter referred to as the Council) operates under authority delegated to it by the President.
- b. The Council has the authority and responsibility to oversee, review and evaluate all academic programs, courses and curricula of the College including off-campus programs and operations.
- c. The Council has the authority to make recommendations to the President through the Provost and Vice President for Academic Affairs on all matters relating to the academic programs of the College.
- d. The Council has responsibility to make policy recommendations and may initiate studies of the need for new, college-wide and off-campus academic programs in consultation with the departments.
- e. The Council shall receive for review proposals from the various departments regarding the departments' respective programs.
- f. The Council has the power to establish advisory standing and ad hoc committees to assist it in the efficient conduct of its business.
- g. The committees of the Council have advisory and recommending powers only and report only to the Council.
- h. The charge and responsibilities of the committees of the Council shall be as determined by the Council.

1.7.1.3 Committee on Strategic Planning and Evaluation

The Committee on Strategic Planning and Evaluation develops and oversees the implementation of the institution's strategic planning; formulates a clearly-defined institutional purpose and educational goals appropriate to the College; develops and defines institutional planning paradigms; serves as a sounding board for planning concepts, strategies, and innovations; monitors the institutional budget cycle and advises the President. The primary focus of the Committee is institutional planning

1.7.1.3.1 Operational Procedures

The Committee on Strategic Planning and Evaluation (CSPE) is a standing committee of Paine College and shall have primary responsibility for planning, assessment and evaluation activities at the College. This committee monitors all research and institutional effectiveness activities with the administrative responsibility for day-to-day operations being assigned by the President.

1. Composition of the Committee:
 - a. The Committee on Strategic Planning and Evaluation (CSPE) shall consist of the following members who shall serve by virtue of their positions except as stated below:
 - i. President
 - ii. Provost and Vice President of Academic Affairs
 - iii. Dean and Assistant Vice President of Student Affairs and Enrollment Management
 - iv. Vice President for Administration and Fiscal Affairs
 - v. Vice President for Institutional Advancement

- vi. Campus Pastor
 - vii. Executive Assistant to the President
 - viii. Department Chairs (6)
 - ix. An elected faculty member at large
 - x. Director, Admissions
 - xi. Director, Federal Relations
 - xii. Director, Financial Aid
 - xiii. Director, General Education Support Services
 - xiv. Director, Institutional Research
 - xv. Director, Information Technology Services
 - xvi. Director, Library and Learning Resources Center
 - xvii. Representative, Student Government Association
- b. The elected faculty member shall serve for three years. Members completing two consecutive three-year terms must rotate off the committee for at least one year before being eligible for re-election.
 - c. The student member shall be appointed by the President of the Student Government Association for a one-year term and may be re-appointed for one additional term.
 - d. Resource persons representing sub-units of the College shall report when needed. The President shall approve the attendance and the subject of the reports by these individuals prior to the meeting at which he or she is to report.
2. Meetings, Agenda, Quorum:
- a. The President shall chair the Committee on Strategic Planning and Evaluation. The Executive Assistant to the President shall chair the meeting in the absence of the President.
 - b. A recorder shall be appointed annually in August. It shall be the responsibility of the recorder to maintain official copies of all records.
 - c. Regular meetings shall be held once per month. The schedule shall be established during the August meeting. Called meetings may be scheduled at the discretion of the chair to discuss matters that require immediate attention.
 - d. Recommended agenda items shall be submitted to the recorder at least four days before the regular meeting. The recorder shall create and disseminate, subject to the approval of the President, a written agenda for each meeting.
 - e. Copies of minutes of the previous meeting and the agenda for each regular meeting shall be distributed to all members of the Committee at least two days prior to a regular meeting. When possible, the agenda for a called meeting shall be distributed at least twenty-four hours before the meeting.
 - f. A majority of the regular members shall constitute a quorum. Matters may be discussed even if a quorum is not present, but no vote shall be taken. All members are responsible

for informing the recorder, who shall inform the chair, of anticipated absences as soon as possible prior to a regularly scheduled meeting. Whenever a majority of the members inform the recorder that they will be absent from a regular meeting, the President shall determine if the meeting shall be canceled.

3. Responsibilities and Functions:

- a. Specific responsibilities and functions shall be to
- b. Formulate a clearly-defined purpose and institutional goals appropriate to the College;
- c. Develop and oversee the implementation of the institution's strategic planning, assessment and evaluation activities;
- d. Develop and define institutional planning paradigms;
- e. Monitor procedures for evaluating the extent to which educational goals are being achieved;
- f. Serve as a sounding board for planning concepts, strategies, and innovations;
- g. Ascertain the results of institutional evaluations and make recommendations for utilization of these results to enhance institutional impact and effectiveness;
- h. Coordinate evaluations of the effectiveness of institutional programs, such as enrollment, student services, assemblies, etc.;
- i. Evaluate the effectiveness of its institutional research process and use its findings for the improvement of the process;
- j. Monitor the institutional budget cycle;
- k. Advise the President, et al;
- l. Appoint sub-committees as needed;
- m. Review and update the Paine College Comprehensive Assessment and Evaluation Plan;
- n. Review and update the Strategic Plan and
- o. Review and recommend changes in the Committee's Operational Procedures.

1.7.1.4 Athletics Committee

Intercollegiate athletic competition plays an important role in the lives of Paine College students. The present athletic program includes varsity teams in basketball, baseball, track and cross-country, and volleyball. Paine College is a member of the Southern Intercollegiate Athletic Conference (SIAC) of the National Collegiate Athletic association (NCAA) for Division II Schools.

The Committee on Athletics, a college-wide committee, has as its primary purpose to maintain intercollegiate athletic programs that benefit both student athletes and other students and which are supportive of the purposes and goals of Paine College. It further should review opportunity for club and intramural athletics and recreational activity equipment and services.

1.7.1.4.1 Operational

Procedures 1. Composition of the Committee:

- a. The Committee on Athletics is composed of eleven members: a chair appointed by the President, six faculty representatives elected by their respective departments, two students recommended by the Dean and Assistant Vice President of Student Affairs and Enrollment Management and approved by the President, and, as ex officio, the Athletics Director, the Sports Information Director and the Director of Communications and Marketing. Elected members shall serve for two years after which they must rotate off the Committee for at least one year. Student representatives serve at the discretion of the President.
- b. Officers of the Committee shall be the chair, appointed by the President, vice chair and recorder.

2. Meetings and Agenda:

- a. It shall be the responsibility of the chair to create an agenda and chair the meetings.
- b. The vice chair shall serve in the absence of the chair at all meetings.
- c. It shall be the responsibility of the recorder to:
 - i. Maintain official copies of all records and forward an official bound set to the Office of the President and the Vice President and Dean and Assistant Vice President of Academic Affairs not later than the Friday following the Commencement Convocation each year;
 - ii. Create and disseminate, subject to the approval of the chair, a written agenda for each meeting; an
 - iii. Distribute copies of minutes of the previous meeting and the agenda for each regular meeting to all members of the Committee at least two days before a regular meeting; when possible, the agenda for a called meeting shall be distributed at least twenty-four hours before the meeting.
- d. Regular meetings shall be held once per month as scheduled during the first meeting of the fiscal year. Called meetings may be scheduled at the discretion of the chair to discuss matters that require immediate attention.
- e. Recommended agenda items shall be submitted to the recorder at least four days before the regular meeting.

3. Responsibilities and Functions: To carry out its general purposes, the Committee advises the President on the following subjects:

- a. Policies relating to student athletes. Scholastic requirements for participation in intercollegiate athletics, standards for the awards of scholarships, approval of varsity lettermen, conferral of honors or awards for athletic accomplishments, and other matters relating to student athletes.
- b. Federal or state regulations that apply to or affect intercollegiate athletics. Regulations or policies promulgated by agencies of the state or federal government and action necessary for the proper compliance of the College.
- c. Policies that relate to the use of facilities normally under the supervision of the Athletic Director. The use of facilities (both by College and non-College groups), fees charged, ticket prices, and other matters related to the use of facilities.

- d. Policies regarding the competitive level of intercollegiate athletics at Paine College. Scheduling of athletic events (although not schedules), conference membership, participation in various sports at the intercollegiate level, and other matters that relate to the level of competition in intercollegiate athletics.
 - e. Policies regarding the handling of Student-Athlete grievances. The Committee will hear grievances brought before by Student-Athletes in order to reach a resolution of the matter.
4. Policies concerning club and intramural activities.
 5. In addition to making recommendations on policy in the categories described above, the Committee makes recommendations on intercollegiate athletic matters submitted by the President of the College, the Provost and Vice President of Academic Affairs, the Dean and Assistant Vice President of Student Affairs and Enrollment Management, the Athletics Director, and the Institutional Representative to the Southern Intercollegiate Athletic Conference (SIAC) or the National Collegiate Athletic Association (NCAA); and interviews and recommends applicants for the position of Athletic Director or head coach of a major sport and advises the institutional representative and the President on matters that will be considered by the SIAC or the NCAA.
 6. Media Coverage: Athletics activities are promoted through the Office of Communications and Marketing. The Sports Information Director is responsible for compiling all PR information and submitting to the Office of PR at least six weeks prior to the event.

1.7.1.5 The Lyceum Committee

The Committee on Lyceum, an ad hoc committee appointed by the President, has as its primary purpose the assurance that the Paine College Community is exposed to a variety of cultural events: classical and contemporary music concerts, visual art exhibits, forums, lectures, workshops, and other cultural activities. The purpose of each series is to educate, provide enjoyment, entertainment, and to develop a tolerance for diverse cultural experiences. All Lyceum features are offered to the general public.

1.7.1.5.1 Operational Procedures

1. Composition of the Committee: The Committee on Lyceum is composed of the following representatives: Student Services, the Student Government Association, and the Director of Communications and Marketing have standing committee appointments.
2. Meetings: The Committee on Lyceum meets on the third Friday in each month at 11:00 a.m., in the office of the Executive Assistant, or another designated location. The Chair serves as librarian, and is responsible for distributing minutes, and the agenda.
3. Format: Lyceum Committee members nominate presenters for the yearly series. They are prioritized and voted. Series presenters are determined in May, to become effective at the beginning of the succeeding Fall school term. The Lyceum Series shall consist of at three attractions each semester; one of which will be a nationally, or internationally known artist, if budgetarily possible.
4. Budget: The Lyceum Committee Budget is a line item under the Department of Student Affairs and is overseen by the Dean and Assistant Vice President of Student Affairs and Enrollment Management. The budget allocation is determined by the President and Vice President for Administration and Fiscal Officer, in consultation with the Dean and Assistant Vice President of Student Affairs and Enrollment Management, and the Lyceum Committee.

5. **Media Coverage:** Lyceum Series are promoted through the Office of Communications and Marketing. The Lyceum Chair is responsible for compiling all PR information and submitting to the Office of Communications and Marketing at least six weeks prior to the event. Four to six months might be needed to adequately publicize the event, if the artist is nationally, or internationally known.

Generally, all Lyceum Series are free, however, whenever a nationally, or internationally known artist is contracted, a fee may be charged. This determination is set by the budget and the Lyceum Committee. If this is the case, the Chair contacts the Vice President for Administration and Fiscal Officer to make arrangements for ticket sales.

1.7.1.6 Student Life Committee

The Student Life Committee advises the Student Affairs staff and the faculty on matters ranging from resident hall policies, student activities, orientation, cultural events and Campus entertainment, visiting lecturers and convocations, student discipline, health services and other areas of student activity as may be of concern and interest.

1.7.1.7 Environmental and Safety Committee

The Environmental Safety Committee is concerned with the myriad of environmental issues that affect the college community and employee safety. It is responsible for the protection of environmental concerns and awareness at Paine College; investigation and the assurance of the proper storage and disposal of all medical or other hazardous material produced at any Paine college location; assuring that compliance with all governmental regulations relating to hazardous waste or environmental impact are observed; reporting any potential accidents or hazards located on the Paine College grounds to the Vice President for Administration and Fiscal Officer; and implementing and supervising recycling programs on campus. It shall further be responsible for the review and updating of appropriate portions of Volume II of this policy Manual upon the request of the Director of Human Resources.

1.7.1.8 Gift Policy Committee

The Gift Policy Committee is appointed by the President of Paine College and is chaired by the Vice President for Institutional Advancement and consists of representatives from the Development, the Board Investment Committee, and one from the Business Office, subject to such changes in composition as the President may wish to make from time to time.

1.7.1.9 Committee on Honorary Degrees

There shall be a Committee on Honorary Degrees convened by the Office of the President at the beginning of the academic year. The Committee will be composed of seven persons: three faculty appointed by the President, two trustees appointed by the chair of the Board of Trustees, an alumnus nominated by the Office of Alumni Affairs, and a student appointed by the president of the Student Government Association. A chair and a recorder will be elected from among the members at the first meeting.

Candidates for honorary degrees from Paine College shall be persons who are clearly worthy of this honor by the College and who will in turn, reflect honor upon the College. The degrees will honor persons who have achieved distinction in significant areas of human endeavor.

Candidates for honorary degrees shall have had a positive impact upon Paine College and shall reflect in their reputations the Paine College Ideal. Current active members of the board, faculty, and administration shall be ineligible for honorary degrees. Emeritus trustees may be considered in an executive session of the board which excuses those then under consideration. Honorary degrees will be given only for sustained achievement of lasting significance, and such degrees recognize:

eminent achievement in scholarship; outstanding achievements in the arts;
and/or high distinction in public service.

Honorary degrees are conferred honoris causa, a Latin term meaning “for the sake of honor.” Honorary degrees are not Ph.D.s, nor do they entitle the recipient to the same professional privileges as individuals who have earned degrees.

Selection criteria are based on national and international standards of exceptional achievements that are primarily intellectual in nature. Consideration may also be given to individuals who have contributed in significant ways to the advancement of disciplines or programs at Paine College and/or to the development of the state and region.

An honorary degree may be awarded to a person who satisfies the following criteria:

Eminence, in the course of a career, in some field of scholarship, in public service, or in an artistic, literary, governmental, religious, financial, or other endeavor; and

- An adequate reason for recognition by Paine College, in the form of an association or relationship with the College or a nexus between the individual’s achievements and the mission or life of the College.

Nominations for honorary degrees may be made by any member of the College community or by the general public. If the President and the Provost deem a nomination meritorious, the nominee’s name will be forwarded to the Committee on Honorary Degrees. All relevant materials concerning nominees should accompany nominations. The committee shall evaluate candidates, based upon the established policies, and channel the nominations through the Provost and Vice President of Academic Affairs to the faculty. Following a vote by the faculty, information about the nominee will be presented to the Board of Trustees for final determination.

Recipients are expected to receive the honorary degree in person. Any exception should require special action by the Board. The highly sensitive nature of granting honorary degrees demands the strictest confidence throughout the entire process of consideration and actions regarding candidates.

1.7.2 Faculty Committees

Committee on Nominations – Policies and Operational Procedures (See Article III, Section 2 of Faculty Bylaws)

Committee on Agenda (See Article III, Section 3 of Faculty Bylaws)

Committee on Faculty Welfare Policies (See Article III, Section 5 of Faculty Bylaws)

Committee on Curriculum, Academic Standards and Instructional Development (See Article III, Section 4 of Faculty Bylaws)

Committee on Faculty Courtesies (See Article III, Section 6 of Faculty Bylaws)
Committee on Tenure and Promotion (See Article III, Section 7 of Faculty Bylaws) (Also a Judicial Committee)
DPRC (See Article III, Section 8 of Faculty Bylaws) (Also a Judicial Committee)
Committee on Enrollment Management (See Article III, Section 9 of Faculty Bylaws) (Also a Judicial Committee)
Committee on the Library (See Article III, Section 10 of Faculty Bylaws)
Committee on Scholarships, Honors, and Awards (See Article III, Section 11 of Faculty Bylaws)
Academic Affairs Appeals Board (See Article III, Section 12 of Faculty Bylaws) (Also a Judicial Committee)
Committee on Research or Grants Affecting Human and Animal Subjects (See Article III, Section 13 of Faculty Bylaws)

1.7.3 Judicial Committees

Persons who serve on these committees are covered by the liability policies of the College as long as they act in a professional manner. Unprofessional or negligent behavior in many cases will cause insurance carriers to fail to cover an individual who is considered negligent by such conduct.

Committee on Tenure and Promotion (See Article III, Section 7 of Faculty Bylaws) (Also a Judicial Committee).

DPRC (See Article III, Section 8 of Faculty Bylaws) (Also a Judicial Committee).

Committee on Enrollment Management (See Article III, Section 9 of Faculty Bylaws) (Also a Judicial Committee).

Academic Affairs Appeals Board (See Article III, Section 12 of Faculty Bylaws) (Also in part a Judicial Committee).

1.7.3.1 Paine College Judicial Board

1. Jurisdiction. The College Judicial Board will hear all cases brought to it by the Dean of Student Affairs and Enrollment or a representative. The Judicial Board will make the necessary recommendations to the Dean of Student Affairs and Enrollment Management within 48 hours (2 business days) after the hearing. The student will be notified in writing by the Dean of Student Affairs and Enrollment or a representative of the Judicial Board's decision.
2. Composition. The Paine College Judicial Board shall be composed of the Dean of Student Affairs and Enrollment Management (or a representative), two student representatives, and three faculty/staff members. The list of members must be submitted to the President for approval.
3. Terms. All the appointments to the Board shall be made, no later than the second week of August. Any member of the Judicial Board may be re-appointed for an additional term (for a maximum of three consecutive terms before re-appointment).
4. Procedures for Judicial Board Selection. Any officially registered Paine College student is eligible to serve as a member of the Judicial Board or the Appeals Committee.

- a. **Membership:** The voting membership of the Judicial Board consists of: Two students and three faculty/staff members.
- b. **Meeting Dates:** The Judicial Board will meet on an as needed basis at a designated time and location.
- c. The Judicial Board is appointed for the academic year (nine months) and does not function in the Summer. However, the Dean and Assistant Vice President of Student Affairs and Enrollment Management, upon approval from the President, may assign a Committee to review cases of students brought to the Dean of Student Affairs and Enrollment Management during the Summer session on an as needed basis.

1.7.3.2 Paine College Appeals Committee

1. **Jurisdiction.** The Paine College Appeals Committee shall hear all appeals by students appealing imposition of penalties by the Dean and Assistant Vice President of Student Affairs and Enrollment Management.
2. **Composition.** The Paine College Appeals Committee shall be composed of three faculty members, appointed by the President, and four students approved by the Selection Committee. The Chairperson shall be appointed by the President.
3. **Term.** All appointments to the Appeals Committee shall be made, no later than the first week in the month of September. The term for all members shall be for one year. Any member of the Appeals Committee may be re-appointed for an additional term.

1.7.5 Sunset provisions for Paine College Committees

Each April the appropriate Governing Bodies will review these committees and decide to renew, modify, or disband the committee for the next academic year. They will inform the chairs of these committees and in consultation with the of the President and Provost and Vice President for Academic Affairs inform the Board of Trustees, Administrative Councils, the Faculty of the College, and the Student Government of the College.

1.8 Policy Manual Revision Policy

Volumes II, III, V, VI and VII are revised as appropriate by the administration of the College through the approval of the President and where appropriate or legally required by the Board of Trustees on the recommendation of the President.

Amendments to the academic policies in the Volume VI (Academic Policies) and Volume IV (Faculty Handbook) are recommended by the appropriate committee or councils and are reviewed by the Provost and Vice President of Academic Affairs for presentation and approval by the President or through the President by the Board of Trustees as appropriate.

Revisions to the Governing Documents of the College (See Section 1.3), as well as to the Internal Governance Procedures of the College (See Section 1.6 and 1.7) shall follow the amendment process of the respective Constitutions and Bylaws with oversight by the President and Board of Trustees. All other revisions to the remainder of Volume I shall follow the procedures in paragraph one, above, of this Section 1.8.

Revision of the policies found in Volume IV (Faculty Handbook) follows the procedures outlined in Volume IV, Section 4.13.

The Board of Trustees reserves the rights laid out in Volume IV, Subsections 4.13 with respect to the entire Policy Manual of the College.