MISSION STATEMENT:

The Department of Music’s mission is to provide opportunities for studying and making music within the context of a liberal arts education; to prepare students for careers in music-related fields; to enhance the cultural life of the campus and surrounding region; and to contribute to the preservation and expansion of our rich musical tradition through performance, composition, education, and research.

ARTICLE I. PURPOSES

Section 1.
These Bylaws constitute the rules for the governance of the faculty of the Department of Music of Georgia Southern University as provided in the Statutes of Georgia Southern University. They are intended to enable the faculty of the Department of Music to implement the authority granted to it by Article VI of the Statutes of Georgia Southern University. These Bylaws supplement and are subject to the Bylaws of the College of Liberal Arts and Social Sciences, the Statutes of Georgia Southern University and the Bylaws and Policies of the Regents of the University System of Georgia.

ARTICLE II. FACULTY

Section 1.
The voting members of the faculty of the Department of Music shall consist of the Corps of Instruction as delineated by the Board of Regents (i.e., the full-time professors, associate professors, assistant professors, senior lecturers, lecturers, and instructors in the Department), as well as all full-time Academic Professionals with faculty status; emeriti, visiting, adjunct, and part-time faculty are not included in the voting membership.

Section 2.
Non-voting members of the larger faculty body are encouraged to contribute to the governance of the Department by attending meetings, serving on committees, and contributing to discussions of policies and procedures.

ARTICLE III. AUTHORITY AND POWERS OF THE FACULTY

Section 1.
Subject to the Bylaws and Policies of the Board of Regents, Georgia Southern University, and the College of Liberal Arts and Social Sciences, the faculty of the Department of Music shall have the authority and duty to determine the entrance requirements for its own students; to prescribe and
define courses of study for them; to set requirements for degrees and certificates; to enact and enforce rules for the guidance and government of its students; and in general, to exercise jurisdiction over all educational matters within the Department.

Section 2.
The faculty shall have the power to set up rules governing its procedures and to adopt and amend its own Bylaws, which shall become effective upon the approval of the Dean of the College of Liberal Arts and Social Sciences.

ARTICLE IV: ADMINISTRATIVE OFFICERS

Section 1.
The Department of Music shall be headed by the Chair. Article I, Section 4 of the CLASS Bylaws enumerates the responsibilities for department chairs and school directors.

Section 2.
The Chair shall appoint a Director of Graduate Studies for the Department, subject to the approval of the Dean of the College of Liberal Arts and Social Sciences. The responsibilities of the Director of Graduate Studies are enumerated in Section 3 of the Jack N. Averitt College of Graduate Studies’s Handbook for Program Directors and Graduate Advisors.

ARTICLE V. DEPARTMENTAL STRUCTURE

Section 1.
The Department shall be organized into Areas. Areas may, themselves, be divided into Sub-Areas. The Areas shall be: Brass, Ensembles, Music Education, Music History, Music Technology, Percussion, Keyboard, Strings, Theory/Composition, Vocal Arts, and Woodwinds.

Section 2.
(a) Each Area will have a Head, appointed by the Chair in consultation with the Area faculty. Heads will serve one-year terms, and may be reappointed.
(b) The primary duty of the Area Head is to coordinate administrative matters for the Area.

Section 3.
(a) If deemed necessary, an Area may be divided into Sub-areas. Each sub-area will have a Coordinator, appointed by the Area Head in consultation with the Chair.
(b) The primary duty of the Coordinator is to coordinate administrative matters for the sub-area.

ARTICLE VI. FACULTY MEETINGS

Section 1.
The faculty of the Department of Music shall hold at least one (1) meeting each long semester of the academic year. Except in emergencies, the Chair shall notify the faculty at least seven (7) days prior
to any meeting of the time and place of such meetings and shall supply a working agenda listing all matters that the Chair expects to be presented or considered.

Section 2.
The presiding officer of faculty meetings shall be the Chair or the Chair’s designated representative.

Section 3.
A majority of the voting members of the faculty shall constitute a quorum.

Section 4.
All meetings shall be conducted according to the most recent edition of Robert's Rules of Order.

Section 5.
The regular operations of the Department of Music shall follow a committee review procedure. The Chair shall assign matters of substance to the appropriate committee for study and recommendation prior to being submitted to the faculty for definitive action. The voting faculty, by a simple majority, may vote to suspend committee review of a specific matter and act as a Committee of the Whole.

ARTICLE VII. STANDING COMMITTEES

Section 1. General Considerations
(a) The Department shall have the following standing committees: Undergraduate Committee; Graduate Committee, Instrumental Committee, Promotion and Tenure Committee; Scholarship Committee, and Vocal Arts Committee.

(b) With the exception of the Promotion and Tenure Committee, meetings of standing committees shall be open to all members of the faculty and staff, except when a committee deems it necessary to hold an executive session. With the exception of the Promotion and Tenure Committees, all standing committees must have at least one open session each academic year.

Section 2. Undergraduate Committee
(a) The Undergraduate Committee shall be composed of at least five (5) faculty members, broadly representative of the Department, appointed by the Department Chair. The Department Chair shall be an ex-officio member of the Committee.

(b) The powers and functions of the Committee shall be:
(1) to periodically review the undergraduate curricular requirements and offerings of the Department of Music and to forward appropriate recommendations to the faculty for approval;
(2) to receive proposals for any changes in undergraduate course offerings and curricular requirements, and forward to the faculty for approval those proposals considered appropriate;
(c) The Undergraduate Committee may create subcommittees to handle specific tasks, as desired.
Section 3. Graduate Committee
(a) The Department shall have a graduate faculty composed of the Chair of the Department and those members of the Department who satisfy the criteria set by the Department of Music, the College of Liberal Arts and Social Sciences, the Jack N. Averitt College of Graduate Studies, and Georgia Southern University for graduate faculty membership and who have been appointed by the Provost to the Graduate Faculty. Graduate faculty members will be either members or affiliates, in accordance with applicable guidelines.

(b) The Committee shall consist of at least five (5) graduate faculty members, representing each degree concentration, appointed by the Department Chair.

(c) The Director of Graduate Studies shall chair the Graduate Committee; the Department Chair shall be an ex-officio member of the Committee.

(d) The Department Graduate Committee shall propose procedures for periodic review of the Departmental criteria for graduate faculty membership.

(e) The powers and functions of the Committee shall be:
   (1) to periodically review the graduate curricular requirements and offerings of the Department of Music and to forward appropriate recommendations to the faculty for approval;
   (2) to receive proposals for any changes in graduate course offerings and curricular requirements, and forward to the faculty for approval those proposals considered appropriate;

(f) The Committee may create subcommittees to handle specific tasks, as desired.

Section 4. Instrumental Committee
(a) The Instrumental Committee shall consist of all applied instrumental faculty (including part-time faculty) and all instrumental ensemble directors. The Committee members may invite other faculty members to formally join the Committee, as deemed appropriate.

(b) The Department Chair shall appoint a Committee Chair to serve a one-year appointment.

(c) The Instrumental Committee shall consult on matters directly affecting the various instrumental areas.

(d) The Committee may create subcommittees to handle specific tasks, as desired.

Section 5. Keyboard Area Committee
(a) The Keyboard Area Committee shall consist of all applied keyboard faculty (including part-time faculty). The Coordinator of Collaborative Piano shall be an ex-officio member of the Committee.
(b) The Keyboard Area Head shall chair the Committee.

(c) The Keyboard Area Committee shall consult on matters directly affecting the Keyboard Area.

(d) The Keyboard Area Committee may create subcommittees to handle specific tasks, as desired.

Section 6. Promotion and Tenure Committee
(a) The Promotion and Tenure Committee will consist of the tenured members of the faculty, with the exception of the Department Chair.

(b) The Promotion and Tenure Committee will elect a chair in the Spring semester for the following academic year.

(c) The Promotion and Tenure Committee will meet at least once in the Fall semester, and will conduct its required duties as described in the various Promotion and Tenure Guidelines of Georgia Southern University, the College of Liberal Arts and Social Sciences, and the Department of Music.

(d) The Committee may create subcommittees to handle specific tasks, as desired.

Section 7. Scholarship Committee
(a) The Scholarship Committee shall consist of at least five (5) faculty members, broadly representative of the Department, appointed by the Department Chair. The Department Chair and Director of Graduate Studies shall be ex-officio members of the Committee. The Committee shall elect a chair at its first meeting of the academic year.

(b) The powers and functions of the Committee shall be to make recommendations to the Department Chair for the awarding of endowed and other departmental scholarships.

(c) The Committee may create subcommittees to handle specific tasks, as desired.

Section 8. Vocal Arts Committee
(a) The Vocal Arts Committee shall consist of all applied vocal faculty (including part-time faculty), all vocal ensemble directors, and the Coordinator of Collaborative Piano. The Committee members may invite other faculty members to formally join the Committee, as deemed appropriate.

(b) The Vocal Arts Area Head will be the Chair of the Committee.

(c) The Vocal Arts Committee shall consult on matters directly affecting the Vocal Arts area.

(d) The Committee may create subcommittees to handle specific tasks, as desired.

ARTICLE VIII: AD HOC COMMITTEES
Section 1.
The Chair may create ad hoc committees as needed.

ARTICLE IX. AMENDMENTS

Section 1.
These Bylaws may be amended in the following manner:

(a) All proposals for amendment shall be submitted in writing to the Chair. Proposals must be submitted at least fourteen (14) days prior to a regular faculty meeting. Proposals submitted within fourteen days of a regular faculty meeting will be considered at the following regular faculty meeting. The Chair will forward the proposal to the faculty at least seven (7) days prior to the faculty meeting at which the proposal is to be considered.

(b) All proposed amendments will be considered at the earliest regular faculty meeting possible.

(c) All proposed amendments submitted to the voting faculty shall become a part of the bylaws upon being approved by two-thirds (2/3) of the voting faculty present in a meeting where consideration of amendments is a part of the order of business.

Approved: August 13, 2015