

**INSTRUMENT OF GOVERNANCE
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
SCHOOL OF HEALTH AND HUMAN PERFORMANCE**

ARTICLE I

STATEMENT OF PURPOSE

The Faculty of the School of Health and Human Performance acknowledges the principle of faculty self-government and also recognizes the responsibility of the Faculty in the internal affairs of this School. This Instrument of Governance establishes procedures whereby this responsibility shall be discharged.

ARTICLE II

STATEMENT OF AUTHORITY

Section 1. Authority

1. The responsibilities and procedures of faculty self-government established herein derive from The Code, Board of Governors of The University of North Carolina, and especially Section 501 D, charging the Chancellor, among other duties, to define the scope of authority of faculties, councils, committees and officers of the institution. All projects, programs and reports undertaken on behalf of the School of Health and Human Performance are subject to the authorization and approval of the Dean of the School.
2. This Instrument of Governance is established in accordance with The Constitution of the Faculty, Article I, Section 1, (2), of The University of North Carolina at Greensboro.

Section 2. Governing Bodies

1. This Instrument of Governance establishes the following governing bodies: Dean's Administrative Cabinet, the Faculty Assembly, and standing committees of the Faculty Assembly.
2. If any positions on the Dean's Administrative Cabinet, the Faculty Assembly, and committees are not filled for any reason, these bodies may still function.

ARTICLE III

DEAN'S ADMINISTRATIVE CABINET

Section 1. Purpose

The Dean's Administrative Cabinet shall serve as an advisory body to the Dean on matters of importance to the School. Such subjects shall include, but not be limited to, planning for the School and its constituent departments, programmatic Initiatives and review, budgetary planning and analysis, and responses to University or other external initiatives.

Section 2. Membership

The Cabinet shall be composed of the Dean, assistant/associate dean(s), department heads, chair and chair elect of the Faculty Assembly. As needed the Dean may expand the Cabinet for a given meeting by including all members of the Executive Committee of the Faculty Assembly. The Dean shall chair the Cabinet.

ARTICLE IV

THE FACULTY ASSEMBLY

Section 1. Purpose

The purpose of the Faculty Assembly is to provide avenues for meaningful faculty involvement in the governance of the School and to communicate the will of the faculty to the Dean. The Assembly shall have a chair and other officers it deems appropriate, and shall elect and/or appoint, as it deems necessary, Assembly committees and School faculty representatives to other School and University bodies. It shall meet at least once per semester and beyond that as often as necessary to conduct its business.

Section 2. Membership

Voting members shall consist of all full-time faculty and other full-time EPA professional staff in the School.

Section 3. Officers

The members of the Assembly shall elect officers yearly from a slate presented by the Assembly Executive Committee. Elections shall be conducted by mail ballot. A simple majority of ballots cast shall be required for election. The officers of the assembly shall be as follows:

Chair – The Chair shall serve as the principle officer of the Assembly. The Chair shall preside at meetings, and expedite the work of the Assembly. The Chair shall serve for one year, and then continue to serve on the Executive Committee for the following year. The chair shall also serve on the Dean’s Administrative Cabinet and as Chair of the Executive Committee.

Chair-Elect – The Chair-Elect shall serve in the absence of the Chair, shall serve as secretary to the Assembly taking and disseminating minutes of all Assembly meetings, and shall carry out other tasks as may be delegated to him/her by the Chair. The chair-elect shall also serve on the Executive Committee and on the Dean’s Administrative Cabinet. The Chair-Elect shall serve a one-year term coinciding with that of the Chair.

Past-Chair – The Past-Chair shall continue to serve on the Executive committee for one year as a consultant on procedure and agenda. The Past-Chair shall serve as Chair of the Alumni Awards Committee and shall preside at the Alumni Awards Ceremony that is held at the Lawther Lecture the following fall after serving as Past-Chair.

Parliamentarian – The Chair of the Assembly shall appoint a parliamentarian from the membership on an annual basis.

Section 4. Meetings and Agenda

The Assembly shall meet at least once per semester and beyond that as often as necessary to conduct its business. Regular meeting dates and times will be set by the Executive Committee no later than the beginning of each academic year and the membership will be notified in writing of the schedule of meetings. Special meetings may be called, as the need arises, by the Chair or by the Executive Committee. The membership must be notified in writing one week in advance of all meetings. The agenda of all regularly scheduled Assembly meetings must include, but should not be limited to, a report from the Dean, reports from all Assembly committees (no report is an option), and a report from the Assembly Chair. Special Assembly Meetings may depart from this format to engage in discussion of important issues facing the School.

Section 5. Quorum

For the transaction of Assembly business a quorum must be present. The presence of a majority of the qualified voting members shall constitute a quorum.

Section 6. Voting

A majority vote of those present shall be required to pass motions and resolutions. Voting shall ordinarily occur by voice or show of hands. When deemed advisable by the Chair, or when requested by any member, a secret ballot shall be conducted. A mail vote may be ordered by action of the Assembly on any issue, a quorum being present. If a faculty member is unable to attend a meeting where an action item is on the agenda, that member may vote by proxy by giving the vote to any Executive Committee member in

writing prior to the Faculty Assembly meeting. Proxy votes may not be used to establish a quorum for any Assembly business.

Section 7. Committees

Committees of the Assembly are a major means by which faculty become involved in the governance of the School. Membership on Assembly Committees shall be open to all voting members of the Assembly. Committees shall be appointed or elected by the Assembly, and they shall have a responsibility to report to the Assembly on their work in a timely fashion. Unless otherwise noted, each committee shall elect its own Chair at the beginning of each academic year. There shall be two types of committees, standing committees and ad hoc committees. Standing committees are ongoing bodies appointed or elected on a regular basis as established in the Bylaws.

Section 8. Bylaws

1. The Faculty Assembly may adopt bylaws for the purpose of conducting its business. Such bylaws shall be in accordance with this Instrument of Governance.
2. Bylaws adopted by the Faculty Assembly may be amended by a majority vote of all eligible voters present and voting.
3. In all cases not covered by this Instrument of Governance or the Bylaws adopted by the Faculty Assembly, the latest edition of Robert's Rules of Order shall be followed in the conduct of the business of the Faculty Assembly.

ARTICLE V

AMENDMENTS

Amendments to the Instrument of Governance shall be submitted to the Faculty Assembly by the Assembly Executive Committee. Any member of the Faculty Assembly may submit proposed amendments to the Executive Committee. The Executive Committee shall review, and shall submit such proposed amendments to the Faculty Assembly, together with its recommendations and rationale, in a timely manner for debate and action by the Faculty Assembly. The Faculty Assembly may act on amendments at the regular Faculty Assembly meeting in which they are introduced provided that all members of the Faculty Assembly shall have received a copy of the amendments at least twenty (20) calendar days prior to the regular Faculty Assembly meeting. Amendments must receive the approval of two-thirds of the Faculty Assembly members present and voting. Final adoption of an amendment is subject to approval by the Dean and the Chancellor.

August 15, 1991

Revised October 15, 1998