

Bylaws  
Kennesaw State University  
Department of Dance  
**Dance Staff Council**

**Article I – Name**

The name of this committee is the Dance Staff Council (DSC) of the Department of Dance.

**Article II – Purpose**

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

**Article III – Members; Election of Chair**

- a. The DSC will function as a Committee of the Whole and:
- b. Be composed of all full-time Staff members.
- c. Be chaired by an elected Staff member who is selected by vote of the body.
- d. Represent the prerogative for the Committee of the Whole and its sub-committees to meet without the DSC Chair.
- e. Perform the purpose of the DSC.
- f. Be initially approved and then reaffirmed annually by a majority vote of the full-time Staff members of the department by secret ballot.

**Article IV – Meetings**

- a. The council shall reserve a minimum of one meeting a month, held as needed.
- b. The council will meet once a month with the Department Chair.
- c. The DSC Chair shall publish agendas and meeting times in advance. The DSC Secretary shall publish minutes or a meeting summary within 10 days of the end of the relevant meeting that, at minimum, records attendance and all actions, decisions or recommendations of the DSC.
- d. The DSC shall take necessary measures to assure continued functioning of the DSC during the summer months if necessary.
- e. Two-thirds of elected members constitute a quorum and each meeting will begin with the

establishment of quorum.

- f. If a committee member is unavoidably absent on the day of a vote, that member will provide a proxy OR deliver proxy votes and/or notes either before the meeting or as late as seven calendar days after the official vote.
- g. A simple majority of the body shall be required to pass a motion.
- h. These bylaws may be amended by a two-thirds vote of DSC members.
- i. During any academic year in which the DSC shall consist of less than 4 members, the following voting and quorum structure shall be used in lieu of the above:
  - i. All members of the DSC must be in attendance to achieve a quorum for each meeting.
  - ii. A simple majority of the DSC shall be required to pass a motion. Should the members be unable to achieve a majority for or against a motion, the Department Chair may cast the deciding vote.
  - iii. These bylaws may be amended by a unanimous vote of the DSC members.