

BYLAWS
PHYSICAL EDUCATION DEPARTMENT
Adopted December 2007
Revised March 2008, April 2009

Basic Principle:

The opinion of all persons teaching and working in the Physical Education Department (PHED) will be sought out and valued in all matters affecting them regardless of rank or tenure.

Membership:

1. Any individual who is in a full-time teaching position within the PHED.
2. Any individual who teaches a minimum of three (3) credit hours per academic year within the PHED and has taught for a minimum of one (1) academic year.

At the beginning of each semester individuals who qualify under Category 2 shall be sent a written notice asking whether they intend to be voting members of the PHED. In order to be a voting member during that semester they must respond in writing by the end of the first full week of classes of that semester affirming their intention to vote. Individuals indicating that they do not wish to vote or who do not respond prior to the deadline shall not be considered voting members of the PHED and shall not be considered towards determining a quorum at PHED meetings.

Department Votes:

1. At all PHED meetings a quorum shall consist of one half plus one of the voting membership.
2. A simple majority vote of the PHED membership present at a meeting with a quorum shall be required to carry a motion for all items unless otherwise specified in the Bylaws. Proxy voting shall not be permitted.

Bylaw Amendments:

1. Bylaw amendments shall require a two-thirds majority vote of the entire voting membership of the PHED and shall be conducted by written ballot.
2. Proposed Bylaw amendments must be submitted in writing at least one week prior to the PHED meeting at which they shall be considered. The votes shall be counted by the PHED Secretary and one member of the PHED agreed upon by a majority of the membership.
3. Should a member not be able to attend the meeting at which the Bylaw amendment is being considered they shall have 48 hours from the date of the meeting to submit a written ballot to the Secretary.
4. The Secretary shall make the result of the Bylaw amendment vote known to all members by email and written notice as soon as the final vote has been determined.

Selection of Department Chair:

1. The PHED's recommendation for Chair must be sent to the Dean during the first week of the last semester of the present Chair's term.
2. The present Department Chair shall appoint an Ad Hoc Committee comprised of no less than three (3) members of the PHED. The members of the Committee shall select the Committee Chair.
3. The Ad Hoc Committee shall be responsible for establishing a process to receive nominations and hold an election so that the PHED's recommendation for Chair shall be sent to the Dean by the required deadline.
4. Members of the PHED who cannot attend the meeting that the recommending vote is held shall be given 48 hours to submit their vote in writing to the Chair of the Ad Hoc Committee via the PHED Secretary. The Chair of the Ad Hoc Committee along with the other members of the Committee shall tally the final vote and convey the results to the Dean and members of the PHED by email and in writing.
5. If there are three (3) or more nominees, the nominee receiving a simple majority vote of the PHED membership shall be recommended for PHED Chair. If none of the nominees receive a simple majority vote, then a run-off vote of the top two (2) vote receivers shall be held one (1) week from the date that the previous vote was held.
6. To be eligible to serve as Department Chair, the person must:
 - a. be a full-time faculty member of PHED, and
 - b. be on a reporting line to the Dean of the division in which PHED resides.

Associate Chair:

1. PHED members will elect, on a biannual basis, a person to serve as Associate Chair.
2. To be eligible to serve as Associate Chair, the person must:
 - a. be a voting member of the PHED, and
 - b. be on a reporting line to the Dean of the Division in which PHED resides.
3. The Associate Chair's responsibilities are to serve as an Interim Chair in the absence of the Department Chair until the Department Chair returns or a new Chair is appointed.