

**College of Agriculture, Auburn University**

**GLOBAL PROGRAMS ADVISORY COMMITTEE (GPAC)**

**BYLAWS**

Approved October 3, 2014

Revised September 14, 2017

The mission of the Office of Global Programs is to integrate the global dimension into the teaching, research and extension/outreach programs of the College of Agriculture and extend our scientific-discoveries, innovations and technologies to impact the lives of peoples around the world. The College of Agriculture's Global Programs Advisory Committee (GPAC) was established in September 2014 to advise and support the Director of Global Programs (DGP) in achieving the above stated mission. Functions, representation, and conduct are outlined in this document.

**1. Structure and Representation**

- 1.1. Composition: The Committee shall be comprised of at least one tenured/tenure-track faculty member from each academic department/school in the College of Agriculture, 1-2 faculty members representing Alabama Cooperative Extension System (ACES), 1 non-tenure track faculty/staff, 1 graduate student, and 1 undergraduate student. Committee members shall be selected with input from Department Heads/Chairs or School or Extension Directors. The committee may also include at least one member representing the other colleges within the AAES and one member representing AAES institutes/centers.
- 1.2. Subcommittees: The Committee may establish one or more subcommittees to handle relevant matters. The Subcommittees shall report to the Committee on their work regularly, making appropriate recommendations.
- 1.3. Term of office: Committee members shall be appointed by DGP on a three-year term basis. An individual member can serve on the committee for a maximum of three consecutive terms. Students may serve for less than 3 years.

**2. The Chair**

- 2.1. The Chair will serve a one-year term for a maximum of two consecutive terms. The Chair shall be elected from the membership of the committee at the beginning of an academic year.
- 2.2. The duties of the Chair shall include:
  - 2.2.1. Frequent consultation with the Director of Global Programs (DGP) and staff, Committee members, and others to determine meeting times, agendas, and administrative details (mailings, handouts, etc.);

- 2.2.2. Work with the DGP to schedule and conduct meetings (note: request for meetings to be initiated by the DGP);
- 2.2.3. Work with the DGP to recruit new Committee members;
- 2.2.4. Introduce new members to the purpose and workings of the Committee;
- 2.2.5. Inform members in timely fashion of issues affecting Committee work.

### **3. Meetings**

- 3.1. The Committee shall meet on a bi-monthly (every 2 months) basis during the fall and spring semesters. Unscheduled meetings may be arranged by the Chairperson/DGP when the need arises.
- 3.2. The Committee shall make no decisions without a quorum of a majority of the members.
- 3.3. Meeting agenda may include the following:
  - a. Approval of minutes
  - b. Remarks of the DGP
  - c. Old business
  - d. New business
- 3.4. Guests, observers, advocates, etc. may be invited by the Chairperson/DGP to participate in the Committee's deliberations.
- 3.5. The DGP and program staff will attend Committee meetings, and may make appropriate remarks.
- 3.6. Elected members may send substitutes to participate in Committee meetings, but substitutes may not vote. Absentee voting by members is permitted only after they have participated in the discussion of a matter.
- 3.7. By majority vote, members may institute a secret ballot on any motion.
- 3.8. If a meeting adjourns while an issue is still under consideration, it will be made the first matter of old business at the next Committee meeting.

### **4. Adoption and amendment**

- 4.1. These bylaws shall be in effect when adopted by a majority vote of Committee members.
- 4.2. Amendment of these bylaws shall be by approval of two-thirds of all Committee members, after appropriate notice and discussion of proposed amendments.