

**GEORGIA PERIMETER COLLEGE  
INSTITUTIONAL ADVANCEMENT POLICY COUNCIL  
BYLAWS**

**Article I: Powers and Jurisdiction**

**Section 1. Powers and Jurisdiction**

The purpose of the Institutional Advancement Policy Council is to direct the review and revision process using feedback from constituents and recommend Institutional Advancement policy to the President's Advisory Board through the Office of Governance and Policy in order to:

- Advance the mission of Georgia Perimeter College by increasing visibility both locally and nationally.
- Advance the mission of Georgia Perimeter College by increasing external support from corporations, philanthropic foundations, federal and state agencies, alumni, employees and retirees.

Advance the mission of Georgia Perimeter College by actively supporting the college's strategic planning process through accurate and timely research, development of an appropriate marketing plan, and focused fundraising efforts.

The Institutional Advancement Policy Council shall review policies approved by other policy councils.

**Section 2. Procedures**

These Bylaws shall constitute the rules and regulations governing the conduct and procedures of the Council in the performance of its duties enumerated above.

This Council may choose to utilize temporary, targeted, transparent and timely Task Teams to assist in the formulation of policy revision and/or the development of new policy.

This Council will convene, gather input from constituents, deliberate over policy revision and formulate recommendations to the Vice President for Institutional Advancement.

**Article II: Membership**

**Section 1. Membership**

## **A. Non-Rotating Members:**

Vice President for Institutional Advancement, Chair  
Director of Institutional Advancement  
Director of Marketing and Public Relations  
Director of Grants and Sponsored Programs  
Director of Alumni Relations  
Director of Educational Technologies  
Director of Center for Organizational Development  
Director of Center for International Education  
Director of Student Financial Services  
Athletics Representative  
Director of Institutional Research and Planning  
Director of Writers Institute

## **B. Rotating Members:**

Rotating members shall be appointed by the Vice President of Institutional Advancement.

### **Rotating Members: 2 Years**

Faculty Representatives (4)  
Support Staff Representatives (3)

### **Rotating Members: Annual**

Student Representatives (2)

## **Section 2. Duties of Members**

Members are responsible for attending all Institutional Advancement Policy Council meetings. The IAPC chair shall be notified in advance if there is a planned absence. The IAPC chair has the responsibility to remove any representative that misses three consecutive meetings. Members shall distribute policy proposals to their constituents and solicit feedback.

## **Section 3. Vacancies**

Vacancies in the IAPC shall be filled by the Vice President for Institutional Advancement.

## **Article III. Officers**

### **Section 1. Chair**

The Vice President for Institutional Advancement shall serve as Chair of the Institutional Advancement Policy Council. The Chair shall preside at the meetings of the Council, shall determine the dates of the meetings, shall assure that the meeting agenda is distributed seven working days prior to the meeting, and shall assure that annual assessment occurs.

## **Section 2. Secretary**

The Secretary to the Vice President for Institutional Advancement shall serve as the Recording Secretary of the Institutional Advancement Policy Council. The Recording Secretary shall record and prepare all minutes of the Council and distribute these to IAPC representatives and the College community.

## **Article IV. Meetings of the Institutional Advancement Policy Council**

### **Section 1. Regular Meetings**

The IAPC will meet four times per year, with a clearly defined agenda for each meeting. Meetings will be held in January, April, August, and November.

### **Section 2. Agenda**

The agenda for each meeting, along with any pertinent supporting information to be discussed, shall be distributed to the members at least three working days in advance of regularly scheduled meetings.

### **Section 3. Voting**

Only those members at a meeting or their representative (an individual approved by the IAPC to serve for the term) shall vote on any proposals.

### **Section 4. Quorum**

A simple majority (50% plus 1) of the total voting membership of the Institutional Advancement Policy Council shall constitute a quorum for the transaction of the business of the council. Motions may be passed by a majority of those present and voting.

### **Section 5. Visitors**

Non-members are welcome to attend the Institutional Advancement Policy Council meetings. They should be seated as to not interfere with normal deliberations. All meetings shall be conducted in accordance with the Georgia Open Meetings Law. Non-

members who wish to address the Council shall request permission to do so from the Chair during the meeting.

## **Section 6. Minutes**

The unofficial minutes of the previous IAPC meeting shall be distributed to the members seven working days before each regular meeting. Following approval by the Council, the official minutes shall be distributed in hard copy and will be posted on the Georgia Perimeter College Office of Governance and Policy webpage.

## **Section 7. Order of Business**

The order of business for regular meetings of the Institutional Advancement Policy Council shall be as follows:

- A. Call to order
- B. Minutes of the last meeting
- C. Committee Reports
- D. Old business
- E. New business, including presentation of proposals
- F. Other business
- G. Announcements and information
- H. Adjournment

## **Section 8. Parliamentary Procedure**

All questions of parliamentary procedure shall be governed by the latest edition of *Robert's Rules of Order*.

## **Article V: Committees**

Institutional Advancement Policy Council Task Team

## **Article VI: Amendments to the Bylaws**

The Institutional Advancement Policy Council shall have the power to amend its bylaws, providing that such is approved by a two-thirds majority of the Policy Council.

Approved by PPAB 4/5/11