BYLAWS OF THE FACULTY
College of Arts and Sciences
Georgia State University

ARTICLE I. PURPOSES

Section 1.
These bylaws constitute the rules for the governance of the faculty of the College of Arts and Sciences of Georgia State University as provided in the Statutes of Georgia State University. They are intended to enable the faculty of the College of Arts and Sciences to implement the authority granted to it by Article V of the Statutes of Georgia State University. These bylaws supplement and are subject to the Statutes of Georgia State University and the policies of the Regents of the University System of Georgia. Thus, these bylaws must be read in light of these basic governing documents of the university.

ARTICLE II. MEMBERSHIP

Section 1.
The voting members of the faculty of the College of Arts and Sciences (designated throughout as “faculty”) consist of the dean of the college, the associate and assistant deans of the college with faculty rank, and all faculty in the college holding the following ranks: professor (professor, associate, assistant), lecturer (principal senior, senior, lecturer), academic professional (principal, senior, academic professional), clinical (professor, associate, assistant), professor of practice, non-tenure track research (professor, associate, assistant), and instructor. The president of the university and the provost and vice president for academic affairs serve as ex officio members of the faculty of the College of Arts and Sciences. Emeriti faculty, adjunct faculty, visiting faculty, part-time instructors, and ex officio members of the faculty may participate in faculty meetings and have the right to be heard, but may not vote, hold office, or serve as voting members on committees of the college. Each department must specify in its bylaws how emeriti faculty, adjuncts, and individuals with visiting appointments may participate in departmental meetings and committees.

Section 2.

Students enrolled in the college may serve on standing committees as provided below.

ARTICLE III. AUTHORITY AND POWERS OF THE FACULTY

Section 1.
As provided in Article V of the Statutes of Georgia State University, the faculty of the College of Arts and Sciences has the authority and duty to determine the entrance requirements of its own students; to prescribe and define courses of study for them; to recommend the establishment, modification, and discontinuance of degrees, diplomas, and certificates attesting to academic credit earned; to set requirements for degrees, diplomas, and certificates; to enact and enforce rules for the guidance and governance of its students; and, in general, to exercise jurisdiction over all educational matters within the college. The faculty also has the power to set up rules...
governing its procedure and amend its own bylaws as specified in Article XIII, Section 1 below.

**Section 2.**

(a) The faculty have the power to elect the vice chair and members of the executive committee and standing committees; and to delegate to committees matters within the jurisdiction of the faculty for study, consideration, and recommendation. The faculty, by a two-thirds (2/3) majority, may vote to suspend committee review of a specific matter and act as a committee of the whole.

(b) The faculty have the power to vote on motions presented by the executive committee or a standing committee for consideration by the committee of the whole.

**ARTICLE IV. VOTING**

**Section 1. Voting Procedures**

(a) Actions by the faculty (committee of the whole) or any committee or subcommittee may be taken by either in-person or electronic voting. Elections are conducted electronically as specified in Article IV, Section 2(c) below. Voting by proxy is prohibited.

(b) If a voting member objects to the voting method being called for, that member may make a motion to change the voting method.

(c) A majority of votes cast is required for any motion to pass, with the exception of motions to amend the bylaws (described in Article XIII, Section 1 below) and motions to suspend committee review of a specific matter (described in Article III, Section 2(a) above).

**Section 2. Electoral Process**

(a) As stated in Article III, Section 2(a) above, the faculty have the power to elect a vice chair and members of the executive committee and standing committees. The elections are conducted by the dean’s office annually.

(b) Nomination of faculty representatives are collected by the dean’s office by area. All faculty may vote for candidates in every area.

(c) Ballots are collected during a specified duration of time using an anonymous, electronic voting method.

(d) A plurality of votes is required to elect a faculty member to an office or committee position where an election is required.

(e) Immediately following the elections, the dean’s office prepares an alphabetical list of the members of all committees, with continuing members named first, and distributes it to the faculty. The dean’s office calls a meeting before the end of the semester in which the election occurs for the purpose of electing a chair.

(f) Unexpected vacancies are filled by election during the next annual committee elections cycle, unless otherwise specified. The elected replacement member will serve until the end of the unexpired term. In cases where an elected member is unavailable to serve for
one semester or less, the dean may appoint an acting member from the same academic area to serve on behalf of the absent member.

ARTICLE V. ADMINISTRATIVE OFFICERS
The powers and duties of the administrative officers of the College of Arts and Sciences are defined in Article VIII of the Statutes of Georgia State University.

ARTICLE VI. FACULTY MEETINGS
Section 1.
The faculty of the College of Arts and Sciences hold at least one (1) regular meeting each fall and spring semester of the academic year. Regular and special meetings are held on dates to be determined by the dean of the college. The dean may call a special meeting independently, or the dean will call a special meeting upon receipt of a petition stating the purpose of the proposed meeting and signed by at least twenty (20) percent of the voting members of the faculty. Summer meetings may be called in either of these ways. At least ten (10) days prior to any meeting of the faculty, except in emergencies, the dean will notify each member of the faculty of the time and place of such meetings and will supply a working agenda listing all matters that the dean expects to be presented or considered.

Section 2.
The dean of the college is the presiding officer of both regular and special meetings. In the absence of the dean, the vice chair will preside.

Section 3.
A majority of the voting members of the faculty constitutes a quorum.

Section 4.
All meetings are conducted according to the most recent edition of Robert's Rules of Order.

Section 5.
The regular operations of the College of Arts and Sciences follows a committee review procedure. All matters of substance will be submitted for committee study, consideration, and recommendation prior to definitive action by the college. As stated in Article III, Section 2(a) above, the faculty, by a two-thirds (2/3) majority, may vote to suspend committee review of a specific matter and act as a committee of the whole.

ARTICLE VII. FACULTY OFFICERS
Section 1.
The dean of the college serves as chair of the faculty. The chair presides over meetings of the faculty and appoints a member of the faculty to serve as parliamentarian. The chair may present to the faculty for its consideration any matter within its jurisdiction and such information about
the college and the university as the chair deems appropriate. The chair designates a secretary to record the minutes of all meetings.

Section 2.

The vice chair is elected by the faculty in the manner prescribed in Article IV, Section 2 above. The vice chair’s term of service is one (1) year. The vice chair presides in the absence of the chair and is an ex officio member of the executive committee for that year.

ARTICLE VIII. EXECUTIVE COMMITTEE

Section 1.

The college has an executive committee composed of the dean, associate deans, the vice chair of the faculty, and the following fourteen (14) voting members: four (4) faculty from the humanities, four (4) faculty from the natural and computational sciences, four (4) faculty from the social and behavioral sciences, and two (2) students. The dean, in consultation with the executive committee of the college, designates which departments, schools, and institutes (hereafter referred to as departments) constitute each of the three (3) academic areas of the college.

Section 2.

The twelve (12) faculty representatives on the executive committee are elected by the faculty in the manner prescribed in Article IV, Section 2 above.

(a) No two elected faculty representatives may be from the same department.

(b) The faculty representatives on the executive committee serve for terms of two (2) years, but their terms are staggered so that the terms of not more than six (6) members expire at the same time.

Section 3.

Unexpected faculty vacancies on the executive committee are filled in the manner prescribed in Article IV, Section 2 above.

Section 4.

The two (2) student members on the executive committee are selected by the executive committee from nominees proposed by the dean, department chairs, undergraduate or graduate directors, other faculty, or students. Both students, one (1) undergraduate and one (1) graduate, must be enrolled in the College of Arts and Sciences. The students must have an expected graduation date of at least one (1) year beyond the appointment. Student members serve one (1) year terms.

Section 5.

Student vacancies on the executive committee are filled by the method prescribed in Article VIII, Section 4, as soon as possible after the vacancy occurs. The student selected to fill a vacancy serves until the end of the unexpired term.
Section 6.

The executive committee meets regularly and at least once each semester of the academic year at the call of the dean. The dean or the dean’s designated representative presides over all meetings of the committee. The dean appoints a secretary to keep the minutes of all meetings. The dean may appoint faculty or staff members to serve in a non-voting advisory capacity to the committee. Upon receipt of a petition signed by one-third (1/3) of the voting members of the executive committee, the dean will call a special meeting of the committee.

Section 7.

A majority of voting members constitutes a quorum in all meetings of the executive committee. All decisions of the committee are by majority vote.

Section 8.

The duties and responsibilities of the executive committee are:

(a) to act as an advisory body to the dean;

(b) to review the academic operations and budget of the college, as well as any related items submitted by the dean or faculty members;

(c) to report its actions at each regular meeting of the faculty;

(d) to make nominations, which can be supplemented by nominations from the faculty at large, for each vacant position on standing committees;

(e) to devise and implement procedures approved by the faculty for the selection of student members to serve on standing committees;

(f) to act in a manner consistent with due process as an appeals committee on procedural matters regarding promotion, tenure, and non-renewal;

(g) to initiate the triennial evaluation of department chairs and school and institute directors (hereafter referred to as department chairs), according to the college’s policy on the triennial evaluation process;

(h) to appoint a Faculty Grievance Board. The faculty grievance board is composed of fifteen (15) members of the college faculty. These faculty members are appointed to staggered terms by the college executive committee according to the following scheme: four (4) members are appointed from each of the three (3) areas of the college (humanities, natural and computational sciences, and social and behavioral sciences) and three (3) members are appointed at large. All appointed members serve four-year terms. If an individual faculty member needs to be replaced for any reason, the college executive committee appoints a replacement from the appropriate area to complete the unexpired term. (See Composition and Duties of Grievance Board and Faculty Appeals Policy and Procedures in Appendix A.)
(i) to consider proposals for the creation or elimination of departments, schools, institutes, and centers of the college and to make such recommendations to the faculty of the college as it deems appropriate in accordance with Article X, Section 1;

(j) to conduct the five-year review process to evaluate college research centers and make recommendations to the dean concerning continuation and funding of college research centers, per the Policy on College Research Centers.

ARTICLE IX. STANDING COMMITTEES

Section 1. General Considerations

The college has standing committees on curriculum, bylaws, faculty awards, undergraduate studies, graduate studies, promotion review procedures as well as a committee on non-tenure track faculty promotion review and three promotion and tenure advisory committees. Unless specified otherwise below, all faculty representatives on standing committees are elected by the faculty in the manner prescribed in Article IV, Section 2 above for a term of two (2) years. Each committee is composed of at least one (1) member from each of the three (3) areas of the college. Terms of office are staggered in order that not more than one half expire at the same time. Department chairs may not serve on standing committees unless specified below.

Meetings of standing committees are open to all members of the faculty except when a committee deems it necessary to hold an executive session. The dean may appoint faculty or staff members to serve in a non-voting advisory capacity to any of the standing committees.

Section 2. Curriculum Committee

(a) The curriculum committee is composed of eight (8) faculty, with two (2) members from each of the three academic areas of the college and two (2) at large members, at least four (4) of the faculty members being members of their respective departmental graduate faculties. The committee includes two (2) student members. The committee meets at least once each semester of the academic year.

(b) The powers and functions of the committee are:

(1) to review periodically the curricular requirements and offerings of the College of Arts and Sciences and to make appropriate recommendations to the faculty;

(2) to make available to the faculty all proposals for adding, modifying, or discontinuing courses and all revisions to the undergraduate and graduate catalogs in a timely manner (at least twenty (20) business days) prior to a vote of the committee;

(3) to receive proposals for any changes in course offerings and curricular requirements following the review of the faculty and to recommend to the dean those proposals considered appropriate;

(4) to forward to the faculty a report on each approved proposal that delineates how the proposal affects (a) the core curriculum, (b) the department submitting the proposal, and (c) other departments; and
to authorize experimental courses on a trial basis for a period not to exceed one year. As soon as possible after the course has been offered the committee reviews the course and report its findings to the faculty.

Section 3. Bylaws Committee

(a) The bylaws committee is composed of four (4) faculty members, at least two (2) being members of their respective departmental graduate faculties, and one (1) student member. The committee meets at least once each semester of the academic year.

(b) The powers and functions of the committee are:

1. to review the college bylaws and recommend to the faculty any amendments or changes in the bylaws which it deems necessary or appropriate in accordance with Article XIII, Section 1;

2. to receive from the faculty proposals for changes or amendments to the bylaws, consider such proposals, and make its recommendations to the faculty in accordance with Article XIII, Section 1;

3. to review department bylaws at the request of the dean and to make recommendations to the same for their amendment or approval;

4. to perform regular maintenance of the college bylaws, ensuring accuracy and consistency with university system, university, and college policies and practices;

5. to provide a copy of any non-substantive editorial changes to the faculty as an information item by the next regularly scheduled faculty meeting. Non-substantive editorial changes include correction of typographical errors and omissions; correction of grammatical errors; correction of outdated web links and locational references to other policies; updates to reflect approved changes in titles of academic units, offices, and administrators; and changes to create consistency in capitalization and naming conventions.

Section 4. Faculty Awards Committee

(a) The faculty awards committee is composed of five (5) faculty and two (2) student members. The committee meets at least once each semester of the academic year.

(b) The powers and functions of the committee are:

1. to establish qualifications and nominating procedures for all faculty awards recognized by the College of Arts and Sciences;

2. to select the recipients of all awards approved by the college; and

3. to consider new awards or other means of honoring outstanding faculty.

(c) Although final award selection is the responsibility of the committee, it may establish sub-committees with membership beyond that of the standing committee for the purpose of selecting finalists for faculty awards.
Section 5. Undergraduate Council

(a) The undergraduate council consists of the dean of the college, one faculty member from each department with an undergraduate degree program, the chair of the interdisciplinary studies subcommittee, and four (4) undergraduate student members. The chair of the council is appointed annually by the dean from among the council members. The chair of the council appoints a secretary to keep minutes of all meetings.

(b) The powers and functions of the undergraduate council are:

1. to act as an advisory body to the dean of the college on issues related to the college's undergraduate programs;

2. to serve as an advisory body to the faculty of the college on matters related to the undergraduate program of the college, particularly with respect to retention and common policies and regulations. The undergraduate council makes a report to the faculty of the college on the status of the undergraduate programs at the spring faculty meeting of the college each year;

3. to seek ways to evaluate and improve undergraduate instruction in the College of Arts and Sciences, and to make appropriate recommendations to the faculty.

4. to receive and study proposals for the creation, discontinuance, or renaming of undergraduate academic programs and to make such recommendations to the dean of the college as it deems appropriate;

5. to designate each year four (4) faculty and two (2) student members to an undergraduate petitions board whose duties are to review final course grade appeals, academic complaints, and petitions for waivers or variance of academic policies and make recommendations to the dean in keeping with the university Policy and Procedures for Student Complaints, Petitions for Policy Waivers and Variances, and Appeals;

6. to designate each year the membership of the interdisciplinary studies subcommittee. Membership on the subcommittee may include members who are not undergraduate council representatives (e.g., BIS concentration coordinators). The chair of the subcommittee is appointed by the dean.

(c) The undergraduate council meets at least once each semester of the academic year at the call of the dean (or the dean’s designated representative). Additional meetings may be called upon the request of one-third (1/3) of the voting members of the council. A majority of council members constitutes a quorum in all of the meetings of the undergraduate council.

(d) The undergraduate council instructs the dean’s office to distribute to the faculty for comment any proposal for the creation, discontinuance, or renaming of an undergraduate degree program or concentration in a timely manner (at least ten [10] business days) prior to a vote of the council.
Section 6. Graduate Council

(a) The graduate council consists of the dean of the college, a designated associate dean who serves as chair, one member of the graduate faculty from each department offering a graduate degree, and four (4) graduate student members. The chair of the committee appoints a secretary to keep minutes of all meetings.

(b) The powers and functions of the graduate council are:

1. to act as an advisory body to the dean and to the graduate director of the college on issues related to the college's graduate program, and to assist the graduate director with routine functions of the graduate program;

2. to serve as an advisory body to the faculty of the college on matters related to the graduate program of the college, particularly with respect to common admission, retention, and degree requirements and common policies and regulations. The graduate council makes a report to the faculty of the college on the status of the graduate program at the spring faculty meeting of the college each year;

3. to promote excellence in the college's graduate program by reviewing any changes in the departmental/school criteria for graduate status or procedures for reviewing the criteria and making a positive or negative recommendation concerning these matters to the dean. A justification for the recommendation must accompany it and be sent to the relevant departmental/school committee and chair/director.

4. to designate each year four (4) of its faculty members and one (1) of its graduate student members to serve as a graduate petitions board to review final course grade appeals, academic complaints, and petitions for waivers or variance of academic policies and make recommendations to the dean in keeping with the university Policy and Procedures for Student Complaints, Petitions for Policy Waivers and Variances, and Appeals;

5. to receive and study proposals for the creation, discontinuance, or renaming of graduate academic programs and to make such recommendations to the dean of the college as it deems appropriate;

(c) The graduate council meets at least once during each of the three (3) semesters at the call of the graduate director of the college. Additional meetings will be called upon the request of one-third (1/3) of the voting members of the council. In all of the meetings of the graduate council, a majority constitutes a quorum.

(d) The graduate council instructs the dean’s office to distribute to the faculty for comment any proposal for the creation, discontinuance, or renaming of a graduate degree program or concentration in a timely manner (at least ten [10] business days) prior to a vote of the council.
Section 7. Dean’s Advisory Committees on Promotion and Tenure

(a) Three area promotion and tenure committees (humanities, natural and computational sciences, and social and behavioral sciences) are charged with reviewing the credentials of each candidate for promotion and/or tenure within its respective area and making a recommendation to the dean of the college concerning each candidate. The members of each area committee are elected by the faculty in the manner prescribed in Article IV, Section 2 above.

(b) The composition of the area committees is as follows:

(1) To be eligible for membership on an area committee, a faculty member must hold the rank of professor. Faculty at the rank of assistant or associate professor are not eligible to serve on an area committee.

(2) Each department with two or more professors (excluding the chair and any full-time faculty-ranked administrators at the college or university level) have at least one (1) member on the area promotion and tenure committee.

(3) An area committee has the same number of members as the number of departments in the area if the number of departments is odd; if the number of departments is even, the area committee has one additional member. No area committee has more than five (5) members unless there are more than five (5) departments in the area having two or more professors.

(4) If not all the departments in an area have two (2) or more professors, or if an additional member must be added in order to obtain an odd number of members, at-large members are elected from among all the departments in the area in order to make up the required size of the committee.

(5) No more than two (2) members from a department may serve on its area committee.

(6) Members of area committees hold staggered terms of three (3) years.

(7) Professors who have been elected to area committees must withdraw from their departmental committees on promotion and tenure.

Section 8. College Non-Tenure Track Promotion Review Committee

(a) The college non-tenure track (NTT) promotion review committee includes three (3) representatives from each of the academic areas of the college (humanities, natural and computational sciences, and social and behavioral sciences) and one (1) at large representative.

(b) For each area, there must be at least one (1) tenured faculty member and at least one NTT faculty member at the senior level or above, with a simple majority of the committee’s membership being tenured faculty.
(c) The college committee may operate through a system of subcommittees that initially review and evaluate each candidate’s credentials. All final recommendations must be made by the committee of the whole. The committee of the whole must meet to discuss and vote on its final recommendation. Faculty of equal or lower rank to the candidate’s current rank may not vote on the final recommendation of the committee of the whole.

(d) The members of the committee are elected by the faculty in the manner prescribed in Article IV, Section 2 above. Members of the committee hold staggered terms of three (3) years.

Section 9. Promotion and Review Procedures Committee

The college promotion and review procedures committee considers and approves all changes to the College of Arts and Sciences promotion and tenure manual, departmental promotion and tenure manuals, non-tenure track review and promotion documents, and related policy documents. The promotion and review procedures committee is composed of all of the faculty members of the college executive committee and four (4) representatives from among the department chairs and institute directors of the college elected to terms of two (2) years by the chairs council. The committee is chaired by the dean of the college and meets periodically to discuss college faculty review manuals and documents and to determine whether changes are needed.

ARTICLE X. DEPARTMENTS, SCHOOLS, AND INSTITUTES

Section 1.

The college may be divided into departments, schools, and institutes (hereafter referred to as departments) for the purpose of implementing and conducting programs in instruction, research, and service. Departments are organized and operated in a manner consistent with the Statutes of Georgia State University and the policies of the Board of Regents.

In order to create or eliminate a department there must be:

(a) an ad hoc fact-finding committee appointed by the executive committee to review the situation and submit a report to the executive committee; and

(b) open hearings, after which the executive committee submits a recommendation to the dean.

Section 2.

When a department chair’s position becomes vacant, the dean, in consultation with the executive committee of the department, appoints an advisory committee that assists the dean in the search for a new chair.

Section 3.

Each department is governed by a set of bylaws. Departmental bylaws must be approved by the unit faculty. Subsequently, the college bylaws committee will review department bylaws and make recommendations to the dean for their amendment or approval. The final approval of
Department bylaws is the responsibility of the dean. Departmental bylaws should be reviewed periodically to ensure that they are consistent with the policies and practices of the college and university.

**Section 4.**

Each department holds at least one (1) regular faculty meeting during each semester of the academic year at a time and place to be determined by the department chair.

**Section 5.**

(a) Each department has an executive committee, chaired by the department chair, to share in the governance of the department. The executive committee consists of voting members who are regular, full-time faculty in the department, within the range of between two and no more than the greater of eight members or twenty percent of the department’s full-time faculty. Committee size (within the prescribed range of voting members), structure, and term of service are determined by a vote of the regular, full-time faculty and defined in the department bylaws. A simple majority of the committee’s membership must be tenured or tenure-track faculty. The department chair may appoint faculty or staff members to serve in a non-voting advisory capacity to the committee.

(b) The executive committee is elected at-large by the regular, full-time faculty of the department. Any departures from this requirement must be approved by a majority of departmental regular, full-time faculty and by the executive committee of the college.

(c) The selection of the committee is made annually by secret ballot. Election is by a majority of votes from those present for the election.

(d) The duties of the committee are to advise and consult with the chair in departmental governance including the following matters:

1. goals in instruction, research, and service;
2. policies and procedures;
3. workloads;
4. annual budget;
5. merit raises for faculty;
6. recruitment of faculty;
7. allocation of space and equipment; and
8. committee structure in the department and procedures for selecting members of committees.

(e) The executive committee must meet at least once each semester and report its actions to the departmental faculty by distributing minutes of its deliberations.
(f) Non-tenure track faculty will not evaluate professional development for tenure track or tenured faculty for any review purposes. Departments may specify additional requirements in their departmental bylaws.

**ARTICLE XI. CHAIRS COUNCIL**

**Section 1.**

In addition to elected committees, the college has a council of department chairs and school/institute directors (chairs council). The council meets at least each semester of the academic year at a time and place to be determined by the dean. The dean or the dean’s designated representative presides over all meetings of the council. The dean may designate a secretary to keep the minutes of meetings. The dean may appoint faculty or staff members to serve in a non-voting advisory capacity to the council. A majority of the chairs and directors constitutes a quorum, and all decisions are by majority vote. The duties of the council are:

(a) to act as an advisory body to the dean;

(b) to consider and, when necessary, take action on matters presented by the dean; and

(c) to make recommendations to standing committees of the faculty.

**ARTICLE XII. GRADUATE STUDIES**

**Section 1. General Considerations**

Each department within the College of Arts and Sciences offering a graduate degree has a graduate faculty. As described in Article IX, Section 6 above, there is a graduate council of the college composed of faculty members holding graduate faculty membership within their respective departments, and the curriculum and bylaws committees of the college have graduate faculty representation.

The dean appoints an assistant or associate dean of the college with faculty rank to serve as the graduate director of the college.

**Section 2. Graduate Faculty**

Each department of the college offering a graduate degree has a graduate faculty composed of the chair of the department and those members of the department who satisfy the departmental criteria for graduate faculty membership and who have been appointed by the provost and the dean to the graduate faculty. The criteria for graduate faculty membership and procedures for review of graduate faculty status are described in the college Graduate Faculty Policy.

**ARTICLE XIII. AMENDMENTS**

**Section 1.**

These bylaws may be amended in the following manner:

(a) the bylaws committee may propose amendments at any faculty meeting;
(b) a faculty member may propose amendments at any faculty meeting, but the proposed amendments are referred without debate to the bylaws committee for its consideration and recommendation. A faculty member may also send amendments in writing with a letter of transmittal to the chair of the bylaws committee for the committee's consideration and recommendation. After holding open hearings, the bylaws committee submits its recommendations, along with the proposed amendments, to the faculty at its next regular meeting;

(c) all proposals for amendment made by the bylaws committee and all recommendations on proposed amendments received from other sources are submitted by the committee, through the dean, to each member of the faculty at least ten (10) business days prior to a vote being called; and

(d) all proposed amendments submitted to the faculty become a part of the bylaws upon being approved by two-thirds (2/3) of votes cast by faculty.

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