

# GEORGIA CHRISTIAN UNIVERSITY



## BYLAWS

6789 PEACHTREE INDUSTRIAL BLVD.  
ATLANTA, GA 30360  
TEL: 770.279.050/0650 FAX: 770.279.0308

[www.gcuniv.edu](http://www.gcuniv.edu)

Revised: Approved and Adopted by the GCU Board of Trustees, October 11, 2014

# Table of Contents

PREAMBLE.....	1
ARTICLE I. NAME OF ORGANIZATION .....	1
ARTICLE II. VISION AND MISSION .....	1
ARTICLE III. BOARD OF TRUSTEES .....	2
A. Duties and Responsibilities .....	2
B. Nominations.....	4
C. Membership.....	4
D. Elections, Terms and Oath of Office.....	5
E. Compensation.....	6
F. Meetings of the Board .....	6
G. Officers of the Board .....	7
H. Committees of the Board.....	8
I. Executive Committee.....	9
J. GCU and Community Relations Committee.....	10
K. Faculty and Curriculum Committee.....	10
L. Budget and Finance Committee.....	10
M. Admissions and University Development Committee.....	11
N. Audit Committee.....	11
O. Facilities Committee.....	12
P. Operational Oversight Committee.....	12
ARTICLE IV. OFFICERS OF THE UNIVERSITY.....	12
A. Officers.....	12
B. Chencellor.....	12
C. President.....	13
D. Vice President for Academic Affairs.....	14
E. Vice President for Business Affairs.....	14
F. Chief Financial Officer.....	15
ARTICLE V. Faculty.....	15
A. Membership.....	15
B. Duties and Responsibilities.....	16
C. Organiation.....	16

ARTICLE VI. NONDISCRIMINATION.....	16
ARTICLE VII. CONFLICT OF INTEREST.....	16
ARTICLE VIII. STATEMENT OF ETHICAL VALUES AND STANDARDS.....	18
ARTICLE IX. CODE OF CONDUCT.....	19
ARTICLE X. INDEMNIFICATION AND INSTURANCE.....	34
A. MANDATORY INDEMNIFICATION.....	34
B. ADVANCEMENT OF EXPENSES.....	34
C. INSURANCE GOERGIA CHRISTIAN UNIVERSITY.....	35
D. CONRACT RIGHT: AMENDMENT.....	35
ARTICLE XI. AMENDMENT TO BYLAWS.....	35



# GEORGIA CHRISTIAN UNIVERSITY BYLAWS

Revised July 10, 2007  
Revised February 23, 2008  
Revised October 29, 2012

## PREAMBLE

Georgia Christian University (GCU), formerly known as the Immanuel Original Bible Institute, was founded by Rev. Dr. Paul Changhwan Kim in 1993 to promote Biblical literacy through profound studying the Bible in its original languages. As a new Board formed in 1997, GCU promoted broader intellectual culture in harmony with the democratic institutions in this country, permeated by the principles and influences of Christianity. It is designed to be a Christian institution not belonging to any denomination.

## ARTICLE I NAME OF ORGANIZATION

The name of this nonprofit corporation, existing under the law of the State of Georgia, is Georgia Christian University (hereinafter called "GCU").

## ARTICLE II VISION AND MISSION

GCU is a comprehensive university offering degree programs at the undergraduate and graduate levels along with lifelong education courses. GCU maintains a strong liberal arts tradition and a commitment to academic excellence in diverse educational and cultural environment. It seeks to encourage intellectual curiosity and to enhance the academic and professional skills of its students, faculty, and staff members.

The vision of GCU is to glorify God by equipping students who will proclaim God's Word, to build up the body of Christ through education, and to advance God's kingdom by reaching out to the globe. GCU seeks to maintain an appropriate balance between training for academics and professionalism.

The mission of GCU is to educate qualified students to become global leaders with Biblical principles, and to equip them with competent knowledge, skills and Christian Worldview to serve the church, communities, societies, the nation, and the world through excellent Christian higher education. GCU serves its commitment to meet the educational needs of the multiethnic student body coming from diverse socioeconomic backgrounds.

The primary objectives of GCU are (1) to nurture everyone's gift for Christian ministry, leadership in society, and service to the world; (2) to promote and encourage academic

excellence, critical reflection, and involvement to the community service; and (3) to integrate cultural differences in effective academic development.

### **ARTICLE III BOARD OF TRUSTEES**

#### **Section A. Duties and Responsibilities**

The GCU shall require involvement and commitment of its Trustee Members to the GCU's life, mission, and educational integrity. The Board of Trustees (hereinafter called "Board") shall be the legally constituted governing board that holds GCU in trust and has final authority in matters of policy, operation, and evaluation, including the following duties and responsibilities:

1. To oversee and approve the vision and mission of GCU, and to timely review the vision and mission statements;
2. To approve and to provide procedures for assessing, measuring, and revising GCU Biblical Foundations Statement;
3. To approve GCU objectives, philosophy of education statement, and statement of ethical values and standards;
4. To assure the financial stability of GCU;
5. To maintain quality and integrity of operations of GCU;
6. To timely review GCU's objectives and assessment outcomes;
7. To approve and monitor the implementation of the strategic plan for GCU;
8. To oversee the GCU's adherence to accreditation standards of accrediting agencies to which the GCU is related;
9. To appoint and timely evaluate the President of GCU(herein after "President");
10. Upon recommendation of the Chancellor and the President, to appoint and approve the duties, responsibilities, and terms and conditions of employment of GCU's Vice President for Academic Affairs, Vice President for Business Affairs, Chief Financial Officer, members of the faculty, and administrative staff;
11. To elect Term Members, Life Members, Trustees Emeriti, and Supportive Members of the Board;
12. To approve and oversee the educational programs;
13. To approve all the branch campuses, including teaching sites;

14. To approve Distance education programs, including Online instructions;
15. To approve all substantive changes in GCU's purposes, policies, and programs;
16. To ensure academic freedom for the GCU;
17. To authorize all degrees conferred by GCU, upon recommendation of the President;
18. To oversee the relationship between GCU and the community;
19. To oversee the relationship between GCU and other educational institutions;
20. To oversee nondiscriminatory policies of GCU;
21. To oversee policies regarding student governance, student financial aid, and student tuition and fees;
22. To oversee and approve annual operating budget;
23. To approve salary schedules and benefit packages for the employees of GCU;
24. To establish policies regarding management of the endowment;
25. To establish policies regarding management of land, buildings, residences, and equipment;
26. To establish the principal place of business for GCU;
27. To authorize debt, including mortgages and pledges of real and personal property.
28. To approve a certified public accountant to perform an annual audit of the accounts and financial statements of GCU.
29. To authorize the purchase and sale of land, buildings, residences and major equipment;
30. To authorize the construction of new facilities and resident housings;
31. To establish written policies and procedures for the Board's operation and maintain these policies and procedures in a Board manual, including a self-evaluation process;
32. To conduct a thorough orientation for new Board Members using the Board of Trustees Manual that includes Board policies and procedures and the dates of orientation for new Board Members;
33. To appoint or engage the person or organization responsible for conducting the orientation for new Board Members; and

34. To evaluate the effectiveness of the Board and its function.

### **Section B. Nominations**

1. Any Board Member may nominate an individual to fill a vacancy on the Board of Trustees.
2. A roster of such candidates shall be kept in the office of the University Secretary, and it shall be reviewed whenever vacancies are expected to occur.

### **Section C. Membership**

1. The Board shall consist of not less than five and not more than 30 Term Members plus Life Trustee Members, Trustees Emeriti and Supportive Members. The Alumni Council of GCU shall designate a voting ex-officio member who shall be elected annually but for not more than three consecutive years. The President of GCU shall be a non-voting ex-officio member.
2. The Founder of GCU as a Life Trustee Member shall elect one Life Trustee Member and shall elect one or more Term Member(s). The Founder is a voting member of the Board.
3. The Board, in recognition of especially distinguished service such as founding the institution or donating more than \$3 million, may elect one or more of its Term Members as Life Trustee by recommendation from a Life Trustee. A Life Trustee shall be a voting member of the Board.
4. The Board may elect a retiring Trustee who serves two full terms of six years and who attains the age of 70 as a Trustee Emeritus or Trustee Emerita.
5. The Board may elect Supportive Members who donate any amount to GCU for enhancing quality of education.
6. 4. All the membership candidates of the Board shall agree with the Georgia Christian University Biblical Foundations Statement, Vision and Mission, and adhere to its bylaws, ethical values, and standards. All Candidates are required to obtain at least two recommendation letters from Members of the Board based on character and background.
7. All Term and Life Trustees are required to give a minimum amount of \$5,000 (individual) or \$10,000 (a church or group) for enhancing the quality of education at GCU per academic year.
8. No person who shall have attained the age of 80 years shall be elected a Trustee, and except as provided elsewhere herein, no person who is a staff member of GCU or any subsidiary or affiliate thereof shall be elected a Trustee.

## Section D. Elections, Terms and Oath of Office

1. Term Members shall hold office for a period of three years. The terms of office of one-third of the Term Members shall expire each year. A Term Member may hold office for six consecutive years. Upon expiration of the sixth consecutive year in office the person is ineligible to serve as a Term Member until a period of one-year elapses.
2. Trustees Emeriti shall be entitled to receive notice of all meetings of the Board and attend and participate in designated meetings, but shall not have the right to vote. Trustees Emeriti may be invited by the Chair of the Board to sit as a member of any committee other than the Executive Committee.
3. Supportive members may be invited by the Chair of the Board to sit as a member at the Board meetings but cannot vote or participate in any committee meetings.
4. The Executive Committee shall make its recommendations for membership to the Board of Trustees from the list of nominated candidates, and the Board, after hearing the recommendations of the Executive Committee, and by a majority of the Trustees present at any term meeting, shall nominate the persons to be elected Trustees.
5. Any vacancy in the membership of the Board shall be filled for the unexpired term by a majority vote of the Trustees present at a term meeting of the Board from the roster of nominees.
6. The Board at its annual meeting shall elect persons to hold the Office of Trustee for a three-year term or for the unexpired portion of the term of a Trustee due to a vacancy.
7. Before becoming a Member of the Board a person shall commit to the following oath of office:

*"Understanding that Georgia Christian University is formed for the purpose of conducting a college and university of learning which shall be solely consecrated to the education of suitable persons who are preparing for specific service, and that said the GCU is not conducted for the financial profit of any person, institution or corporation, I solemnly declare and promise, in the presence of God and of this Board, that I will faithfully endeavor to promote the purpose of the GCU and to carry into effect all the articles and provisions of its Articles of Incorporation and of these bylaws."*

8. Any Trustee who may refuse or neglect to discharge the duties of a Trustee may be removed by the affirmative vote of three-fourths of the members of the entire Board of Trustees.



**Section E. Compensation**

Board Members shall serve without compensation. They shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties. Any payments to members shall be approved in advance in accordance with this corporation's Conflict of Interest Policy and Compensation Approval Policies, as set forth in these bylaws.

**Section F. Meetings of the Board**

1. One-third of the Board members shall constitute a quorum to conduct business.
2. There shall be three term meetings of the Board each fiscal year, usually in January, May and October. The May meeting will constitute the annual meeting of the Board. The date and location of each term meeting shall be determined by the Chair of the Board or by the Executive Committee of the Board.
3. Special meetings of the Board may be called by the Chair of the Board or by the Executive Committee of the Board upon the request of three Members of the Board.
4. Notice of Board meetings shall be given by the secretary in writing to all Members of the Board – mailed or emailed at least 14 days prior to the scheduled meeting, specifying the date, hour, location of the meeting, and the purpose of any special meeting.
5. The Chair of the Board, the Chancellor and/or the President shall prepare a written agenda for all Board meetings that is provided to the secretary to be distributed with minutes to all Members.
6. All meetings of the Board of Trustees shall be held at GCU in the City of Atlanta, Georgia, except that the Trustees by vote, or written assent, of a majority of the Members of the Board may designate another place for any meeting.
7. A majority of the Members of the Board of Trustees shall be a quorum for the transaction of business. A Trustee shall be deemed present at a meeting of the Board of Trustees if that Trustee participates in the meeting through the use of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other.
8. A Trustee who is present at a meeting of the Board of Trustees at which action on any GCU matter is taken shall be presumed to have assented to the action taken unless that Trustee's contrary vote or abstention is recorded or that Trustee's dissent or abstention is otherwise entered in the minutes of the meeting or unless that Trustee shall file a written dissent or abstention to such action with the person acting as secretary of the meeting before the adjournment thereof. Such right to dissent or abstention shall not apply to a Trustee who voted in favor of such action.

9. Any action required or permitted to be taken by the Board of Trustees at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the Trustees and filed in the minutes of the proceedings of the Board of Trustees.
10. Absence: Any member of the Board of Trustees who is absent from two consecutive annual meetings without being excused by a majority vote of those present at such meetings shall be dropped from membership on the Board unless he or she shall elect, after being given the opportunity in writing to do so, to become a Trustee Emeritus or Trustee Emerita, provided he or she is eligible for such position. For a Board member who resides or stays at abroad for the time being may be excused to be absent and submit his or her commission of full powers in writing to the Board of Trustees.

### **Section G. Officers of the Board**

1. The Officers of the Board shall be selected from among the Members of the Board and shall be a Chair, one or more Vice Chairs, a Secretary, a Treasurer and such other Officers as the Board may determine.
2. All Members of the Board are eligible to be Officers of the Board, except the President who is not eligible. Officers shall hold office for a one-year term. An Officer may hold a particular office for no more than three consecutive one-year terms.
3. The Board shall elect its Officers at the annual meeting of the Board, or in the event of a vacancy at any other meeting of the Board. The Executive Committee of the Board may temporarily fill a vacant position. When more than one Vice Chair is elected, their seniority shall be established by their election as First Vice Chair, Second Vice Chair and in the numerical order following.
4. Any Officer of the Board may be removed from office at any time by the Board.
5. The Chair of the Board shall preside at all meetings of the Board, shall be Chair of the Executive Committee of the Board, shall appoint the Chairs and Vice-Chairs of all other committees of the Board, shall nominate the members of all committees of the Board other than the Executive Committee, subject to the approval by the Board, and shall be an ex-officio Member of all committees of the Board.
6. In the absence or disability of the Chair of the Board, or at the discretion of the Chair of the Board, the Vice Chairs, in the order of their seniority established by the Board, shall exercise the authorities and perform the responsibilities of the Chair of the Board.
7. The Secretary of the Board of Trustees shall attend all meetings of the Board, shall maintain a record of the minutes of meetings and shall exercise the authorities and perform the responsibilities. The Secretary shall send a copy of the minutes to each member of the Board promptly after each meeting of the Board and of the Executive Committee.

## **Section H. Committees of the Board**

1. The Standing Committees of the Board shall be as follows:
  - a. Executive Committee
  - b. GCU and Community Relations Committee
  - c. Faculty and Curriculum Committee
  - d. Budget and Finance Committee
  - e. Admissions and University Development Committee
  - f. Audit Committee
  - g. Facilities Committee
  - h. Operational Oversight Committee
2. The Board may establish additional standing committees and temporary committees and define their duties and responsibilities.
3. The Board shall appoint the membership of all standing committees of the Board, except for the Chairs and Vice-Chairs who are appointed by the Chair of the Board.
4. All Members of the Board shall be a member of at least one standing committee of the Board.
5. One-third of the Trustee Members of a Committee shall constitute a quorum to conduct business.
6. GCU and Community Relations Committee, the Faculty and Curriculum Committee, the Budget and Finance Committee, the Admissions and University Development Committee, the Facilities Committee, shall each include one faculty member as a non-voting advisor elected by the faculty and one enrolled student or alumni elected by the Student Association of GCU. The Operational Oversight Committee includes one faculty member elected by the faculty as a non-voting advisor.
7. Any vacancy in a committee's membership or chair shall be filled by the Chair of the Board of Trustees after consultation with the President of GCU.
8. Each committee shall meet at such times and places and upon such notice as it may determine, and shall file a copy of the minutes of each meeting with the University Secretary.

9. The Chair of the Board of Trustees, the Chancellor, and the President of the University shall be entitled to attend the meetings of each committee and to participate in all discussions of such committee.
10. Any action required or permitted to be taken by a committee may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the members of the committee and filed in the minutes of the proceedings of that committee.

### **Section I. Executive Committee**

1. Membership shall include the Founder, the Chair of the Board, the Vice Chairs of the Board, the Secretary of the Board, the Treasurer of the Board, the Chair of the GCU and Community Relations Committee, the Chair of the Faculty and Curriculum Committee, the Chair of the Budget and Finance Committee, the Chair of the Admissions and University Development Committee, the Chair of Audit Committee, the Chair of the Facilities Committee, the Chair of the Operational Oversight Committee, and the President of the GCU shall be a non-voting ex-officio member.
2. The committee shall have all of the rights of the Board except the power to amend these bylaws and shall act on behalf of the Board between term meetings as follows:
  - a. To elect or remove members of the Board;
  - b. To elect or remove officers of the Board and the President;
  - c. To conduct annual performance review of the President of the University;
  - d. To oversee Medical Services programs of the GCU Oriental Medicine Clinic including but not limited to entities in which the University has an interest relating to the mission of the Clinic; and
  - e. To coordinate the activities of the other standing committees.
2. All of the business of the committee shall be reported to the Board at its succeeding meeting.

### **Section J. GCU and Community Relations Committee**

1. Membership shall include not less than three members of the Board. The President of the GCU and Vice President for Business Affairs shall be non-voting ex-officio members.
2. The committee shall be responsible for the oversight of raising the funds needed for the annual operating budget and for capital improvements and additions to facilities and equipment. The committee shall oversee public relations, alumni relations, church relations and some outreach programs of GCU.

### **Section K. Faculty and Curriculum Committee**

1. Membership shall include not less than three members of the Board. The President and the Vice President for Academic Affairs shall be non-voting ex-officio members.
2. The committee shall be responsible for the oversight of programs of instruction, the libraries, the nomination of new faculty members, the terms of employment and tenure of faculty members, the Faculty Handbook, the performance evaluation of faculty members, the suspension or removal of faculty members and the degrees to be conferred.
3. The Committee oversees the University's educational and academic curriculum and recommends amendments to the Office of Academic Affairs of GCU.
4. Consider proposals for, and make recommendations with respect to: all matters that relate to policies, academic affairs, research and programs, and administrative matters, concerning the faculty of all schools of the University, graduate students, the general affairs of all schools of the University, and oversight of strategic planning for the University and its constituent schools.
5. The committee shall present recommendations to the Board for its approval matters, which require Board approval.

### **Section L. Budget and Finance Committee**

1. Membership shall include not less than three members of the Board. The President of the GCU and the Vice President for Business Affairs of the GCU shall be non-voting ex-officio members.
2. The committee shall review the annual operating budget prepared by the Chancellor of the University and present the budget to the Board for its consideration at the annual meeting of the Board. The committee shall monitor the implementation of annual operating budgets approved by the Board.
3. The committee shall oversee the management of the finances and endowments of the GCU.
4. The committee shall present to the Board for its approval the incurring of debts and the securing thereof by mortgage and pledge of real and personal property.
5. The committee shall present recommendations to the Board for its approval for all matters which require Board approval.

### **Section M. Admissions and University Development Committee**

1. Membership shall include not less than three members of the Board.

2. The committee shall be responsible for the oversight of admission standards for students, Student Handbook, student activities including, but not limited to, placement and student organizations. The committee shall also be responsible for the supervision of various organizations and outreach programs of the GCU as directed by the Board.
3. The committee shall present recommendations to the Board for its approval all matters which require Board approval.

#### **Section N. Audit Committee**

1. The Audit Committee shall be composed of not less than three Trustees who shall be active Members of the Board of Trustees who are independent of management. Committee Members should be financially literate, have a basic understanding of professional accounting standards and the role of independent auditors, and cognizant of the regulating, financial structure, and operation of, nonprofit education, research and health care institutions. The Treasurer of the Board shall be a member of the committee with at least one University administrator who shall be appointed as a non-voting member of the committee by the Chancellor.
2. The committee shall oversee conduct of an annual audit of the financial statements of the GCU. The committee shall review the annual audit report prepared by the certified public accountant selected by the Board and present the audit report to the Board for its approval.

#### **Section O. Facilities Committee**

1. Membership shall include not less than three Board Members. The Vice President for Business Affairs shall be a non-voting ex-officio member.
2. The committee shall oversee the management and maintenance of the land, landscaping, buildings, residences and major equipment of the GCU.
3. The committee shall present to the Board for its approval the purchase and sale of land, buildings, residences and major equipment, and the construction of new buildings and residences and renovation of existing buildings and residences.

#### **Section P. Operational Oversight Committee**

1. Membership shall include not less than three Board Members. The Chancellor, the President, the Chief Financial Officer, and one faculty member (on a rotating basis) shall be non-voting ex-officio members.

2. The committee will meet as needed, and at least annually with the Executive Committee of the Board for review of the Strategic Planning process and its implementation.

## **ARTICLE IV OFFICERS OF THE UNIVERSITY**

### **Section A. Officers**

1. The Officers of the GCU shall be the Chancellor, the President, the Vice President for Academic Affairs, the Vice President for the Business Affairs, and the Chief Financial Officer, and such other Officers as are determined by the President.
2. The Chancellor shall have supervisory authority regarding all Officers of GCU and shall have the power to appoint and remove all Officers of GCU by the approval of the Board of Trustees.

### **Section B. Chancellor**

1. The Chancellor as the Founder of the University shall oversees entire structure and operation of the University.
2. The Chancellor shall be the Chief Executive Officer of the GCU and shall have such general powers and responsibilities for operations and sound financial management of the GCU, including:
  - a. Implementing Board policies and procedures;
  - b. Upon approval of the Board, notify and obtain approval from accrediting organizations of any intent to implement a substantive change prior to advertising or implementation;
  - c. Raising funds for the GCU;
  - d. Recommending the employment of the Chief Financial Officer to the Board; and
  - e. Assuring that current financial statements are received from the Chief Financial Officer;
2. The Chancellor as a Life Trustee Member of the Board of Trustees can vote. The Chancellor shall be an ex-officio member of all committees, commissions, and councils of the Board, faculty, and administration. All matters coming to the Board by reference and recommendation from administration, faculty, or staff, shall come normally through the Office of the Chancellor.

**Section C. President**

1. The President shall be elected by the Board after having been nominated by a special search committee established by the Board for that purpose. The term of office and the conditions of employment shall be as mutually agreed between the President and the Board. The Board timely evaluates the President and may suspend or remove the President at any time.
2. The President shall have such general authorities and responsibilities for operations and sound financial management of the GCU, including:
  - a. Implementing Board policies and procedures;
  - b. Upon approval of the Board, notify and obtain approval from accrediting organizations of any intent to implement a substantive change prior to advertising or implementation;
  - c. Raising funds for the GCU;
  - d. Assuring that current financial statements are received from the Chief Financial Officer; and
  - e. Reporting to the University Chancellor
3. The President shall be an ex-officio member of the Board of Trustees, without vote, and a member of the faculty, with vote. The Vice President for Academic Affairs shall ordinarily preside over all meetings of faculty members. The President shall be an ex-officio a member of all committees, commissions, and councils of the Board, faculty, and administration. All matters coming to the Board by reference and recommendation from administration, faculty, or staff, shall come normally through the Office of the President.
4. In the event of a vacancy in the Office of President for any reason the Board, in consultation with the Chancellor shall appoint an Acting President to serve until a new President is elected in accordance with regulations set herein the bylaws.
5. In the event of a prolonged absence or disability of the President, which in the judgment of the Executive Committee of the Board makes it impossible to perform the duties, the Executive Committee, in consultation with the Chancellor may assign such duties temporarily to the Vice President for Academic Affairs of GCU.

**Section D. Vice President for Academic Affairs**

1. The Vice President for Academic Affairs shall be the Chief Academic Officer and Second Officer of GCU and shall report to the President and through the President to the Chancellor and to the Board. The Vice President for Academic Affairs shall be nominated by a special search committee established by the Chancellor and/or



President for that purpose, and approved by the Board to serve at the pleasure of the Chancellor/ President.

2. The Vice President for Academic Affairs shall be a member of the faculty shall preside over meetings of faculty members. The Vice President for Academic Affairs shall manage the academic affairs of the GCU and shall have supervisory authority over all other faculty members, except the Chancellor, the President, the Vice President for Business Affairs and the Chief Financial Officer.

### **Section E. Vice President for Business Affairs**

1. The Vice President for Business Affairs shall be the same Second Officer of GCU and shall report to the President and through the President to the Chancellor and to the Board. The Vice President for Business Affairs shall be nominated by a special search committee established by the Chancellor and/or President for that purpose, and appointed upon the recommendation of the President by the Board to serve at the pleasure of the Chancellor/President.
2. The Vice President for Business Affairs shall manage the operational procedures, coordinate human resources and activities, prepare and manage budget planning procedures, supervise the University planning procedures and development, and shall have supervisory authority over all employees of the GCU, except the Chancellor, the President, the Vice President for Academic Affairs

### **Section F. Chief Financial Officer**

1. The Chief Financial Officer shall be the fourth Officer of GCU and shall report to the Vice President for Business Affairs through the President, the President to the Chancellor and to the Board. The Chief Financial Officer shall be nominated by a special search committee established by the Chancellor and/or the President for that purpose and approved by the Board to serve at the pleasure of the Chancellor/President.
2. The Chief Financial Officer shall manage the financial resources of GCU and is responsible for the management and safekeeping of funds needed for the annual operating budget and for capital improvements, and shall have supervisory authority over all employees of the GCU, except the Chancellor, the President, the Vice President for Academic Affairs, the Vice President for Business Affairs, and the faculty.

## **ARTICLE V FACULTY**

### **Section A. Membership**

1. The GCU shall require of its faculty an earned doctorate or appropriate terminal degree, showing evidence of potential ability to direct research in one's field, potential for continued growth in scholarly contributions by publications or corresponding creative activities in the fine and performing arts. Demonstrating potential for teaching effectively at the college level is normally required for appointment to the faculty as well as an agreement with the institution's biblical foundations statement.
2. All faculty members shall be appointed by the Board after having been nominated by a special search committee established by the Vice President for Academic Affairs for that purpose. Faculty member candidate recommendations shall come from the special search committee to the Vice President for Academic Affairs, from the Vice President for Academic Affairs to the President and from the President to the Chancellor and to the Board through the Faculty and Curriculum Committee.
3. The terms of appointment and the conditions of employment of faculty members shall be established by the Board for all faculty members and shall be set forth in the Faculty Handbook, except for the Chancellor and President. The Faculty Handbook may include such additional provisions as may be recommended by the Faculty to the Vice President for Academic Affairs and from Vice President for Academic Affairs to the Chancellor and the President, and to the Board.
4. The Board may suspend or remove a faculty member at any time in accordance with procedures set forth in the Faculty Handbook.

### **Section B. Duties and Responsibilities**

The Faculty shall have the following duties and responsibilities, subject to the review and approval of the Board:

- a. To oversee academic and curricular programs;
- b. To recommend admissions criteria for students;
- c. To participate in the processes concerning the appointment, retention and promotion in rank of faculty;
- d. To participate in the development of the mission of the GCU;
- e. To adhere to the Biblical Foundations Statement of the GCU;
- f. To participate in the strategic planning and in the development of the strategic plan for the GCU; and
- g. Other duties as may be appropriate and assigned.

### **Section C. Organization**

1. Faculty Members shall organize themselves as they determine to be appropriate.
2. Faculty Members shall regulate their own affairs and shall establish such regulations as they determine to be appropriate for such purpose.

### **ARTICLE VI NONDISCRIMINATION**

The GCU does not discriminate against any person on the basis of race, color, national or ethnic origin, handicap, sex, sexual preference, marital status or age.

### **ARTICLE VII CONFLICT OF INTEREST**

1. A Board Member shall be considered to have a conflict of interest if the Member has existing or potential financial or other interests which impair or might reasonably appear to impair the Member's independent, unbiased judgment in the discharge of the Member's responsibilities to the GCU.
2. Board Members shall disclose to the Board any possible conflict of interest at the earliest practical time. A Board Member shall not vote on any matter, under consideration at a Board or committee meeting, in which the Member has a conflict of interest. The minutes of such meeting shall reflect that a disclosure was made and that the Member having a conflict of interest abstained from voting. Any Board Member who is uncertain whether a conflict of interest may exist in any matter may request the Board or committee to resolve the question by a majority vote.

**ARTICLE VIII**  
**Statement of Ethical Values and Standards**

All trustee members, faculty members, administrators, and staff of Georgia Christian University have the right, privilege, duties, and responsibility to:

- We seek to maintain an appropriate balance between training for academics and professionalism as members of an educational institution which glorifies God.
- Seek an understanding and articulation of how the Word of God directs the search for truth; pursue excellence in the performance of their work; and show concern for those under their care and instruction.
- We promote consciousness of social responsibility and dedication to the advancement of the general welfare of the people of in the God's community.
- We serve our commitment to meet the educational needs of people, diverse in race and other socioeconomic attributes.
- Be passionately committed to the mission, vision, and elements of Georgia Christian University.
- We integrate a biblical worldview into all aspects of their professional lives.
- We demonstrate Christian living and obedience in personal growth, in the interactions of College life, and in dedication to Christian calling and service.
- We comply with policies and procedures established by the University.

\* Each Board members of Georgia Christian University shall subscribe over his/her signature to the foregoing Statement of Ethical Values and Standards.

.....  
**AGREEMENT**

I have read, understand, and respect the Statement of Ethical Values and Standards of Georgia Christian University.

Date: \_\_\_\_\_  
Full Name: \_\_\_\_\_  
Position at GCU: \_\_\_\_\_  
Signature: \_\_\_\_\_

## **ARTICLE IX**

### **Code of Conduct**

#### **A. UNIVERSITY CODE OF CONDUCT**

##### **INTRODUCTION**

The mission of the GCU is to educate qualified students to become global leaders with Biblical principles, and to equip them with competent knowledge, skills and Christian Worldview to serve the church, communities, societies, the nation, and the world through excellent Christian higher education. GCU serves its commitment to meet the educational needs of the multiethnic student body coming from diverse socioeconomic backgrounds.

Members of the University community are encouraged to develop the capacity for critical judgment and maintained personal independence in their search for truth and are required to engage in responsible social conduct that reflects credit on the Georgia Christian University community and to model good citizenship in any community.

The purpose of publishing disciplinary regulations is to give notice of prohibited behavior. Any behavior that threatens the academic environment, threatens the learning process, hinders Christian beliefs, and the University community. Therefore, the University exercises its right to discipline and commits its policies and procedures, in the form of the *University Code of Conduct*, to the protection and promotion of the academic enterprise. Students who have been found responsible for violating this Code, or who otherwise pose a substantial danger to the University community, may be suspended or expelled. Although, this Code is not written with the specificity of a criminal statute, it is binding upon the University community.

#### **B. DEFINITION OF TERMS**

1. Institution or University stated within this Code of Conduct means the Georgia Christian University and all its undergraduate and graduate schools, departments, and programs.
2. University-sponsored activity means any activity on or off University premises that is initiated, aided, authorized, or supervised by the University or recognized student organizations.
3. Complainant means a person who makes a complaint or reports a violation of the University Code of Conduct or other University regulations and policies.
4. Distribution means any form of sale, exchange, or transfer.
5. Group means a number of persons who are associated with each other, but who have not complied with University requirements for recognition as an organization.
6. Organization means a number of persons who have complied with University requirements for recognition.
7. Intentional means deliberate.
8. Reckless means careless or heedless of the potentially harmful consequences of one's behavior, where risk of harm to persons, property or normal University operations can be reasonably foreseen.
9. Respondent means a person who has been accused of violating the University Code of Conduct.

10. Student means any currently enrolled person for whom the institution maintains educational records, as defined by the University and related regulations. It further includes persons who are eligible to receive any of the rights and privileges afforded a person who is enrolled at the University including, but not limited to, those individuals admitted to the University and attending orientation programs.
11. Faculty is any person hired by the University and any or all affiliated campuses to conduct classroom activities.
12. Weapon means any object or substance designed to inflict wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, switchblades, bowie knives, daggers, or similar knives, and chemicals such as mace or tear gas. A harmless instrument designed to look like a firearm, explosive, or weapon which used to assault or threaten another person, is expressly included within the meaning of weapon.
13. University Official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing given tasks at the University.
14. University premises includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University including adjacent streets and sidewalks.
15. The terms “shall” and “will” are used in the imperative sense.
16. The term “may” is used in the permissive sense.
17. The term “policy” is defined as any written rule or regulation of the University.

### **C. UNIVERSITY AUTHORITY**

#### **STUDENT CONDUCT ADMINISTRATOR**

The Director of Student Affairs or his/her designee is the student conduct administrator who directs the efforts of students and staff members in matters involving student discipline. The responsibilities of the Director of Student Affairs as a student conduct administrator include:

- a. Determining the disciplinary charges to be filed pursuant to this Code of Conduct.
- b. Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before disciplinary conferences or the Faculty Committee on Academic Standing.
- c. Maintaining all student disciplinary records.
- d. Developing procedures for conflict resolution.
- e. Resolving cases of student misconduct, as specified in this Code.

#### **STAFF CONDUCT ADMINISTRATOR**

The Vice President for Business Affairs or his/her designee is the staff conduct administrator who directs the efforts of students and staff members in matters involving staff discipline. The responsibilities of the Vice President for Business Affairs as a staff conduct administrator include:

- a. Determining the disciplinary charges to be filed pursuant to this Code and/or other University employee policies or regulations.
- b. Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before disciplinary conferences or hearing officers.

- c. Maintaining all employee disciplinary records.
- d. Developing procedures for conflict resolution.
- e. Resolving cases of employee misconduct, as specified by University policies governing employees.

#### **D. OUTSIDE FINANCIAL INTERESTS**

While not all inclusive, the following will serve as a guide to the types of activities by an Applicable Member, or immediate family member (spouse, parents, children, siblings) of such person, which might cause conflicts of interest:

- Financial and ownership interests in or employment by any outside concern which does business with the University. "Ownership interests" include interests in a partnership in which the Applicable Member has more than a 5% ownership interest (including spouse and children) in a partnership. For purposes of this policy, an Applicable Member is not deemed to hold any ownership interest in a publicly-held corporation if his/her only interest in that corporation is an equity (stock) ownership of 5% or less (including spouse and children) of any class of that corporation's securities. The University may, following a review of the relevant facts, permit ownership interests which exceed these amounts if management concludes such ownership interests will not adversely impact the University's business interest or the judgment of the Applicable Member.
- Conduct of any business not on behalf of the University, with any vendor, supplier, contractor, or agency, or any of their officers or agents.
- Representation of the University by an Applicable Member in any transaction in which he/she or an immediate family member has a substantial personal interest.
- Disclosure or use of confidential, special or inside information of or about the University, particularly for the personal profit or advantage of the Applicable Member or an immediate family member.
- Competition with the University by an Applicable Member, directly or indirectly, in the purchase, sale or ownership of property or property rights or interests, or business investment opportunities.
- Disclosure of any personal activity or business opportunity which is within the scope of the activities of the University and exploitation of such opportunity, except upon written approval of the President.
- Participation in a transaction with the University for personal profit except upon the written approval of the President, which approval should be disclosed in the Conflict of Interest Statement.

#### **SERVICES FOR COMPETITORS/VENDORS**

No Applicable Member shall perform work or render services for any competitor of the University or for any organization with which the University does business or which seeks to do business with the University outside of the normal course of his/her employment with the University without the approval of the President or the Applicable Member's supervisor. Nor shall any such Applicable Member be a trustee, officer, or consultant of such an organization, nor permit his/her name to be used in any fashion that would tend to indicate a business connection with such organization.

## **E. CLASSROOM STANDARDS**

The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful acts or other behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by a disciplinary conference or hearing. Professors and instructors will encourage free discussion, inquiry, and expression in the classroom whenever possible. Student grades must be evaluated on academic performance based solely on class assignments and/or examinations, not on opinions expressed or on conduct unrelated to academic criteria, unless this conduct is disruptive to the academic endeavor.

## **F. STUDENT RIGHTS AND RESPONSIBILITIES**

Students enrolled or applying for Georgia Christian University are not only members of the academic community but are also members of the larger society bearing the thoughts that GCU is established based on educational philosophy of teaching minority communities in the United States. Students, therefore, retain the rights, guarantees and protections afforded to and the responsibilities held by all citizens in regards to Christian beliefs. A student is not immune to prosecution by local, state, or federal law enforcement agencies irrespective of whether the University initiates judicial proceedings in a given situation. As members of the University community, students have a responsibility to know and follow the University regulations. Violations of these regulations will result in action by the Office of Student Affairs and the Faculty Committee on Academic Standing.

Not every situation a student may encounter can be anticipated in a written document or stated in this Code of Conduct or University regulations. Therefore, students are expected to act in a manner that demonstrates integrity, honesty, and respect for others and the campus environment.

### **PROTECTION OF FREEDOM OF EXPRESSION**

Students have the right to freedom of expression: however, that right must be exercised with reason and discretion. Although students may take exception to the information or views presented in any class, they are responsible for learning the content of any course for which they are enrolled.

### **PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION**

Students have the right to protect against prejudiced or capricious academic evaluation. However, students are responsible for maintaining the standards of academic performance established for each course for which they are enrolled. Students who believe they have been improperly evaluated should express their concern to the instructor. If the student is not satisfied after speaking with the instructor, then he or she should submit "Academic Record Correction Request Form" (Appendix I) to the Office of Academic Affairs to conduct formal hearings or procedures to hear from the instructor in regards to the evaluation and the records per student.

### **PROTECTION AGAINST DISCLOSURE**

Information about student beliefs, views, and political associations which faculty, staff, and administrators learn in the course of their work should not be used to prejudice others



against the student. Discretion will be exercised in circumstances where disclosure is necessary for the greater welfare of the student or the University community.

## **G. EMPLOYEE RIGHTS AND RESPONSIBILITIES**

### **1. Access to higher education**

Within the limits of its facilities, the institution and its courses, programs and activities shall be open to all applicants who are qualified, according to its admission requirements.

- The institution shall make clear to the students the standards of its programs.
- Admission to the University shall be in compliance with federal and state laws and regulations that prohibit illegal discrimination.

### **2. Classroom Expression**

- Discussion and expression of all views relevant to the subject matter are permitted in the classroom, subject only to the responsibility of the instructor to maintain order and reasonable academic progress.
  - Faculty comportment shall be in accordance with standards set forth by the American Association of University Professors.
  - Students shall not be penalized for expressing controversial views relevant to the subject matter in class.
- Evaluation of a student's academic performance shall be neither prejudiced nor capricious.

### **3. Personal Expression**

- Discussion and expression of all views is permitted within the institution subject only to requirements for the maintenance of order. Support of any cause, by orderly means which does not disrupt the operation of the institution, is permitted.
- Groups and campus organizations may invite to hear any persons of their own choosing, subject only to the requirements of the use of institutional facilities and regulations of the university.
- Students' dress and grooming, of any style, are permitted subject to legal prohibitions.
- Orderly picketing and other forms of peaceful protest are permitted on institutional premises. Interference with entrances to institutional facilities, intentional interruption of classes or damage to property exceeds permissible limits.

### **4. Privacy**

- Information about student views, beliefs and political associations acquired by faculty and staff in the course of their work as instructors, advisers and counselors is confidential and is not to be disclosed to others unless under legal compulsion or with permission of the student.
- The privacy and confidentiality of all student records shall be preserved. Official student academic records, supporting documents and other student files shall be maintained only by full-time members of the institution's staff employed for that purpose and students employed by them who may have access in line of employment. Separate files shall be maintained for the following: academic records, supporting documents and general educational records, records of disciplinary proceedings, medical and psychiatric records, and financial aid records.
- No entry may be made on a student's academic record and no document may be placed in the student's file without actual notice to the student.

- No record may be made in relation to any of the following matters except upon the express written request of the student: religion, political or social views, and membership in any organization other than honorary and professional organizations directly related to the educational process.
- Agencies of the university which keep student records must make students aware of how and to whom those records may be divulged. No information in any student file may be released to anyone except with prior written consent of the student concerned or as stated below: Administrators may have access to student records for internal educational and administrative purposes.
  - Administrators may have access to student records for internal education and administrative purposes
  - Members of the faculty may have access to academic records for internal educational administrative purposes
  - Non-academic records shall be routinely available only to administrators and staff charged with their maintenance. Faculty and staff may have access to all records for statistical purposes.
  - Unless under legal compulsion, all other information regarding students' records shall be denied to any person making an inquiry.

#### **H. PROSCRIBED CONDUCT**

The Georgia Christian University Code of Conduct applies to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. Each member of the community shall be responsible for his/her conduct from the time of application for admission or employment through the actual awarding of a degree or termination of employment, even though conduct may occur before classes (or employment) begins or after classes (or employment) end, as well as during the academic year and during periods between terms of actual enrollment (or while on leave or vacation) even if his/her conduct is not discovered until after a degree is awarded or employment terminated. The University Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. For student behavior the Director of Student Affairs or designee shall decide whether or not the University Code of Conduct shall be applied to conduct occurring off campus on a case by case basis.

The following actions are prohibited and constitute a violation of the University Code of Conduct. The Director of Student Affairs oversees all cases involving alleged violations of Conduct.

To determine whether an organization is responsible for a violation of the code of conduct, all circumstances will be considered, including, but not limited to:

- a) whether the misconduct was committed by one or more members of the organization;
- b) whether officers of the organization had prior knowledge of the misconduct;
- c) whether organization funds were inappropriately reimbursed;
- d) whether the misconduct occurred as a result of an organization-sponsored function; and
- e) whether members of the organization intentionally lied about the incident.

##### 1. Academic Dishonesty

Academic Dishonesty means that student or faculty knowingly performed, attempted to perform, or assisted another in performing any act of academic dishonesty.

Georgia Christian University honors all intellectual properties including all copyrights, patents, trademarks, trade secrets and computer software, applies to students as well as to faculty and staff. All infringements of student, faculty and staff on intellectual properties are subject to punishment by law and by Georgia Christian University Policy.

All Georgia Christian University students are required to respect intellectual rights of fellow students and faculty members. Any activities such as copying or borrowing works are strictly prohibited. Any course material, printed information, documents, any visual material, recorded course works, and academic development are strictly protected by Georgia Christian University.

Furthermore, the University strongly believes that education and campus life is an on-going, critical, ever-challenging, and constructive communication among students, faculty, and administration not excluding academy and church, and the sources of knowledge which are used to inform it. When sources of information are not acknowledged or shared, the communication loses its power and authority, students lose their voice, and the sources lose their integrity.

Therefore, at GCU, plagiarism is considered a serious threat to good learning and academic standards because it threatens the communication necessary for better educational conditions at GCU.

The followings are the list of academic dishonesty the University strongly opposes and prohibits; the student violator of these items shall be permanently expelled from the University without any possibility of re-entry and faculty violator of these items shall face judiciary actions against him/her which may result in termination of employment agreement with the University:

**Plagiarism:** A student or faculty plagiarizes if student or faculty uses the ideas, words or work of another person as their own ideas, words or work. Plagiarism is to be distinguished from inadequate and/or inappropriate attempts to acknowledge the words, works or ideas of someone else. Plagiarism includes, but is not limited to:

- Copying unacknowledged passages from textbooks;
- Reusing in whole or in part the work of another student or persons modified or otherwise;
- Obtaining materials from the Web and submitting them, modified or otherwise, as one's own work;

**Cheating:** Any constituent of the University is considered cheating if the constituent does not abide by the conditions set for a particular learning experience, items of assessment and/or examination. Cheating includes, but is not limited to:

- Falsifying data obtained from surveys or similar activities;
- Copying the answers of another student in an examination or allowing another students to copy answers in an examination;
- Taking unauthorized materials into an examination;

- Sitting in examination for another student or having another person at an examination on behalf of oneself;
- Removing an examination question paper from an examination room where this is contrary to instructions;
- Improperly obtaining and using information about an examination before an examination;
- Making changes to an assignment that has been marked then returning it for re-marking claiming that it was not correctly marked.

**Collusion:** A student colludes when student works without the permission of the instructor with another person or persons to produce work which is then presented as work completed independently by the student. Collusion includes, but is not limited to:

- Writing the whole or part of an assignment with another person;
- Using the notes of another person to prepare an assignment;
- Using the resource materials of another person that have been annotated or parts of the text highlighted or underlined by another person;
- Allowing another student, who has to submit an assignment on the same topic, access to one's own assignment under conditions which would give that other student an advantage in submitting his or her assignment.

**Other:** A student commits an act of academic dishonesty when student inhibits or prevents other people's legitimate learning or teaching. Such actions include but are not limited to:

- Any infringement of the library rules, including specifically (i) withholding books from the library in such a way as prevents other students having access to the books at the time they may need them (ii) defacing books from the library, or (iii) stealing books from the library;
- Any disruption of classes;
- Any other conduct which unreasonably impairs the rights of other persons to pursue their work, studies or research.

## 2. Other Acts of Dishonesty

- Intentionally furnishing false information to the University and its officials; or misusing affiliation with the University to gain access to outside agency services; or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.
- Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- Causing, condoning, or encouraging the completion of any University record, document, or form dishonestly.
- Offering or causing to be offered any bribe or favor to a University official in order to influence a decision.
- Tampering with the election of any University recognized student government association at GCU.
- Casting or attempting to cast more than one ballot in any election or referendum on campus.

### 3. Disorderly Conduct

- Disruption or obstruction of teaching, research, administration or other University activities.
- Engaging in conduct that causes or provokes a disturbance that disrupts the academic pursuits, or infringes upon the rights, privacy, or privileges of another person.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of another person. In recognition and support of the First Amendment of the United States Constitution, freedom of expression and academic freedom shall be considered in investigating and reviewing these types of alleged conduct violations.
- Violation of University policy and procedures regarding sexual harassment, other forms of harassment, and non-discrimination policies. For information regarding these policies and procedures see University Catalog under Policies on Sexual Harassment. Sexual Harassment includes the followings:
  - a. Making unwanted verbal or physical advances or sexually explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational or employment opportunity.
  - b. Demanding sexual favors accompanied by implied or overt threats concerning one's job, or performance evaluation (grades).
  - c. Quid Pro Quo—Demanding sexual favors in exchange for a job or performance evaluation (grades) by a person in a position of authority over another.
  - d. Physical assault.
- Violation of published University policies, rules, or regulations.
- Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Participating or assembling any demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- Circulating any advertising media without approval from proper University officials or in a manner that violates or is contrary to policies of the Department of Planning, Department of Promotion, Office of Student Affairs, the University, and state or local law.

### 4. Alcohol and Other Drug Related Misconduct

Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. The Georgia Christian University supports a program of alcohol education and expects those who choose to use alcohol to do so responsibly.

- All students and members of the University under the age of 21 are prohibited from possession and consumption of alcohol. All students are prohibited from the use and possession of illegal drugs except as permitted by law.
- Any use, possession, distribution, or sale of alcoholic beverages or narcotic or other controlled substances within the University premises is strictly prohibited.

### 5. Theft, Damage and Disregard for Property

No University member shall take, attempt to take, or keep in his/her possession items of University property; items or services rented, leased or placed on the campus at the request of the institution; items belonging to students, faculty, staff, guests of the University or student organizations; or items belonging to individuals or businesses off campus without proper authorization.

- Malicious or unwarranted damage or destruction of items of University property; items rented, leased, or placed on the campus at the request of the institution; items belonging to students, faculty, staff, guests of the University or student organizations; or items belonging to individuals or businesses off campus is prohibited.
- Selling or attempting to sell a textbook unless the seller is the owner of the textbook or has the permission of the owner to do so.
- Taking, attempting to take, or keeping items belonging to the library or items placed in the library for display.

#### 6. Weapons

Possessing firearms, explosives, other weapons, or dangerous chemicals on University property is not permitted at all times.

Georgia Christian University takes student, faculty and staff safety very seriously. There will be no drugs, alcohol, weapons, sexual activities, violent activities and/or any illegal activities allowed on campus. There will be no exceptions excluding prescription medicines. Illegitimate possession of harmful material on campus shall result in termination of student status (i.e. expulsion) without any hesitation, and GCU shall formally seek legal actions against the violator to be reported to federal authorities in U.S.

In case of severe weather, please check with local weather forecast and school website for school closing. (Radio 94.1, Fox 5 news, [http://www.qcuniv.edu/index\\_program.asp](http://www.qcuniv.edu/index_program.asp))

The University takes 3 R measures to deal with emergency situations recommended by the U.S. Department of Education: Readiness, Response and Recovery. We like to prevent all unsafe situations by asking all members of Georgia Christian University to use their common sense. GCU is pursuing more effective measures to contact students in case of emergency; the Department of Campus Security shall transmit electronic message (SMS) via student' cellular phone and his/her email account to exert alertness and readiness for safety.

#### 7. Unauthorized Entry/Use of University Property/Facilities/Keys

- Unauthorized entry or attempted entry into any building, office, or other University facility.
- Making or attempting to make unauthorized use of University facilities.
- Unauthorized possession, use, or duplication of University keys or other methods of controlled access (i.e. cards, codes).

#### 8. Gambling

Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law and University policy.

### 9. Hazing

The University does not condone hazing in any form. Hazing is defined as any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule or harassment, regardless of the individual's willingness to participate. Such actions and situations include, but are not limited to, the following:

- Forcing or requiring the drinking of alcohol or any other substance;
- Forcing or requiring the consumption of food or any other substance;
- Calisthenics (push-ups, sit-ups, jogging, runs, etc);
- Line-ups;
- Theft of any property;
- Causing fewer than six (6) continuous hours of sleep per night;
- Conducting activities that do not allow adequate time for study;
- Forcing or requiring nudity at any time;
- Performing acts of unwanted personal servitude for members;
- Forcing or requiring the violation of University policies, federal, state or local law.

### 10. Shared Responsibility for Violations

- Acting in concert to violate University conduct regulations.
- Knowingly condoning, encouraging, or requiring behavior that violates University conduct regulations.
- Allowing, condoning, permitting or providing opportunity for a guest to violate University conduct regulations.

### 11. Non-Compliance with Official Direction

Failure to comply with reasonable direction of University officials acting in performance of their duties.

### 12. Animals

Bringing an animal (including, but not limited to, cats, dogs, and snakes) into any University building, with the exception of guide animals, animals used for authorized laboratory purposes, or animals for which expressed permission has been granted.

### 13. Under aged visitors within the University Premises

Unless permitted by the President in advance, at any circumstances, members of University Community shall not be allowed to accompany his/her under aged children or siblings into the University Premises. When injuries or any other bodily damages occur within the University Premises either intentionally or unintentionally, the University shall not be liable or responsible for the damage.

### 14. Political Activities

Unauthorized use of University facilities or equipment for political activities.

### 15. Local, State, Federal Laws and Ordinances

Violation of a local, state, or federal law or ordinance violates this Code and is subject to proceedings under this Code which may go forward against the accused who has been subjected to criminal prosecution only if the University determines that its interest is clearly distinct from that of the community outside of the University. Ordinarily the University will not

impose sanctions if public prosecution is anticipated or until law enforcement officials have disposed of the case.

### **I. GIFTS AND GRATUITIES**

It is the University's desire to at all times preserve and protect its reputation and to avoid the appearance of impropriety through implementation of the following standards:

- Gifts from Students: Members of the University Community are prohibited from soliciting tips, personal gratuities, or gifts from patients and from accepting monetary tips or gratuities. If a student or another individual wishes to present a monetary gift, he/she should be referred to the Endowment Department in the Office of Finance.
- Gifts Influencing Decision-making: Members of the University Community shall not accept gifts, favors, services, entertainment, or other things of value to the extent that decision-making or actions affecting the University might be influenced. Similarly, the offer or giving of money, services or other things of value with the expectation of influencing the judgment or decision-making process of any purchaser, supplier, customer, government official or other person by the University is absolutely prohibited. Any such conduct must be reported immediately either to the President or to Provost
- It is the University's firm decision not to retain any gifts or gratuities from vendors or any affiliates who may receive positive decisions to be profited.

### **J. PERSONAL USE OF UNIVERSITY ASSETS**

No Member of the University Community shall convert assets of the University to personal use. All University property shall be used and business shall be conducted in a manner designed to further the University's interest rather than the personal interest of individual Members of the University Community. Members of the University Community are prohibited from the unauthorized use or taking of the University's equipment, supplies, materials, or services. Prior to engaging in any activity during working hours which will result in remuneration to Members of the University Community or the use of the University's equipment, supplies, materials, or services for personal or non-work related purposes, Members of the University Community shall obtain the approval of the appropriate business unit or other management of the University.

### **K. SANCTIONS**

The purpose of sanctions is to provide a fair educational opportunity for all found responsible for their actions. The followings are the sanctions in discretion of judicial proceedings and decisions:

Warning: Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may be cause for further disciplinary action.

Censure: A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may result in further disciplinary action within a specified period stated in the letter of reprimand. A copy of the Censure shall be kept in the student's file in the Department of Student Affairs.



Disciplinary Probation: May include exclusion from participation in privileged or curricular activities for a specified period; additional restrictions or conditions may be imposed. Violations of disciplinary probation terms, or any other Code violation during the probation period, will normally result in suspension or expulsion from the University. A copy of the Censure shall be kept in the student's file in the Department of Student Affairs, and additional copy shall be electronically stored in student's database for further reference.

Residence Probation: May include exclusion from participation in privileged residence facilities for a specified period. A copy of the residence probation letter will be retained in the student's file in the Department of Student Affairs, and additional copy shall be electronically stored in student's database for further reference.

Restitution: Repayment to the University or to all affected parties for damages resulting from a violation of this Code.

Suspension: Exclusion from classes and other privileges or activities as set forth in a written notice for a definite period of time not to exceed one year.

Residence Suspension/Permanent Removal: Exclusion from the residence facilities for a specified period, or permanent removal from the residence hall.

Expulsion: Termination of Student status and permanent exclusion from University privileges and activities. A copy of the expulsion notice and the decision proceedings minutes will be retained in the student's file in the Department of Student Affairs, and additional copy shall be electronically stored in student's database for further reference.

Denial of Employment: Suspension or exclusion from current or future university employment. A copy of the Denial notice and the decision proceedings minutes will be retained in the faculty file in the Office of Academic Affairs, and additional copy shall be stored in the faculty file in the Human Resources Department for further reference. Other sanctions as deemed appropriate.

## L. PROCEDURE - DISCIPLINARY CONFERENCE

Students or faculty accused of offenses that may result in penalties less than expulsion, suspension, or termination of employment from the University are subject to a disciplinary conference in the Office of Student Affairs or the Office of Academic Affairs. A disciplinary conference is an informal process designed to gather and consider relevant information regarding alleged violations of the Code and to determine a sanction, if applicable.

Students accused of offenses that may result in suspension or expulsion from the University will be referred for a formal hearing to the Faculty Committee on Academic Standing or an appropriate administrative hearing officer.

Faculties accused of offenses that may result in suspension or expulsion from the University will be referred for a formal hearing to the Faculty Committee on Faculty Assessment or an appropriate administrative hearing officer. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

The following procedural guidelines shall be applicable in disciplinary hearings:

1. Respondents shall be given notice of the hearing date and the specific charges against them at least five (5) business days in advance.
2. The respondent will have reasonable access to the case file prior to and during the hearing; personal notes of University staff members or complainants are not included. This file will be retained in the Office of Student Affairs or in the Office of Academic Affairs depending on the position of the respondents.
3. The presiding person may call witnesses upon the motion of any hearing body member or of either party and shall summon witnesses upon request of the Office of Student Affairs or in the Office of Academic Affairs depending on the position of the respondents, and shall be personally delivered or sent by certified mail, returned receipt requested.
4. University students and employees are expected to comply with such summons, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities.
  - Failure to comply with said requests may result in sanctions against the summoned witness.
  - Witnesses that provide false information can be charged with violation.
  - In the event that the respondent fails to appear after proper notice, the hearing will proceed, as scheduled, in the absence of the respondent.
5. Hearings will be closed to the public.
6. The presiding person shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the respondent, who disrupts a hearing, may be excluded by the presiding person.
7. Hearings shall be tape recorded.
8. Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of intentionally providing false information to the University.
9. Prospective witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during Committee deliberations.
10. Finding the respondent responsible shall be established by evidence which, when fairly considered, produces the stronger impression, has the greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.
11. Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. Unduly repetitious or irrelevant evidence may be excluded, as determined by the presiding person.
12. Complainants and respondents shall be accorded all opportunity to question those witnesses who testify for either party at the hearing.
13. Every statement or assertion need not be proven. Committee members may take notice of matters that would be within the general experience of University students and faculty members.
14. A finding of responsible shall be followed by a deliberation as to sanction. The past disciplinary record of the respondent will only be supplied to the hearing body after a determination of responsible.

15. Any finding of responsible will be supported by written findings that will be placed in the case file and made available to the respondent.

### **M. APPEALS**

Any disciplinary determination may be appealed by the respondent to the Vice President for Academic Affairs or his/her designee. Requests for appeals must be submitted in writing to the Provost or designee within five (5) business days from the date of the letter notifying the respondent of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.

The Vice President for Academic Affairs or designee will not conduct a re-hearing of the case, but will consider an appeal based on the respondent's claim of one, or more of the following:

- a) a flaw in the University constituent's right of due process
- b) evident bias in the decision of the hearing;
- c) presence of relevant new evidence or information, not available at the time of the conference or hearing,
- d) sanction out of proportion to the offense. The Provost or designee may uphold or reverse a 'found responsible' decision, reduce a sanction, or refer the case for re-hearing.
- e) new evidence or insufficient consideration of all aspects of the situation.

### **N. DISCIPLINARY FILES AND RECORDS**

Disciplinary files and records are protected by the Family Educational Rights and Privacy Act (FERPA) regulations and are maintained by the Office of Student Affairs or by the Office of Academic Affairs depending on the position at the University. In the event of student expulsion and other sanctions for which it is deemed appropriate, a disciplinary notation will be included in the permanent student record maintained by the Department of Admissions and Records.

### **O. CONFIDENTIALITY OF RECORDS**

A student or faculty may authorize the release of his/her disciplinary record to any party by making a written request. Any other party seeking access to a record of a University judicial hearing must file a written request pursuant to the Georgia Open Records Act (O.C.G.A. §§ 50-18-70, et seq.) with the Office of Public Affairs. Certain information, such as medical information and social security numbers, may be removed from a student's record before it is released to a third party.

### **P. DESTRUCTION OF RECORDS**

All records of cases in the University Judicial System shall be maintained in a location designated by the Provost until such time as they are destroyed in accordance with the destruction schedule established by the Provost in compliance with the schedule by the order of President.

Each year during the May meeting, the Board of Trustees is required to evaluate itself. The procedure for evaluating its performance is accomplished using an assessment instrument that includes all required functions of the Board as provided in the *Bylaws* and *Board of Trustees Manual*. Each member of the Board is required to complete the assessment and provide his or her opinion on each item using the 5 point Likert scale. In addition, the Board will complete four evaluations annually: (1) Board Chairman Evaluation, (2) Board Evaluation, (3) Board Self-Evaluation, and (4) President Evaluation.

## **ARTICLE X INDEMNIFICATION AND INSURANCE**

### **Section A. Mandatory Indemnification**

The GCU shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or proceeding (a "Proceeding") by reason of the fact that such person is a Board Member, Officer or employee of the GCU (an "Indemnitee"), against any and all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such Proceeding to the maximum extent permitted by Georgia Nonprofit Public Benefit Corporation Law or any successor statute.

### **Section B. Advancement of Expenses**

Unless otherwise prohibited by applicable law, GCU shall advance all expenses incurred by or on behalf of an Indemnitee in defending any Proceeding, prior to the final disposition of such Proceeding, upon receipt of an undertaking by or on behalf of such Indemnitees to repay such amount unless it is determined ultimately that such Indemnitees is entitled to be indemnified under the law above.

### **Section C. Insurance Georgia Christian University**

The GCU shall purchase and maintain (i) general liability insurance with policy limits of at least \$1 million per occurrence and in the aggregate, and (ii) Officers' liability insurance with policy limits of at least \$2 million per loss and in the aggregate insuring all Indemnitees against liabilities asserted against or incurred by any Indemnitees in such capacity or arising out of the Indemnitees status as such, whether or not GCU would have the power to indemnify the Indemnitees against such liability. Notwithstanding the previous sentence, GCU shall not purchase or maintain any such insurance, which would insure Indemnitees against a violation of the Georgia Nonprofit Religious Corporation Law (concerning self-dealing transactions).

### **Section D. Contract Rights: Amendment**

The rights to indemnification, expense advances and insurance coverage provided by this Article VIII shall be presumed to have been relied upon by Indemnitees and shall be

enforceable as contract rights. Any amendment or repeal of this Article VIII shall not adversely affect any right or protection of any Indemnities existing at the time of such amendment or repeal.

**ARTICLE XI  
AMENDMENT TO BYLAWS**

**Section A.**

These bylaws may be amended by a two-thirds vote of the Board present at a meeting of the Board called for that purpose; notice of the proposed amendment must be given to each of the members of the Board either at a previous meeting of the Board or by written notice mailed to the Board members at least ten days prior to the meeting at which it is to be acted upon.

(Revised; Approved and adopted by the GCU Board of Trustees on October 11, 2014)