

# **BYLAWS OF THE STUDENT SERVICES COMMITTEE**

## **Article I: The Student Services Committee**

### **Section 1. Relationship to the Faculty Senate**

In accordance with Faculty Senate Bylaws (Article II, Section 3. (i) 8), the Student Services Committee is a standing committee of the Faculty Senate.

### **Section 2. The Charge**

In accordance with Faculty Senate Bylaws, (Article II, Section 3. (i) 8), the Student Services Committee is to “review and recommend policies and procedures pertinent to such student services as financial aid, housing, health services, counseling services, mail services, and food services.”

## **Article II: Membership**

### **Section 1. Selection of Members**

Members of the Student Services Committee are appointed by the Committee on Committees. In accordance with Senate Bylaws, Article II, Section 3, a., whenever possible, membership assignments are to reflect a proper representation of each school of the University, the Odum Library, and the Division of Social Work.

### **Section 2. Characteristics and Terms of Membership**

- a.) The Committee chairperson and chairperson elect must be a Faculty Senator and will serve a term of one year, the terms of which can be renewed (Senate Bylaws, Article II, Section 3, g.).
- b.) All Committee members will serve three-year terms (Senate Bylaws, Article II, Section 5, a).
- c.) Terms of Committee members and the chair begin on August 1 and end on July 31(Senate Bylaws, Article II, Section 5, b).
- d.) At least one (1) student and not more than three (3) students recommended by the President of the SGA will sit on the Student Services Committee (Senate Bylaws, Article II, Section 3, b.) and will have full voting rights.
- e.) No fewer than 2 Faculty Senators will sit on the Student Services Committee (Senate Bylaws, Article II, Section 3, c.), one of whom shall chair the Committee (Senate Bylaws, Article II, Section 3, g.).
- f.) The terms of Student Services Committee members are staggered by the Committee on Committees so that approximately one-third (1/3) of the appointed and elected membership is replaced each year (Senate Bylaws Article II, Section 5, c).
- g.) The Secretary of the Committee, to be elected by the Committee membership at the first meeting of the Committee, will keep written minutes of the Committee meetings, distributing the minutes in a timely manner, including placing a copy in the Odum Library within two weeks of each meeting.
- h.) Ex Officio members are appointed to the Student Services Committee by the Committee on Committees. The Student Services Committee may nominate ex officio members by sending written nominations to the Committee on Committees. All ex officio members on the Student Services Committee will be voting members.
- i.) In accordance with Senate Bylaws Article II, Section 5 (h), the Committee on Committees will appoint replacement members of the Student Services Committee. Resigning members must submit a written resignation to the chair of the Committee. A copy of all resignations must be submitted in writing by the Chair to the Committee on Committees within a week of the resignation.

### Section 3. Subcommittees

- a.) The Student Services Committee may, if it so deems it necessary or useful, create subcommittees, the membership of which may include non-members. The Committee on Committees will be informed by the chair of the Student Services Committee of the membership of any and all subcommittees (Article II, Section 3, h).
- b.) Subcommittee members do not need to be faculty or Senators and are chosen solely by the Student Services Committee or the Committee's designee.
- c.) The chair of any subcommittee will be determined by the Student Services Committee.
- d.) The chair of the Student Services Committee will inform the Committee on Committees of the membership of each subcommittee in time to include them in the fall listing of the Faculty Handbook.
- e.) Subcommittee terms are determined by the Student Services Committee.
- f.) Standing subcommittees
- g.) The Student Services Committee may, if it so deems it necessary or useful, create subcommittees, the membership of which may include non-members. The Committee on Committees will be informed by the chair of the Student Services Committee of the membership of any and all subcommittees (Article II, Section 3, h).
- h.) Subcommittee members do not need to be faculty or Senators and are chosen solely by the Student Services Committee or the Committee's designee.
- i.) The chair of any subcommittee will be determined by the Student Services Committee.
- j.) The chair of the Student Services Committee will inform the Committee on Committees of the membership of each subcommittee in time to include them in the fall listing of the Faculty Handbook.
- k.) Subcommittee terms are determined by the Student Services Committee.
- l.) Standing subcommittees
  1. The Student Services Committee has one standing subcommittee, the Student Financial Aid Subcommittee.
  2. The subcommittee reviews Financial Aid Appeals and Athletic Scholarship Appeals denied in the first appeals process by the Office of Financial Aid.
  3. The subcommittee meets periodically during the academic year, including one meeting during the summer months.
  4. The Office of Financial Aid schedules meetings, disseminates appeals packets one week prior to a meeting date, records votes, informs applicants of the outcomes, and provides statistics on appeals to the Chair of the Student Services Committee at the end of each academic year.
  5. Appeals are decided by a majority vote.
  6. The members of the Student Financial Aid Subcommittee do not need to be faculty or Senators, but must be permanent full-time employees of the University who are not enrolled as students.
  7. The Student Financial Aid Subcommittee shall be constituted by the subcommittee chair, 12 voting members, and two ex-officio members.

8. The Chair Elect of the Student Services Committee will serve as the Chair of the Financial Aid Subcommittee and votes only to break a tie.
9. The 12 voting members of the subcommittee shall include three core administrative members and nine faculty members.
10. Core administrative members shall include representatives from the following: Division of Student Affairs appointed by the Vice President of Student Affairs, Division of Finance and Administration appointed by the Associate Vice President of Finance and Administration, and the Student Services Committee appointed by the Chair of the Student Services Committee.
11. Nine faculty members shall be appointed by the Committee on Committees to include a minimum of one representative from each of the following colleges: Arts and Sciences, Arts, Business, Education, and Nursing. Remaining faculty member positions shall be populated by faculty members at large.
12. Voting members shall serve a three year term of service.
13. The subcommittee shall include two ex-officio non-voting members including the Director and Administrative Coordinator of Financial Aid.

### **Article III: Procedures**

- a.) In accordance with Faculty Senate Bylaws, (Article II, Section 6, a.1-3), the Committee will discharge the following responsibilities on or before September 1:
  1. Set the schedule for regular meetings and so inform the Committee on Committees. The Committee on Committees will publish the schedule to be included in the Faculty Handbook.
  2. Submit to the Executive Committee of the Faculty Senate a report containing an assessment of the Committee's charge and its annual goals.
  3. Submit written rules governing the Committee's procedures to the Executive Secretary of the Faculty Senate and place a copy of these rules on reserve in the Odum Library.
- b.) All proposals, recommendations, reports, and any other material to be presented for consideration to the Student Services Committee must be submitted to the Committee chair.
- c.) All Committee meetings will be open.
- d.) Guests of the Committee will be allowed to speak only by expressed permission of the Committee.
- e.) Substantive minutes and/or records of deliberations of the Committee will be kept. Copies of minutes, reports, proposals, recommendations, and all other documents will be placed on reserve in the Odum Library no later than two weeks after a Committee meeting. At the end of the year, Committee records will be collected and placed in the University archives in the Odum Library (Senate Bylaws Article II, Section 6, e).
- f.) The Committee will prepare an annual report and submit it to the Executive Secretary of the Faculty Senate by April 30 (Senate Bylaws Article II, Section 6, f).
- g.) A quorum to carry on the business of the Committee will be one-half of the voting membership.
- h.) Committee members who are unable to attend a Committee meeting may be allowed proxies. Proxies can be given only to other Committee members. The chair of the Committee must be notified of proxies prior to the meeting. No person may hold more than one proxy at any meeting.
- i.) Voting will be by a show of hands, unless otherwise ordered by the Committee. A majority of votes will carry an issue. Any Committee member may request a written ballot on any issue.

#### **Article IV: Amendments**

The Bylaws of the Student Services Committee may be amended by a majority vote of the Committee. Proposed amendments to the Bylaws must be submitted by Committee members to the Chair in a timely manner for review, discussion, and possible action.