

Bylaws of the Academic Scheduling and Procedures Committee

Article I: Name

The Academic Scheduling and Procedures Committee is a Standing Committee of the Faculty Senate.

Article II: Charge

The Academic Scheduling and Procedures Committee reviews and recommends policies and procedures pertinent to the University Calendar, class periods, final examination scheduling, University catalogs and bulletins, Honors Day, and commencement.

Article III: Membership

Section 1. Selection

The Committee on Committees nominates and the Faculty Senate approves members of the Academic Scheduling and Procedures Committee.

Section 2. Membership

The membership of the Academic Scheduling and Procedures Committee includes:

- a. No fewer than two elected senators selected by the Committee on Committees.
- b. Sufficient additional members of the General Faculty to assure representation of all schools, the Odum Library, and the Division of Social Work.
- c. Ex officio members: the Registrar, the Director of Admissions and Enrollment Management, the Assistant to the Vice President for Academic Affairs, the Director of Auxiliary Services, the Athletic Director, the Director of Housing and Resident Life, and the Director of the Council of Staff Affairs. Ex officio members are voting. The Academic Scheduling and Procedures Committee may nominate additional ex officio members by written request to the Committee on Committees.
- d. No fewer than one student recommended by the President of the Student Government Association.

Section 3. Terms

All members of the Academic Scheduling and Procedures Committee serve three-year, staggered terms, as determined by the Committee on Committees, with all terms beginning on September 1 and ending on July 31.

Section 4. Resignations

Members leaving the Academic Scheduling and Procedures Committee must submit a written resignation to the Chair no less than seven days in advance of the effective date of resignation. The committee's Chair must forward copies of written resignations to the Committee on Committees within one week of receiving such resignations. The Committee on Committees appoints replacements for resigned members.

Article IV: Officers

Section 1. Chairperson and Chairperson-elect

The Chairperson and chairperson-elect must be elected Faculty Senators and are selected by the Committee on Committees for the term of one year, except as provided in VSU statutes. The term of the chairperson may be renewed.

The Chairperson-elect serves as Secretary and keeps written minutes of all meetings. Copies of committee minutes or recordings, reports, proposals, recommendations, and all other documents are to be placed on reserve in the Odum Library no later than two weeks after a committee meeting. At the end of the year, these committee records will be collected and placed in the University archives in the Odum Library.

Article V: Subcommittees

Section 1. Authority

- a. The Academic Scheduling and Procedures Committee may establish subcommittees as needed.
- b. The Chairperson will inform the Committee on Committees of the membership of subcommittees at the time they are created.

Section 2. Membership

The Academic Scheduling and Procedures Committee selects the members of subcommittees.

Section 3. Officers

The Chair of the Academic Scheduling and Procedures Committee appoints from the committee's membership the chairs of all subcommittees.

Section 4. Reports

All subcommittees of the Academic Scheduling and Procedures Committee submit reports as determined by the Committee Chair.

Section 5. Terms

The Academic Scheduling and Procedures Committee establishes the terms of its subcommittees. Subcommittees disband when they complete their charges.

Article VI. Procedures

Section 1. Meetings

- a. The Academic Scheduling and Procedures Committee establishes a schedule of meetings for each academic year and submits the schedule to the Committee on Committees.
- b. Meetings of the Academic Scheduling and Procedures Committee are open.
- c. The Academic Scheduling and Procedures Committee may invite to its meetings and hear any guests whom the committee deems appropriate.

Section 2. Goals and Rules

- a. The Academic Scheduling and Procedures Committee develops goals for each academic year and submits the list of goals to the Executive Committee.
- b. The Academic Scheduling and Procedures Committee will submit written rules governing their procedures to the Executive Secretary of the Faculty Senate and place these written rules on reserve at Odum Library.

Section 3. Quorum

A simple majority of the voting membership of the Academic Scheduling and Procedures Committee constitutes a quorum.

Section 4. Voting

- a. Approval of motions is by majority vote of the voting members of the Academic Scheduling and Procedures Committee present and voting.

- b. The Academic Scheduling and Procedures Committee does not accept proxies but will accept written absentee votes addressed to the Chair of the committee.

Section 5. Submission of materials

All proposals, recommendations, reports, and other materials for consideration by the Academic Scheduling and Procedures Committee must be submitted to the Chair a minimum of ten working days in advance of a scheduled meeting.

Section 6. Annual report

The Academic Scheduling and Procedures Committee Chairperson prepares an annual report and submits it to the Executive Secretary of the Faculty Senate by June 15.

Article VII: Amendments to the Bylaws

Section 1. Submission of proposed amendments

Proposed amendments to the bylaws of the Academic Scheduling and Procedures Committee must be submitted in writing to the Chair at least four weeks prior to the next scheduled meeting.

Section 2. Approval of proposed amendments

Approval of proposed minutes to the Bylaws of the Academic Scheduling and Procedures Committee is by majority vote of the voting members present and voting.