

## BYLAWS OF THE STUDENT ACTIVITIES COMMITTEE

### ARTICLE I. STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee is a Standing Committee of the Faculty Senate.

### ARTICLE II. CHARGE

a. The Student Activities Committee:

1. reviews and recommends policies and procedures pertinent to student discipline;
2. reviews and recommends policies and procedures pertinent to student publications;
3. reviews and recommends policies and procedures pertinent to student organizations;
4. reviews and recommends policies and procedures pertinent to fraternities and sororities;
5. reviews and recommends policies and procedures pertinent to concerts and lectures;
6. reviews and recommends policies and procedures pertinent to student affairs in general.

b. The Committee will work closely with the Vice President for Student Affairs and coordinate with the Student Life (SL) Committee and its related committees to avoid duplicating committee responsibilities.

### ARTICLE III. MEMBERSHIP

The membership of the student Activities Committee is composed of:

- a. members who are nominated by the Committee on Committees and approved by the Faculty Senate. Membership is assigned to properly represent each School, and the Odum Library. All Committee members serve three-year, staggered terms. Terms of Committee members begin on September 1 and end on August 31.
- b. no fewer than two (2) elected Senators selected by the Committee on Committees and approved by the Faculty Senate;
- c. no fewer than one (1) student recommended by the President of the SGA;
- d. ex-officio members who are nominated by the Committee on Committees and approved by the Faculty Senate. Ex-officio members of the Committee are non-voting members. The chairperson of the committee may request that ex-officio members be appointed to the Committee by making a written request to the Committee on Committees.

A member of the Committee who finds it necessary to resign must provide the Committee chairperson written notification no less than seven (7) days in advance of the effective date of resignation. Within (7) days of notification, the chairperson will notify the Committee on committees of the resignation. The Committee on Committees appoints replacements.

#### ARTICLE IV. OFFICERS

The officers of the Student Activities Committee will consist of:

- a. Chairperson: The chairperson of the Student Activities Committee must be a Senator and is elected by the Committee for a term of one (1) year. The term of the chairperson may be renewed;
- b. Secretary: The secretary of the Student Activities Committee is elected by the Committee for a term of one (1) year. The term of the secretary may be renewed.

#### ARTICLE V. SUB-COMMITTEES

- a. The Student Activities Committee may create sub-committees. At least one (1) member of the sub-committee must be a member of the Student Activities Committee.
- b. Sub-committee members do not need to be faculty or Senators and are chosen solely by the Committee. The terms of the sub-committee members are determined by the Committee.
- c. The chairperson of the Committee will inform the Committee on Committees of the membership of sub-committees.
- d. Chairpersons of sub-committees will be appointed by the Committee chair, subject to approval of the Committee.
- e. Chairs of sub-committees will give the Committee prior notice of meetings, provide minutes of meetings, and submit recommendations and reports as determined by the Committee.

#### ARTICLE VI. PROCEDURES

- a. On or before October 1, the Student Activities Committee will discharge the following responsibilities:
  1. Set a schedule of its regular meetings and so inform the Committee on Committees.
  2. Submit to the Executive Committee of the Faculty Senate a report containing an assessment of its charge and the goals it wishes to achieve in the coming year.
  3. Submit written rules governing its procedures to the Executive Secretary of the Faculty Senate and place these written rules on reserve in the Odum Library.
- b. Reports, recommendations, and proposals must be sent in writing to the Committee chairperson at least two (2) weeks prior to the next scheduled Committee meeting. The Committee chairperson is responsible for setting the agenda for meetings.
- c. All Committee and sub-committee meetings are open. The Committee will decide whether or not guests of the Committee will be heard and under what conditions.
- d. Meetings will be conducted according to the last revision of Robert's Rules of Order.

- e. The Committee will keep substantive minutes or recordings of its deliberations. 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 (2) weeks after a Committee meeting.
- f. The Committee will prepare an annual report and submit it to the Executive Secretary of the Faculty Senate by June 15.
- g. A majority of the Committee membership will constitute a quorum.

#### ARTICLE VII. AMENDMENTS TO BYLAWS

- a. A proposed amendment to the Committee bylaws must be submitted in writing to the Committee chairperson at least two (2) weeks prior to the next scheduled meeting.
- b. A majority vote by those members in attendance and voting will be required to amend the Committee bylaws.

#### VIII. VOTING PROCEDURE

- a. Voting will be by show of hands. Voting for the election of Secretary will be by paper ballot.
- b. Any member may request a paper ballot vote on any issue.
- c. Proxies will be allowed for Committee members who are unable to attend a Student Activities Committee meeting. Proxies must register with Chair prior to the meeting. No person may represent more than one (1) other Committee member at a meeting.”