

Valdosta State University
Committee on Academic Honors and Scholarships
By-Laws

ARTICLE I

Name

The Committee on Academic Honors and Scholarships is a standing committee of the Faculty Senate of Valdosta State University (Senate By-laws Article II, Section 3 (i)).

ARTICLE II

Objective

The objective of the Committee is to oversee and facilitate University activities pertaining to academic honors and scholarships, including: selection of students for scholarships and honors external to the University, such as the Georgia Legislature Academic Recognition Day; selection of the recipient of the Annie Powe Hopper Award; and, in conjunction with Office of the Provost & Event Services, the coordination of activities for Honors Day.

ARTICLE III

Members

Section A: Selection of Members

Members of the Committee are nominated by the Committee on Committees and approved by the Senate. Membership is assigned to properly represent each College of the University, the Odum library, the Student Government Association, Event Services, and the Deans Council (Senate By-laws, Article H, Section 3(a)).

Section B: Composition of the Committee and terms of Membership

1. Membership

- a. Two of the Committee members must be faculty senators, one of whom is the chairperson (Senate By-laws, Article II, Section 3(a)).
- b. Ex officio members may be appointed by the Committee on Committees. All ex officio members on the Committee will be non-voting members. The Committee may nominate ex officio members to the Committee by sending a written request to the Committee on Committees.
- c. The Committee may appoint subcommittees to carry out the work of the Committee. Subcommittee members, chosen by the Committee, need not be faculty members or faculty senators.

2. Terms

- a. All Committee members serve three-year staggered terms. Terms are staggered by the Committee on Committees (Senate By-laws, Article II,

Section 5(a, b, c)). Terms of Committee members and chairpersons begin on September 1 and end on August 31.

b. Subcommittee terms are determined by the Committee

3. Resignations

Resigning members must submit to the chairperson of the Committee a written resignation. A copy of all resignations must be submitted to the Committee on Committees within one week of receipt by the Committee chairperson of the resignation. The Committee on Committees appoints replacements.

ARTICLE IV *Officers*

Section A: Chairperson

A chairperson and a chairperson-elect, who must be faculty senators, shall be appointed by the Committee on Committees (Senate By-Laws, Article II, Section 3, (g)). The chairperson serves a one-year, renewable term. The chairperson is responsible for the conduct of the committee meetings and for coordinating the scheduling of meetings and committee activities.

Section B: Secretary

The chair elect will also serve as secretary of the committee for the current year. The secretary is responsible for the keeping of Committee minutes for the submission of those minutes to the University Archives on a yearly basis.

Section C: Subcommittee Officials

Subcommittee officials, such as chairpersons and secretaries, shall be appointed by consensus decision of the Committee.

ARTICLE V *Subcommittees*

Section A: Authority

Subcommittees may be appointed by the Committee to carry out specific tasks of the Committee (Senate By-laws, Article II, Section 5(h)).

Section B: Reporting

The Committee on Committees will be informed of the membership and composition (names of subcommittee officers) of any and all subcommittees in time to include them in the listing in the University Faculty Handbook.

Section C: Subcommittee Officers

Subcommittee officers will be chosen by consensus decision of the Committee.

Section D: Subcommittee Composition

Subcommittees may be composed of any persons selected to serve on the subcommittee by consensus decision of the Committee. At least one member of any or all subcommittees must be a member of the Committee. One Committee member serving on any and all subcommittees shall be designated by consensus decision of the Committee as the Subcommittee reporting member. The Subcommittee reporting member is responsible for reporting all activities of Subcommittee to the Committee.

ARTICLE VI *Procedures*

Section A: Committee Decisions

Decisions of the Committee shall be made by consensus, except in the matter of amending these by-laws, which will be made by a 3/4ths vote of all Committee members, as specified in Article VII, infra. Majority vote may be used as a preliminary procedure in deliberations.

Section B: Representation

One half of the Committee membership at a Committee meeting shall constitute a quorum. Proxy representatives of Committee members are permitted.

ARTICLE VII *Amendments to By-Laws*

These By-laws may be amended by 3/4ths vote of the entire Committee.