

Bylaws of the Educational Policies Committee

Article I: Name

The Educational Policies Committee is a Standing Committee of the Faculty Senate (Senate Bylaws, Art. II, Sect. 3i (3)).

Article II: Charge

Educational Policies Committee is charged with reviewing and recommending policies and procedures pertinent to advising, undergraduate admissions and retention, public services, and registration; and to hear undergraduate petitions for exceptions to academic policy, including graduation (Senate Bylaws, Art. II, Sect. 3i (3)).

Article III: Membership

Section 1. Selection

The Committee on Committees nominates and the Faculty Senate approves members of the Educational Policies Committee (Senate Bylaws, Art. II, Sect. 3a).

Section 2. Membership

The membership of the Educational Policies Committee includes:

- a. No fewer than two elected senators selected by the Committee on Committees (Senate Bylaws, Art. II, Sect. 3c).
- b. Sufficient additional members of the General Faculty to assure representation of all schools, the Odum Library, and the Division of Social Work (Senate Bylaws, Art. II, Sect. 3a).
- c. Ex officio members: the Registrar, the Director of Admissions and Enrollment Management, the Director of Public Services, the Assistant Dean of the College of Arts and Sciences, and the Director of Women's Studies. Ex officio members are voting members of the Educational Policies Committee. The Educational Policies Committee may nominate additional ex officio members by written request to the Committee on Committees (Senate Bylaws, Art. II, Sect. 3e).
- d. No fewer than one student recommended by the President of the Student Government Association (Senate Bylaws, Art. II, Sect. 3b).

Section 3. Terms

All members of the Educational Policies 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 (Senate Bylaws, Art. II, Sect. 5a, 5b, 5c).

Section 4. Resignations

Members leaving the Educational Policies 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 (Senate Bylaws, Art. II, Sect. 5h).

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 (Senate Bylaws, Art. II, Sect. 3g).

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 (Senate Bylaws, Art. II, Sect. 6f).

Article V: Subcommittees

Section 1. Authority

- a. The Educational Policies Committee may establish subcommittees as needed (Senate Bylaws, Art. II, Sect. 3h).
- b. The Chairperson will inform the Committee on Committees of the membership of subcommittees at the time they are created (Senate Bylaws, Art. II, Sect. 3h).

Section 2. Membership

The Educational Policies Committee selects the members of subcommittees.

Section 3. Officers

The Chair of the Educational Policies Committee appoints from the committee's membership the chairs of all subcommittees.

Section 4. Reports

All subcommittees of the Educational Policies Committee submit reports as determined by the Educational Policies Committee Chair.

Section 5. Terms

The Educational Policies Committee establishes the terms of its subcommittees. Subcommittees disband when they complete their charges.

Article VI. Procedures

Section 1. Meetings

- a. The Educational Policies Committee establishes a schedule of meetings for each academic year and submits the schedule to the Committee on Committees on or before October 1 (Senate Bylaws, Art. II, Sect. 6a, 6a (1)).
- b. Meetings of the Educational Policies Committee are open (Senate Bylaws, Art. II, Sect. 6c).
- c. The Educational Policies Committee may invite to its meetings and hear any guests whom the committee deems appropriate (Senate Bylaws, Art. II, Sect. 6d).

Section 2. Charges and Goals

- a. The Educational Policies Committee develops an assessment of their charges and goals for each academic year and submits the list to the Executive Committee (Senate Bylaws, Art. II, Sect. 6a (2)).
- b. The Educational Policies 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 (Senate Bylaws, Art. II, Sect. 6a (3)).

Section 3. Quorum

A simple majority of the voting membership of the Educational Policies Committee constitutes a quorum.

Section 4. Voting

- a. Approval of motions is by majority vote of the voting members of the Educational Policies Committee present and voting.
- b. Proxies will be allowed for Educational Policies Committee members who are unable to attend meetings, but can only be given to other Educational Policies Committee members. The Chair of the Educational Policies Committee must be notified of proxies prior to the meeting. No person may hold more than one proxy at any meeting.

Section 5. Submission of materials

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

Section 6. Annual report

The Educational Policies Committee Chairperson prepares an annual report and submits it to the Executive Secretary of the Faculty Senate by April 30 (Senate Bylaws, Art. II, Sect. 6f).

Article VII: Amendments to the Bylaws

Section 1. Submission of proposed amendments

Proposed amendments to the bylaws of the Educational Policies 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 amendments to the Bylaws of the Educational Policies Committee is by majority vote of the voting members present and voting.