

**BYLAWS OF THE ACADEMIC POLICY COMMITTEE
OF GLENVILLE STATE COLLEGE
(CLC-3/21)**

Article I. Name

The name of this committee is “The Academic Policy Committee of Glenville State College.”

Article II. Membership

The membership of this committee shall be comprised of a faculty representative from each Academic Division or Department appointed by the Faculty Senate, and two student representatives appointed by the Student Government Association. Each appointed member will serve for a term designated by the appointing body. Members are encouraged and permitted to send a proxy in their place for meetings they cannot attend. The proxy will have the privileges of a member as outlined in these bylaws.

Article III. Liaisons

The Provost and Vice President for Academic Affairs or Associate Vice President for Academic Affairs shall be administrative liaison to the committee. The Provost shall communicate issues or proposals for consideration by the committee from administrative officers of the college. The Provost shall have full privileges of discussion of all issues which come before the committee. The liaison, however, is not a voting member of the committee and may not serve as a committee officer.

Article IV. Duties of the Committee

The responsibility of the Academic Policy Committee is to advise the Faculty Senate on the development and revision of academic policies.

Article V. Officers and their duties

Section 1. The officers of the Committee shall be the Chair of the Academic Policy Committee and the Vice-Chair of the Academic Policy Committee. The Chair and Vice-Chair shall be elected by a majority vote of those members present at the first meeting of the Committee each fall semester. However, officers shall first be elected upon adoption and approval of these bylaws. In order to assist in orderly and efficient flow of information between the committee and the liaison and to provide clerical assistance, the Executive Secretary for the Provost will serve as secretary to the Academic Policy Committee.

Section 2. The Chair of the Committee shall ordinarily preside at all meetings. The Chair, in collaboration with the Provost and Vice President or Associate Vice President for Academic Affairs, shall prepare the agenda for the meeting and shall assemble the documents necessary for the committee members to use. The Provost and Vice President or Associate Vice President for Academic Affairs, in collaboration with the chair, shall be responsible for communications from the Committee to administrative officers of the College, to the Faculty Senate, to subcommittees of the committee, to other committees, or to the individuals or groups with an interest in the work of the committee.

Section 3. The Vice-Chair serves in the Chair's absence. In the Vice-Chair's absence, the Committee shall select a member present to serve as Chair for that meeting.

Section 4. The Secretary of the Committee shall maintain adequate minutes of the work of the Committee. The minutes of the Committee shall be shared with the college community in an efficient manner to be determined by the Committee. A copy of all minutes of the Committee shall be maintained in the office of the Provost and Vice President or Associate Vice President for Academic Affairs. The Secretary shall also assist the Chair in the preparation of communications from the committee to administrative officers of the College, to the Faculty Senate, to subcommittees of the committee, to other committees, or to other individuals or groups with an interest in the work of the committee.

Section 5. In the event that a vacancy shall occur in the office of the Chair, the Committee shall elect a replacement at its next meeting after the vacancy occurs.

Article VI. Procedures for Meetings

Section 1. A quorum for meetings shall consist of a simple majority of the Committee where membership is as defined in **Article II**.

Section 2. Meetings shall be called as needed by the Chair. The Chair shall always honor requests from the President of the College, the Faculty Senate, or the Liaison to call a meeting. Also, the Chair shall honor the request of any three members of the Committee to call a meeting. In the event of a vacancy in the office of the Chair, any three of the current members of the Committee may call a meeting.

Section 3. Normally the Chair shall give at least 48 hours' notice of the date, time, place for, and agenda of meetings to the membership and to the campus community. Notice shall be given in an efficient manner to be determined by the committee. Emergency meeting may be called by the Chair with less than 48 hours' notice.

Section 4. Meetings of the Committee will be open, unless the Committee is dealing with privileged information regarding employment, personnel development and/or specific student academic issues. Persons present other than members of the Committee and the liaison to the Committee may be recognized to speak to issues before the Committee by the Chair.

Section 5. Meetings shall be conducted according to generally accepted principles of Parliamentary law for committees. Decisions of the Committee shall be made by majority vote of those present and voting on a motion.

Article VII. Lines of Reporting

All actions taken by the Committee relative to policy changes will be forwarded to the Faculty Senate for review and comment and to College Leadership Council for action.

Article VIII. Amendment Procedure

These bylaws may be amended from time to time as needed when they have received a majority vote of the Academic Policy Committee of Glenville State College at a meeting where voting on the bylaws has been listed on the official agenda.

Article IX. Ratification

These Bylaws shall be officially adopted when they have received majority vote of the Academic Policy Committee of Glenville State College, and have been approved by the Faculty Senate, the College Leadership Council, and the President of the College.

Dr. Schuyler J. Chapman, Chair, Academic Policy
Committee

Date

Dr. Brian R. Perkins, President, Faculty Senate

Date

Dr. Gary Z. Morris, Chair, College Leadership Council

Date

Dr. Mark A. Manchin, President of the College

Date