

BYLAWS OF THE GLENVILLE STATE COLLEGE (GSC)
HISTORICAL PRESERVATION COMMITTEE
FEBRUARY 2021

Article I. Name

The name of this committee is “The Glenville State College (GSC) Historical Preservation Committee”.

Article II. Membership

The members of this committee shall include a Presidential appointment, the Library Director, the Executive Assistant to the President’s Office, the Alumni Director, the Library Archival Assistant, the Student Government Association President or other member of the Executive Board, a current Faculty member appointed by Faculty Senate, a History and Political Science major appointed by the Social Sciences department head, an Honors student appointed by the head of the Honors Program, a Social Sciences Education major appointed by the Education department head, a representative from the West Virginia State Folk Festival Association. All members shall serve for a term of one-year and may be reappointed.

Article III. Liaisons

The Vice President of Administration or their designee shall be administrative liaison to the committee. He/she shall communicate issues or proposals from the committee to the Administration and members of the Physical Plant. He/she shall communicate issues or proposals for consideration by the committee from administrative officers of the college. This VP or designee may not serve as a committee officer.

Article IV. Duties of the Committee

1. To ensure the proper preservation of Glenville State College’s history.
2. To preserve the culture and traditions associated with the surrounding area.
3. To evaluate campus structures for inclusion on the National Register of Historic Places.
4. To discuss, develop, and take action on various grants to be submitted through funding sources such as the Department of Arts, Culture, and History’s State Historic Preservation Office, the West Virginia Humanities Council, and federal agencies.
5. To develop historically oriented programming for the region, provide additional focus on the preservation of all materials associated with the history of the college and region, and evaluate historic buildings regarding efforts to restore them and/or mitigate further deterioration in cooperation with the campus’ Facilities Committee and department overseeing facilities.
6. To advise in the operation of the Glenville State Archives.

Article V. Officers and their duties

Section 1. The Presidential appointee shall serve as Chair of the Committee.

Section 2. The Library Director shall serve as Vice-Chair of the Committee.

Section 3. The Chair of the Committee shall ordinarily call and preside at all meetings. In the Chair’s absence, the Vice-Chair shall serve as Chair for the meeting. The Chair and Vice-Chair, along with the committee secretary, shall prepare the agenda for the meeting and shall assemble the documents necessary for the committee members’ deliberations.

Section 4. The Chair and Vice-Chair shall be jointly responsible for communications from the Committee to constituents of the College, the Alumni Council, and to other individuals or groups with an interest in the work of the Committee.

Section 5. The Executive Assistant to the President’s Office shall serve as the secretary. This individual will develop and maintain minutes of all Committee meetings. The minutes of the committee shall be shared with the college community in an efficient manner to be determined by the Committee.

Section 6. In the event that a vacancy shall occur on the committee, another member from the appropriate constituency group shall be permitted to fill the position for the remainder of the unexpired term.

Article VI. Procedures for Meetings

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

Section 2. Meetings shall be called as needed by the Chair. The Chair shall always honor requests for the President of the College, the Vice President for Academic Affairs, the Alumni Director, or the Library Director to call a meeting. In the event of a vacancy on the office of the Chair, any 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. Notice shall be given in an efficient manner to be determined by the committee. Emergency meetings may be called by the Chair with less the 48 hours’ notice.

Section 4. Meetings of the Committee will be open. Persons present other than the members of the Committee may be recognized to speak to issues before the committee by the Chair.

Section 5. Meetings shall be conducted in an informal collegial manner, except that formal action shall be taken upon approval of a motion duly seconded and appropriately recorded 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

Section 1. In a timely manner, the Historical Preservation Committee shall forward its recommendations to the administrative officers of the college, the Alumni Council, Faculty Senate, Staff Council, and the Student Government Association. Minutes of the meeting will be officially recorded and maintained by the committee Secretary.

Article VIII. Amendment Procedure

These bylaws may be amended from time to time as needed. The procedure for amendment shall be the same as the procedure for original ratification of these bylaws.

Article IX. Ratification

These bylaws shall be officially adopted when they have been approved by the Glenville State College (GSC) Historical Preservation Committee, by Faculty Senate, by the College Leadership Council, and by the President of the College.