

**BYLAWS OF THE UNIVERSITY LEADERSHIP  
COUNCIL OF GLENVILLE STATE UNIVERSITY  
March 18, 2022**

**Article I. Name**

The name of this committee is “The University Leadership Council of Glenville State University.”

**Article II. Membership**

The Committee shall consist of fourteen members:

President of the Faculty Senate  
President of the Staff Council  
President of the Student government Association  
Three Faculty Members (elected by the faculty)  
Two Students:  
    President of Student Government Association  
    Vice President of Student Government Association  
Two Department Chairs (selected by chairs)  
Two Staff Members (selected by staff)  
One Administrator (appointed by the President)  
Provost and Senior Vice President  
Director of Athletics

No faculty or staff member serving on the Board of Governors may serve on the University Leadership Council.

All terms of elected/appointed faculty, staff and administrators will be for three years (terms will be staggered in a random fashion). Student terms will be for one academic year and may be reappointed by the student Government Association.

**Article III. Duties of the Council**

**Section 1.** The Council has the responsibility of making recommendations to the President on items under consideration. These include, but are not limited to the following matters: institutional policies, degree program changes and other issues affecting the entire University.

**Section 2.** The President may request the University Leadership Council to consider other matters that may affect the University.

**Section 3.** The University Leadership Council will receive information and recommended action items from: Faculty Senate, Staff Council, Student Government Association, Task Forces, Special Committees, and officers of the University.

**Article IV. Officers and their duties**

**Section 1.** The Provost and Senior Vice President will serve as Chair with the President of the Faculty Senate serving as Vice Chair.

**Section 2.** The Chair of the Council shall call and preside at all meetings. The Chair shall have the responsibility to assemble the documents necessary for the committee members’ deliberations. The Chair shall be responsible for communicating, in writing all committee recommendations to the President.

**Section 3.** The Chair will appoint a staff member who is not a member of the Council to serve as the Secretary. This individual will develop and maintain the minutes of all Council meetings and be responsible for distribution of these across campus.

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**Article V. Procedures for Meetings**

**Section 1.** The Council will meet at least once each academic semester. A quorum shall consist of eight members of the Council where membership is as defined in Article II.

**Section 2.** Normally the Chair shall give at least one week's notice of the date, time, place for and provide the agenda and supporting documentation 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 than 48 hours' notice. Emergency meetings may also be called by a collective of at least eight members or by the President of the University.

**Section 3.** Meetings shall be conducted according to generally accepted principles of parliamentary law for committees/councils. No votes may be taken unless quorum has been established as indicated in Section 1. Decisions of the Committee shall be made by majority vote of these present and voting on a recommendation.

**Section 4.** All meetings are open to the campus community. There will be no executive sessions. The President of the University is welcome to attend all meetings and, if present, will be invited to address the council.

**Article VI. Lines of Reporting**

Within the established timelines, the committee forwards its recommendations to the President of the University.

**Article VII. Amendment Procedure**

**Article VI. Lines of Reporting**

Within the established timelines, the committee forwards its recommendations to the President of the University.

**Article VII. Amendment Procedure**

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

**Article VIII. Ratification**

These bylaws shall be officially adopted when they have received a majority vote of the University Leadership Council of Glenville State University at a meeting where voting on the bylaws has been listed on the official agenda.

\_\_\_\_\_  
Chairperson, Provost, and Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chairperson, President of Faculty Senate

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Glenville State University

\_\_\_\_\_  
Date