BYLAWS OF THE STUDENT AFFAIRS COMMITTEE

ARTICLE 1: COMMITTEE MEMBERSHIP

Section 1: Purpose

The purpose of these bylaws is to define the membership and outline the scope of duties of the Committee.

Section 2: Membership

The Committee shall consist of the following:

1. The Vice President for Student Affairs or a designee as an ex-officio, non-voting member
2. Student Affairs professionals appointed by the Vice President for Student Affairs (or designee) from each of the following areas:
    a. Student Affairs
    b. Dean of Students
    c. Auxiliaries and Operations
    d. Student Conduct
    e. Health Centers
3. Six elected faculty members, two from each campus (Bloomsburg, Lock Haven, and Mansfield)
4. An elected at-large SCUPA representative from each campus (Bloomsburg, Lock Haven, and Mansfield)
5. Six undergraduate representatives, two from each campus (Bloomsburg, Lock Haven, and Mansfield)
6. At least one graduate representative

Elected faculty members shall be elected in accordance with the faculty election process adopted by the Elections Subcommittee of the University Senate. Appointed members shall be named by the respective Vice President or designee. Undergraduate students shall be appointed by the Chair of the Committee, following consultation with each campus' student government. The graduate student representative(s) will be identified by the Associate Provost and Dean of Graduate Education.

Elected faculty members shall serve for a term of three years, with the possibility of reelection. Elected member terms shall be staggered so that about one-third of the elected representatives are replaced each year. Student members shall serve for a term of one year. Appointed members shall receive notification of their appointment via email.

The Committee shall strive to maintain diverse representation and inclusivity.

Section 3: Removal and Resignation

Any member of the subcommittee failing to regularly attend meetings during the academic year will be considered for removal by the Executive Committee.

A subcommittee member may resign from their position by providing written notice to the Subcommittee chair or appointing authority.

ARTICLE II: SCOPE OF DUTIES

Section 1: Purpose

The purpose of the Committee is to:

1. Serve in an advisory capacity to the Vice President for Student Affairs. The jurisdiction and responsibilities of the Committee shall coincide with those of the Vice President for Student Affairs.
2. Initiate, review, and recommend policies and procedures to the Vice President for Student Affairs.
3. Inquire in matters relating to the physical, mental, and social welfare of students.
4. Establish working groups as are deemed appropriate.
5. Identify areas of improvement and solutions that coincide with services, policies, and procedures within the Division of Student Affairs.

Section 2: Duties and Responsibilities

The Committee shall meet regularly to discuss and review matters related to its scope of duties. Committee members are expected to actively participate in meetings, contribute their expertise, and collaborate with other members.

The Committee may form working groups as necessary to address specific tasks or projects.

The Committee shall provide recommendations, reports, or any required deliverables to the appointing authority or relevant stakeholders, as specified.

The Committee shall designate a member to make reports to the Local Assembly for each campus and to the Senate.

Section 3: Chairperson and Officers

The Committee shall elect a Chairperson from among its members to preside over meetings, facilitate discussions, and represent the Committee when required.

The Chairperson shall serve as a member of the Executive Committee and represent the Committee when called upon.

The Chairperson shall serve a term of one academic year, unless otherwise agreed upon by the membership. The Chairperson may be re-elected if desired.

The Committee may appoint additional officers, such as a Vice-Chairperson or Secretary, to assist in the functioning of the Committee as deemed necessary.

ARTICLE III: MEETINGS

Section 1: Frequency

The Committee shall hold regular meetings at least two times per semester.

Additional meetings may be scheduled as necessary or upon the request of the Chairperson or a majority of Committee members.

Section 2: Quorum and Decision-making

A quorum, constituting 51% of voting members of the Committee, must be present to conduct official business.

Decisions shall be made by a majority vote of the Committee members present, unless otherwise specified in these bylaws.

The Chairperson may call for a vote to be conducted online if the need arises. Alternative voting mechanisms require a quorum of votes cast by members and decisions shall be made by a simple majority vote. Any committee member may object to the call for an online vote and request a meeting for the vote to be held.

ARTICLE IV: AMENDMENTS

These bylaws may be amended by a majority vote of the Committee members, provided that notice of the proposed amendment is given in advance of the meeting.

Proposed amendments to the bylaws shall be shared with all Committee members a reasonable amount of time prior to the meeting.

ARTICLE V: ADOPTION AND REVIEW

These bylaws are hereby adopted on September 15, 2026, and shall supersede any previous bylaws or rules of the Committee.

These bylaws must be reviewed at least every three years, beginning with AY 2026-2027.

New bylaws must be approved by the Executive Committee.
(Approved by Executive Committee on XXX.)