

SOUTHERN CONNECTICUT STATE UNIVERSITY

By-Laws of the Academic Standards Committee of the Graduate Council

I. Membership

- A. Only members of the Graduate Council are eligible to serve on the ASC.
- B. Members are appointed to the ASC by the Chairperson of the Graduate Council.
- C. Membership varies as a percentage of the membership on the Graduate Council. Thirteen (13) to fifteen (15) members usually constitutes the ASC.

II. Meetings

- A. The ASC shall hold monthly meetings the second Monday of each academic month, with the exception of January from 1-3PM. Meetings may be cancelled or additional meetings called at the discretion of the chairperson. The chairperson shall give a minimum of a week's notice to committee members prior to calling a non-scheduled meeting. In an emergency, the chairperson shall give two business days' notice before calling a meeting.
- B. Prior to each non-scheduled meeting, the chairperson shall distribute to the members a written agenda. Any member may request of the chairperson that an item of business be placed on the agenda.
- C. When official business is voted upon at a meeting of the ASC, absentee ballots shall not be counted either in the voting or as part of the determination of a quorum.
- D. A number equal to fifty-percent (50%) of the members who are not on leave-of-absence or sabbatical shall constitute a quorum.
- E. Members who are on a semester leave or longer (i.e., sabbatical or personal) shall not be included in the determination of a quorum, although they shall have full voting rights should they attend a meeting while on leave.

- F. Minutes shall be kept of each meeting of the ASC. At each meeting the minutes of the previous meeting shall be reviewed for correction and approval. A permanent file of updated minutes shall be kept by the chairperson of the ASC.

III. **Voting**

- A. Decisions, unless otherwise specified in the By-laws, shall be by simple majority of those present and voting. (A quorum is not required for program reviews)
- B. A voting member may request a secret ballot for any vote; the request shall be honored automatically.
- C. Voting by written ballots or electronic means is permissible at the discretion of the chairperson.
- D. There shall be no proxy votes in voting.
- E. The chairperson may not vote on issues at ASC meetings unless his/her vote may alter the result. The chairperson may exercise his/her right to vote in all cases of secret and mail ballot voting.
- F. Members on leave-of-absence or sabbatical may exercise their voting privileges if in attendance at ASC meetings.
- G. Members on leave-of-absence or sabbatical may elect to vote on issues other than program reviews and all other mail or electronic ballots. A member on leave-of-absence or sabbatical must return the ballot within the confines of the election dates, as set in good faith.

IV. **Rules of Order**

A relaxed form of the latest edition of Robert's Rules of Order shall govern proceedings of ASC meetings except in cases where Robert's Rules is not consistent with the By-laws of the ASC. In such cases, the By-laws shall govern.

V. **Amending the By-Laws**

Proposed changes to the By-laws or amendments require written notice to all Committee members at least one week prior to the meeting in which the proposed change(s) are considered. A two-thirds majority vote in favor of the proposed change(s) by voting members present will be sufficient to change or amend the By-laws, as long as a quorum is present.