

Student Advisory Committee Bylaws

CONNECTICUT STATE COLLEGES AND UNIVERSITIES STUDENT ADVISORY COMMITTEE TO THE BOARD OF REGENTS FOR HIGHER EDUCATION

ARTICLE I - NAME AND PURPOSE

Section 1: The name of the organization is the Student Advisory Committee (SAC) to the Board of Regents for Higher Education (BOR).

Section 2: The Student Advisory Committee's purpose is to assist the Board of Regents in carrying out its statutory functions pertaining to the Connecticut State University System, the Community College System and Charter Oak State College.

ARTICLE II - MEMBERSHIP

Section 1: The SAC consists of members elected by the student government association of each CSCU member school. Each student government association shall elect one member and one alternate. In a member's absence, the alternate shall act.

ARTICLE III - MEETINGS

Section 1: *Regular Meetings.* In addition to two (2) joint meetings with the Board of Regents the Student Advisory Committee shall meet once during each month that the Board of Regents has a regularly scheduled meeting.

Section 2: *Special Meetings.* Special meetings may be called by the Chair, the Executive Committee of the SAC or by request of twelve (12) or more members.

Section 3: *Notice.* Notice of all meetings shall be given in accordance with the Connecticut Freedom of Information Act and shall specify the time and place of the meeting, and the business to be transacted. Notice of all meetings shall be given to each member of the SAC by email sent to the address provided by the member and alternate for this purpose.

Regular meeting notices, including an agenda, to the extent reasonably possible, shall be provided no less than ten (10) days before the meeting. Absent exceptional circumstances (e.g. snowstorms), all regular meetings shall be held regardless of quorum.

Special meeting notices and agendas shall be provided no less than 24 hours in advance.

ARTICLE IV - STUDENT ADVISORY COMMITTEE

Section 1: *Terms.* SAC members shall serve two calendar year terms. Members are eligible for re-election. Member terms shall commence on July 1 and terminate two (2) years later on June 30.

In order to promote staggered elections, for the term beginning July 1, 2015, members from the following institutions shall serve a one-year term, and for the term commencing July 1, 2016, and for each term thereafter, such members shall serve a two-year term beginning on July 1 of each even-numbered year: Capital Community College, Gateway Community College, Manchester

Student Advisory Committee Bylaws

Community College, Naugatuck Valley Community College, Norwalk Community College, and Quinebaug Valley Community College, Central Connecticut State University and Southern Connecticut State University.

For the term commencing July 1, 2015 and for each term thereafter, members from the following institutions shall serve a two-year term commencing July 1 of each odd-numbered year: Asnuntuck Community College, Housatonic Community College, Middlesex Community College, Northwestern Community College, Three Rivers Community College, and Tunxis Community College, Eastern Connecticut State University and Western Connecticut State University.

If any member ceases to be a matriculating student in good standing, either as a full-time or part-time undergraduate or graduate student at the institution that elected such student, the membership of such student shall terminate. If the membership of any such student member terminates, the student government organization of the institution of higher education that elected such member shall, not later than thirty days after the membership terminates and in such a manner as the student government association shall determine, elect a member who shall serve for the remainder of the term.

Section 2: *Quorum*. A quorum is required consisting of at least three of five Connecticut State University and Charter Oak members and at least seven of twelve Connecticut Community College members. A quorum may be achieved via conference call or other virtual means.

Section 3: *Officers and Duties*. There shall be three officers consisting of a Chairperson, Vice Chairperson, and Secretary to be elected by the members of the SAC.

A. CHAIRPERSON

The Chairperson shall convene regularly scheduled SAC meetings, may convene special meetings, and shall preside over meetings in accordance with Robert's Rules of Order. In the absence of the Chairperson, the Vice Chairperson shall preside over the meetings. The Chairperson shall serve as an ex officio member of all subcommittees of SAC.

B. VICE CHAIRPERSON

In the absence of the Chairperson, the Vice Chairperson shall preside over meetings of the SAC and shall perform all duties of the Chairperson. The Vice Chairperson shall serve as an ex officio member of all subcommittees of SAC.

C. SECRETARY

The Secretary shall keep accurate minutes of all regular and special meetings and records regarding the proceedings of the SAC. Copies of all minutes shall be posted in compliance with the Freedom of Information Act.

Student Advisory Committee Bylaws

D. PROVISIONAL LEADERSHIP

In the event that a member serving as chairperson or vice-chairperson, at the expiration of his or her term, is returned to the SAC to serve an additional term, such member shall retain his or her role as chairperson or vice-chairperson in a provisional capacity until the SAC convenes to hold elections for such position, for the sole purpose of representing the SAC during meetings of the Board of Regents and its subcommittees.

Section 4: *Elections.* At the June meeting of the SAC, or earlier if deemed appropriate, all members whose terms begin on or after July 1 shall be notified that nominations for election to officer positions are open until the date specified in the notice, which date shall be prior to the first regularly scheduled SAC meeting in July. The SAC shall determine what that date shall be.

Such nominations shall be submitted to the President of the Board of Regents for Higher Education. Nominations shall include a statement of interest for the specific position and an articulation of qualifications by the nominee. It is expected that any candidate shall possess the following demonstrated qualifications: maturity, responsibility, leadership, consensus building and the ability to collaborate effectively. At the first meeting after July 1 of the new term of the SAC, over which meeting a member of the Board of Regents staff will preside in the absence of an elected Chair, pursuant to a quorum, elections will be conducted by secret written ballot, one vote per member per office of those physically present at the meeting.

Beginning October 2013 the CSU candidate receiving the highest number of votes among CSU candidates shall be elected Chairperson. Beginning October 2013 the CCC candidate receiving the highest number of votes among CCC candidates shall be elected Vice Chairperson. Each year thereafter, the offices of Chairperson and Vice Chairperson shall rotate between CC and CSU or COSC members.

The candidate for Secretary receiving the highest number of votes, regardless of constituent unit represented, shall be elected Secretary.

Should the election for any office result in more than one candidate receiving the same highest vote total then there shall be an immediate runoff election between those candidates sharing the highest number of votes.

Section 5: *Vacancies.* Should a vacancy occurs, whether member or alternate, the vacancy shall be filled in the manner determined to be appropriate by the affected institution within 30 days. In the absence of a member, the institution's alternate shall assume the responsibilities and duties until a new member is elected. It is the responsibility of the Chairperson and the Vice Chairperson to work with the affected school to facilitate and ensure the expeditious selection of the new SAC member.

Should the position of Chairperson become vacant the Vice Chairperson shall assume the duties and responsibilities of the position until a new Chairperson is elected by SAC.

Student Advisory Committee Bylaws

Should the position of Vice Chairperson become vacant the SAC shall elect a new Vice Chairperson at the next regularly scheduled meeting.

Should the position of Secretary become vacant the SAC shall elect a new Secretary at the next regularly scheduled meeting.

Section 6: *Removal of Officers.* Membership on SAC is governed by each institution's procedures.

Removal of an officer can occur at any regular or special meeting. The Chairperson shall preside over such meetings except in the case where the removal of the Chairperson is to be considered, in which case the Vice Chairperson shall preside. Pursuant to a quorum, an officer may be removed by two thirds vote of the members physically present, excluding abstentions, for substantial just cause.

Section 7: *Voting.* Each member of SAC is entitled to cast one vote. In the absence of the member the alternate may vote.

For the purposes of these Bylaws, a "majority vote" shall be defined as a vote of more than half of the votes cast by members present, excluding abstentions, at a meeting at which a quorum is present. A "two-thirds vote" shall be defined as a vote of at least two-thirds of the votes cast by members present, excluding abstentions, at a meeting at which a quorum is present.

Section 8: *Voting by Proxy.* Voting by proxy is not allowed.

ARTICLE V – EXECUTIVE COMMITTEE AND SUBCOMMITTEES

Section 1: *Executive Committee.* The three officers and any ad hoc subcommittee chairs shall serve as the members of the Executive Committee. The Executive Committee's purpose is to ensure appropriate logistics and operational functions are maintained.

Section 2: *Subcommittees.* The Student Advisory Committee may create ad hoc subcommittees for specific tasks and objectives as needed; ad hoc subcommittee membership shall be open to members and alternates. Each subcommittee shall select its own chairs.

Section 3: *Meeting Times.* Subcommittee meeting times, locations, guidelines, minutes and contact information for subcommittee chairs shall be posted on the BOR website.

ARTICLE VI – AMENDMENTS

Section 1: *Amending.* Pursuant to a quorum these bylaws may be amended when deemed necessary by a two thirds vote of members physically present as prescribed in Section 2, below.

Section 2: *Submission Procedure.* Proposed amendments must be submitted in writing via email to the Executive Committee for review and recommendation to SAC.

Student Advisory Committee Bylaws

To be considered for adoption proposed Bylaws revisions must be on two consecutive SAC agendas to ensure thorough discussion and the consideration of all views. Voting on proposed amendments follows the second agenda discussion.

These Bylaws were approved at a meeting of the Student Advisory Committee to the Board of Regents for Higher Education on August 9, 2013.