

STUDENT AFFAIRS COMMITTEE PROCEDURES

I. NAME

Student Affairs Committee

II. PURPOSE

The Student Affairs Committee assists the President, the Administrative Council, and the Vice President of Student Affairs of Tennessee Technological University as follows:

- A. By creating an environment in which learning experiences in academic, social, and cultural areas may be extended beyond the classroom.
- B. By prompting the enrichment of student life by exploring ways to use university and community resources for extending the students' drives, interests, and motives.
- C. By promoting responsible citizenship and leadership through experience in evaluating existing and proposed policies and programs.
- D. By constantly evaluating the changing university environment in order to provide for the needs of the individual student.
- E. By assessing the activities and conduct of student organizations in order to encourage their useful contributions to student life and to the university.

III. AUTHORITY

The Student Affairs Committee may initiate policy recommendations in support of fulfilling its purpose.

- A. All decisions made by the committee must be in accordance with the rules and regulations of the university and the Tennessee Tech Board of Trustees.
- B. It is also a responsibility of the committee to review and to recommend appropriate changes in or additions to existing procedures and/or policies.

IV. MEMBERSHIP

The Student Affairs Committee shall consist of the following members, appointed by the President in accordance with approved procedures.

- A. Faculty: A minimum of nine faculty members, representing the university community.
- B. Administrative: A minimum of six administrators.
- C. Student: A minimum of eight student members, selected from a list of names submitted by the President of the Student Government Association.
- D. Terms of Office: Members (with the exception of student members) will serve terms of one to three years, with appointments to be effective at the beginning of the fall semester. All appointments are subject to renewal at the discretion of the President.
- E. Attendance at Meetings: If a member of the Student Affairs Committee must be absent from a meeting, he/she may appoint a representative to serve in his/her place with all the rights and privileges of a regular member. The chairperson should be notified of the substitution in advance of the scheduled meeting time. It will be the responsibility of the committee member to brief the representative and to provide an agenda and background materials regarding business to be discussed.
- F. Voting Privileges: Only regular members or their selected substitutes will be permitted to vote on matters before the committee.

V. OFFICERS

- A. Chairperson: The chairperson will be elected annually from the committee membership. The chairperson will:
 1. Call meetings.
 2. Preside at all meetings or designate another member to preside.
 3. Prepare for distribution to the membership a tentative agenda for each regular meeting at least three business days prior to the meeting.
 4. Cause minutes of each meeting to be prepared and distributed to the membership.
 5. Appoint both standing and ad hoc subcommittees as required and designate the chairperson.
 6. Cause information to be disseminated regarding action taken by the committee.

7. When desirable, invite guests to participate in discussions of matters before the committee.
 8. Perform the duties prescribed by these procedures and by the parliamentary authority adopted by the committee.
 9. Supervise the preparation and distribution of an annual report of the committee's activities.
- B. Executive Officer: The President will appoint a staff member to serve as Executive Officer and resource person and to provide staff support services.

VI. MEETINGS

- A. Regular meetings shall be scheduled monthly.
- B. Called meetings may be scheduled:
 1. At the request of the chairperson of the committee.
 2. At the written request of a majority of current membership of the committee.
 3. At the request of the President of the University.
- C. Items for inclusion in the agenda of a regular meeting must be submitted to the chairperson at least five business days prior to the meeting. Items for inclusion in the agenda of a called meeting must be submitted to the chairperson at least two business days prior to the meeting.
- D. A majority of the members of the committee shall constitute a quorum.

VII. SUBCOMMITTEES

- A. The following standing subcommittees are authorized:
 1. The Student Organizations Subcommittee is to receive and review constitutions and annual reports or other articles of governance presented by organized student groups and to make recommendations regarding same to the Student Affairs Committee.
 2. The Student Life Subcommittee is to review and make recommendations to the committee regarding any questions concerning student life (including housing), which are presented to the Student Affairs Committee.

3. The Policy Subcommittee is to study and recommend committee procedures and to review and make recommendations regarding the organization and membership of the Student Affairs Committee.
- B. Special ad hoc subcommittees will be appointed by the chairperson as he/she or the committee deems necessary. Such subcommittees, when appointed, will be specifically charged. The subcommittee will be dissolved upon completion of the charge.
 - C. Membership for all subcommittees shall consist of at least one administrator, two faculty, and one student. The chairperson of the Student Affairs Committee will annually appoint any member as chair for the subcommittee. The memberships of the subcommittees shall be representative of the full committee and drawn from the membership on the Student Affairs Committee. Meetings of each subcommittee shall be called by the chair of the subcommittee. The membership of each subcommittee may be changed for each subcommittee meeting.

VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Student Affairs Committee in all cases to which they are applicable and in which they are not inconsistent with these procedures.

IX. AMENDMENT OF PROCEDURES

These procedures may be amended at any regular meeting of the committee by a two-thirds vote of those present, provided that the amendment has been submitted in writing to the chairperson five business days prior to a meeting at which the amendment is brought to a vote. Amendments to the procedures are subject to final approval by the Administrative Council.

X. COMMITTEE ACTION AND REVIEW

Actions of this committee are subject to review by the Administrative Council and approval by the President.

XI. EFFECTIVE DATE OF IMPLEMENTATION

The procedures shall become effective upon approval of Administrative Council.

Originated: 1977-1987 academic year

Amended: November 9, 1983

February 22, 1984

April 30, 1984

March 8, 2002

February 2, 2006

October 4, 2018