

**GEORGIA PERIMETER COLLEGE
STUDENT AFFAIRS POLICY COUNCIL
BYLAWS**

Article I: Powers and Jurisdiction

Section 1. Powers and Jurisdiction

The Georgia Perimeter College Student Affairs Policy Council shall exercise oversight responsibility for policies affecting Student Affairs and Enrollment Services personnel and the College's Student Affairs and Enrollment Services program, including but not limited to student activities, athletics, admissions and records, student conduct, orientation, advisement, counseling, registration, testing, recruitment, financial aid, and disability services. In exercising this responsibility, the Student Affairs Policy Council shall make such proposals as it may deem necessary or proper for the promotion of the interests of both the students and the Student Affairs program at Georgia Perimeter College.

Any proposal concerning the Student Affairs and Enrollment Services program or the general welfare of the students of Georgia Perimeter College must be approved by the Student Affairs Policy Council before being submitted to the President's Policy Advisory Board.

The Student Affairs Policy Council shall review policies approved by other policy councils.

Section 2. Procedures

These bylaws, all amendments to these bylaws, and any addenda to these bylaws shall constitute the rules and regulations governing the conduct and procedures of the Student Affairs Policy Council in the performance of its duties as enumerated above. Where conflicts arise between these bylaws and either the Board of Regents' Policies or Georgia Perimeter College's "Shared Governance" Guidelines (revised), the latter shall prevail.

Article II: Membership

Section 1. Membership

A. Non-Rotating Members:

The Student Affairs Policy Council shall include ten (10) non-rotating and six (6) rotating members for a total membership of sixteen (16).

The non-rotating members include the following:

1. Assistant Vice President for Student Development & Special Programs (Chair)
2. Vice President for Student Affairs & Enrollment Services
3. Assistant Vice President for Enrollment Management & Student Success
4. College Registrar
5. The Director of Disability Services
6. Dean of Student Services – Alpharetta
7. Dean of Student Services – Clarkston
8. Dean of Student Services – Decatur
9. Dean of Student Services – Dunwoody
10. Dean of Student Services – Newton

B. Rotating Members:

Four (4) faculty representatives shall serve two-year terms. Faculty representatives shall be appointed by the Vice President of Academic Affairs.

Two (2) student representatives shall serve one-year terms. Student representatives shall be appointed by the Student Government Association.

Rotating members may serve consecutive terms.

Section 2. Duties of Members

Members are responsible for attending all Student Affairs Policy Council meetings and the meetings of any and all committees on which they serve. The Policy Council Chair and committee chairs should be alerted to any planned absence prior to the absence occurring. Members shall distribute policy proposals to their constituents and solicit feedback.

Section 3. Vacancies

Vacancies in the Student Affairs Policy Council shall be filled by the Vice President of Student Affairs and Enrollment Services of the Council with the approval of the President's Policy Advisory Board

Article III. Officers

Section 1. Chair

The Assistant Vice President for Student Development and Special Programs shall serve as the Chair of the Student Affairs Policy Council. The Chair shall preside at the meetings of the Council, shall determine the dates of the meetings, shall assure that meeting agendas are distributed prior to the meeting date, shall maintain impartiality and parliamentary procedures, shall ensure that on-going assessment occurs and shall report all actions of, and forward any proposals from, the Student Affairs Policy Council to the President's Policy Advisory Board.

Section 2. Secretary

The Secretary of the Student Affairs Policy Council Chair or a designee shall serve as secretary and shall record and prepare all minutes of the Student Affairs Policy Council.

Article IV. Meetings of the Student Affairs Policy Council

Section 1. Regular Meetings

The Student Affairs Policy Council shall hold at least two regular meetings per term during the normal academic year. Summer meetings are scheduled when necessary. The Chair may call more frequent meetings if necessary or may cancel meetings if there are no agenda items. The meeting schedules shall be published and all meetings shall be open to any member of the college community.

Section 2. Agenda

The agenda for each meeting along with any pertinent support information which will be discussed, shall normally be published and distributed to the Members at least three working days in advance of regularly scheduled meetings.

Section 3. Voting

Only those members present at a meeting shall vote on any proposals.

Section 4. Quorum

A simple majority of the total membership of the Council shall constitute a quorum for the transaction of the business of the Council. Motions may be passed by a majority of those voting. If necessary, meetings or voting may be conducted electronically.

Section 5. Visitors

Non-members are welcome to attend Council meetings, but may be seated so as not to interfere with normal deliberations. All meetings shall be conducted in accordance with the Georgia Open Meetings law. Non-members who wish to address the Student Affairs Policy Council shall request permission to do so from the Chair at the start of the meeting.

Section 6. Minutes

Copies of the minutes of each meeting shall be distributed to all Council members and posted on the College website.

Section 7. Order of Business

The order of business for regular meetings of the Student Affairs Policy Council shall be as follows:

- A. Call to order
- B. The presentation of the minutes of the last meeting of the Council, their corrections, if any, and their adoption.
- C. Old business.
- D. New business, including the presentations of any proposals.
- E. Other business, including general discussion of matters pertinent to the welfare of the student and/or the Student Affairs program.
- F. Announcements and distribution of information of benefit to the members of the Council.
- G. Adjournment

Section 8. Parliamentary Procedure

All questions or parliamentary procedures shall be governed by the latest edition of Robert's Rules of Order.

Article V: Committees

The Student Affairs Policy Council may create either standing or ad hoc committees or sub-committees. Any such group may be formed if approved by a two-thirds vote of Council.

Article VI: Amendments to the Bylaws

The Georgia Perimeter College Student Affairs Policy Council shall have the power to amend its bylaws providing that such amendments be approved by a two-thirds majority of the Council. Amendments to the bylaws may not be approved until at least the meeting following the meeting when they are initially proposed.

Approved by PPAB 4/5/11