

**Frostburg State University
University Advisory Council**

By-Laws

I. Scope and Purpose

The Frostburg State University Advisory Council (Council) is a deliberative and broadly representative forum that exists to consider the activities of the University in all of its phases, with particular attention to the educational objectives of the University and those matters that affect the common interests of faculty, staff, and students. The Council may recommend general policies and otherwise advise the President of the University and can initiate policy proposals as well as to express its judgment on those submitted to it by the President and other administrative officers of the University.

In the Council's deliberative role, an important function of the Council is to transform the interests of its various constituency groups into policies to be initiated or evaluated for recommendation to the President that are consistent with the interest of the University as a whole. Also in this role, the Council participates in the institutional planning and assessment cycle as described in the Institutional Effectiveness Plan.

In its representative role, an important function of the Council is to inform the officers of the University, as well as the constituencies of the University at-large, of the range and strength of views held by members of the University community.

II. Membership

1. Composition

The Council shall be composed of the University officers and representatives of the faculty, students, and staff, all of whom shall be voting members of the Council, as follows:

- a. The President of the University (ex officio)
- b. The Vice Presidents of the University (ex officio)
- c. Three members of the faculty, appointed by the Chair of the Faculty

- d. Three staff members from the Staff Senate, appointed by the Chair of the Staff Senate
- e. Three students from the Student Government Association Senate or Executive Board, appointed by the SGA President.
- f. The Chair of the Graduate Council (ex officio)

2. Terms of Office

The terms for all members, other than the Vice Presidents, shall be for one year. Terms shall begin on July 1 of each year.

3. Vacancies

If a vacancy is created by a status change or resignation of a member, a successor member will be appointed by the appropriate body.

4. Duties

Membership on the Council requires a readiness to attend meetings of the Council regularly and to participate fully in its business. It is the continuous obligation of the members of the Council to report to the members of their constituencies about the discussions, decisions, and recommendations of the Council and to solicit questions and suggestions from them for presentation to the Council.

5. Recall

The faculty, staff, and student members shall be subject to recall by procedures developed by the Faculty Senate, Staff Senate, and Student Government Association as appropriate.

III. Meetings

1. Stated Meetings

The normal schedule of the stated meetings of the Council shall be as set by the President of the University at the beginning of each semester.

2. Special Meetings

A special meeting shall be called whenever requested by the President, or by petition of one-third of the total membership of the Council.

3. Agenda

Suggestions for agenda items shall be submitted in writing to the President's Office.

4. Quorum

A quorum shall be a simple majority of the members of the Council.

5. Additional Attendees

The Council may from time to time invite additional individuals with particular expertise to help the Council carry out its responsibilities. These individuals shall not be voting members.

IV. Committees

1. Standing Committees

University-wide committees that do not report to an existing administrative or senatorial body shall report to the Council. The Council will publish a list of these committees on its website.

2. Ad hoc Committees

The Council may create time-defined committees to address specific campus issues and report to the Council. These committees should include membership from faculty, staff, students, and administration whenever possible.

V. Amendments

These bylaws may be amended by a majority vote of the members of the Council in attendance in the presence of an actual quorum at any meeting if the proposed changes have been distributed in writing to the members of the Council at least one month in advance of that meeting.