Bylaws

Spring Hill College Council on Institutional Identity, Planning & Effectiveness

Oct. 15, 2013

**I. Title**

The full name of this entity is the Spring Hill College Council on Institutional Identity, Planning & Effectiveness, which may be referred to as “Council” in these bylaws. Any reference to “SHC” or “College” or “school” refers to Spring Hill College in Mobile, Alabama.

**II. Purpose**

Shared Governance is achieved when faculty, staff and students participate in matters of college-wide importance because each is equally interested in and concerned with the well-being, reputation and work of the College.

Within the College’s Shared Governance system, this council is charged with studying and making recommendations about initiatives to enhance SHC’s success and growth.

Matters of the following functional areas are within this Council’s purview:

* Accreditation
* Admissions
* Advancement
* Assessment
* Athletics programs
* Campus Facilities
* Information Technology
* New programs
* Strategic Planning

Specifically, the Council on Institutional Identity, Planning & Effectiveness will receive regular updates from the College’s Director of Assessment and review matters referred by the College Senate, College President, SHC cabinet member, or any standing representative body for the Council’s constituencies.

The Council will respond to referrals and requests in a written report that includes its analysis of the issue, a recommendation if warranted, and a numerical tally of any votes or actions taken to indicate the degree of its members’ support.

Resource persons may be invited to attend Council meetings or participate in Council discussions at the discretion of the Council and its chair.

**III. Membership & Terms**

*Section 1 – Membership*

The Council on Institutional Identity, Planning and Effectiveness is comprised of nine members: three elected or appointed representatives each from faculty (3), staff (3) and students (3). These are selected in the manner chosen by their respective constituencies.

*Section 2 – Terms*

Faculty and staff representatives serve staggered three-year terms to insure continuity. Students serve one year terms. Any Council representative may serve a second consecutive term if re-elected or re-appointment by its constituency. Faculty or staff members may not serve on any one Council for more than six consecutive years.

**IV. Policies & Procedures**

*Section 1 – Structure*

The Council on Institutional Identity, Planning & Effectiveness is overseen by the College Senate. Matters of College-wide interest brought before the Senate are referred to the appropriate council for consideration, recommendation or action. One faculty representative and one staff/administration representative from the Council hold voting seats on the College Senate.

*Section 2 – Advice*

The Council may from time to time invite others to specific meetings as resources to supplement the expertise of the actual voting members. These include, but are not limited to, the Provost or his designee, the Assessment Director, the Advancement VP or his designee, the Enrollment Management VP or his designee, the Chief Information Officer, the Athletics Director and the Facilities Director.

*Section 3 – Year*

The Council year shall coincide with the College Senate’s year (academic year, not fiscal year).

*Section 4 – Election of Chair*

The entire Council will participate in the election of a chair from among its faculty and staff members at the first meeting of the year.

*Section 5 – Senate Representatives*

The Council must select two representatives to the College Senate; one from among its three faculty members and one from its three staff members. The chair will be one of the Council’s representatives to the College Senate.

**V. Duties**

*Section 1 – Chair*

The chair will convene the Council, organize its activities, represent the Council on the College Senate, and serve as a liaison between the College Senate and the Council.

The chair is responsible for each meeting’s agenda, which he or she will provide to Council members at least two days prior to each meeting. The chair should make all reasonable efforts to enable Council members to participate in meetings and discussions.

*Section 2 – Senate Representatives*

Representatives inform the Council members regarding the College Senate’s deliberations and actions.

*Section 3 - Secretary*

The secretary will serve as the official recorder of Council activities and actions. Approved minutes of the Council on Institutional Identity, Planning & Effectiveness should be filed with the Senate and Academic Affairs as a record of the Council’s activities. The Council Chair may fulfill the functional role of Secretary at his or her discretion.

*Section 4 – Members*

Members may not serve on more than one Council per term. Members are responsible for attending Council meetings and for preparation and participation as necessary to conduct Council business.

Because members of the Council are engaged in campus life, they should note matters of campus-wide significance that fall within the Council’s purview areas and call these matters to the attention of the chair. At the chair’s discretion, such matters may be added to the Council’s agenda.

**VI. Meetings**

*Section 1 – Meetings*

The Council will meet at least twice per semester during the academic year and throughout the calendar year as often as deemed necessary by the chair.

Meetings will be open to all full-time faculty, staff and students, although the Council may go into executive session at the discretion of the chair. Any person attending who is not an elected or appointed Council member may not vote at any time and may speak only if requested by a member of the Council or recognized by the chair.

*Section 2 – Quorum*

A simple majority of voting members shall constitute a quorum for conducting Council business. No quorum is required for discussion.

*Section 3 – Motions, debating and voting*

The Council will follow Roberts Rules of Order. Each of the nine members has one vote and no votes by proxy are allowed. Electronic discussion and voting is permissible, but all email discussion and votes should be sent “reply all” so they may be properly noted by all members of the Council.

*Section 4 – Meeting notices*

Notices of meetings should be sent a week in advance.