BYLAWS

STUDENT SUCCESS COUNCIL

of the

COLLEGE SENATE of SPRING HILL COLLEGE

(revised December 12, 2013)

1. STUDENT SUCCESS COUNCIL
	1. The official name of this statutory council is “Student Success Council” as designated by (insert article from College Senate constitution).
2. PURPOSE
	1. The Student Success Council shall be charged to study and make recommendations about college-wide matters that impact student success and encourage students to succeed in their studies and graduate from Spring Hill College.
	2. Matters considered by this council include but are not limited to:
		* Academic success
		* Student life
		* Retention and persistence
		* NSSE items
		* DEEP school items
		* Campus environment
		* Living the mission
		* Student engagement
		* Service
3. MEMEBERSHIP
	1. The Student Success Council is composed of nine selected representatives, three from each of the following: Faculty, Staff and student body.
	2. No council member can serve on more than one Council per term
	3. Council terms shall be staggered so that one-third of the membership rotates off annually.
	4. Faculty and staff shall serve three-year terms and can be reelected for two consecutive terms (total six years of service). The terms shall be staggered.
	5. Students shall serve one-year terms and can be reelected.
	6. Council members shall be chosen by their respective constituencies (faculty, staff and students) in a manner determined by each constituency.
4. COCHAIRPERSONS/RECORDER
	1. The Co-chairpersons will ensure that all proposals presented for the Council’s consideration are in accordance with existing policies and procedures and will convene and preside over the meetings of the Council. They will submit the Committee’s report to the Secretary of the Provost of the College Senate. Co-chairpersons will also determine who writes the agendas for each meeting. Agendas must be distributed to all members of the Council seventy-two hours prior to the respective meeting.
	2. The Recorder will submit a written report of actions taken to the Co-chairpersons for review within ten days of a committee meeting.
5. MEETINGS
	1. Meetings of the Student Success Council, regular or special, may be held at such place within the campus of Spring Hill College, members should be notified forty-eight hours in advance of a meeting being held, unless under special circumstance. The committee should meet three times each semester or once each full month during a calendar semester while school is in session.
	2. Additional meetings may be scheduled if the committee sees fit.
	3. Permanent meeting time and location shall be established at the first meeting of each semester.
6. PROPOSALS
	1. Pending approval of the College Senate bylaws.
	2. The Council should ensure that all proposals are in agreement with other councils.
7. QUORUM
	1. A simple majority of the committee members then in office, with at least one representative from faculty, staff and student, shall constitute a quorum for the meeting to take place. If a quorum is present at the commencement of a meeting, a quorum shall be deemed present throughout such proceedings.
8. ORDER OF BUSINESS
	1. The order of business will be roll call, approval of previous minutes of last meeting, reports of subcommittees, old business, new business, reports of the Co-Chairpersons, and announcements.
9. VOTING
	1. Each Council member shall have one vote on issues pertaining to the Student Success Council.
10. PROXIES
	1. Absentees may designate proxy of votes, pertaining to old business, from within their own constituency and will identify themselves to the Co-Chairpersons and the membership at the meeting. No person may hold more than one proxy. Members sending a proxy to the meeting should notify the Recorder in writing prior to the meeting at least twenty-four hours in advance.
11. AD-HOC COMMITTEES
	1. The Co-Chairpersons may appoint ad-hoc committees as needed.
12. AMMENDMENTS
	1. The Student Success Council Bylaws may be changed by two-thirds majority vote of the present and voting membership, with at least one representative present from each constituency (faculty, staff and students). Amendment proposals must be distributed to all voting members at least a week prior to voting on said amendment. Changes that are approved will take effect at the following Student Success Council meeting.
13. ABSENTEE
	1. Each Council member is expected to communicate with the Co-Chairs in advance of all committee meetings stating if s/he is unable to attend. Any member who has three successive unexcused absences from Council meetings or fails to participate for a full semester shall be brought to the attention of the appropriate governing body.