BYLAWS PERTAINING TO THE AAC

ACADEMIC AFFAIRS COMMITTEE (AAC)

Composition Open Enrollment
Required Members: 3 current Board members
(i) The Academic Affairs Committee shall address academic & programmatic needs of the Student body to the Rackham Administration. These issues shall include, but are not limited to, financial aid, fellowships, grants, awards, summer funding, and academic policies.

COMMITTEE COMPOSITION AND POWERS

(a) The Vice President will, with the advice and consent of the President and Treasurer, nominate members of the Board to sit on RSG’s various committees by the 2nd meeting of each semester.
(b) Each committee shall have a single chair or co-chairs.
(c) Chairs are voted on in committee with the exception of the Budgetary Committee and the Legislative Committee and will be presented to the Board for Confirmation by its (the Board’s) 3rd meeting each semester.
(d) Committees with open enrollment may include any number of non-RSG members or Associate Members at the discretion of the committee chair, the vice president, the president, or with the approval of the Board.
(e) No committee shall act on issues outside of its stipulated responsibilities described herein without prior authorization from the Board, or as directed by the President or Vice-President.
(f) Committees may be created on a temporary basis for special projects by either the President through an executive order, or by a majority resolution as approved by the Board. A resolution or executive order that creates an ad-hoc committee must specify the committee’s charge, composition, lifespan, chair, operating procedures, and privileges (financial, etc).

COMMITTEE RESPONSIBILITIES

(a) MEETINGS
(i) Committees shall meet at least bi-weekly and at the discretion of the chair.
(ii) The chair of each committee shall establish the time and location of each meeting, providing at least 48 hours’ notice to committee members, and provide an electronic copy of the committee’s preliminary agenda to committee members and upon a written request, to members of the student body.

(b) MINUTES
(i) Each committee chair shall ensure that minutes are recorded for each meeting. These minutes will be sent to the committee’s members within 5 days of the meeting for review and approval.
(ii) Each committee chair will submit approved minutes to the Board within 2 days of approval by the committee.
(iii) Minutes will be presented in a format provided by the Vice President.
(iv) Minutes will include meeting attendance as well as an accurate record of the committee’s deliberations, decisions, and future plans.

(c) ORAL REPORTS
(i) Each committee chair shall be required to report any and all committee activities to the Board at each general meeting.
(ii) The chair of each committee shall be responsible for maintaining a written record of meeting attendance. Attendance is required and must be emailed to the Vice President within one week the meeting
(iii) The chair(s) of each committee may appoint a vice-chair from within the committee’s membership. The selection / election of a vice chair will be reported to the Board. A vice chair shall be responsible for taking minutes and for chairing in the elected chair’s absence as well as for any other tasks so delegated by the chair.

(d) BUDGET
(i) Each committee must present to the Treasurer a budget no later than the second regular meeting of the term. Committee chair(s) will take the lead in forming these budgets under the guidance of the Vice President.

RECALL OF COMMITTEE MEMBERS

(a) Any committee member including the chair may be removed from their position on the committee by a majority vote of the Board in the event of:
(i) The accumulation of 2 unexcused absences in a given academic term. Absences may be excused by the chair when requested in writing.
(ii) Failure to report committee activities to the Board for two consecutive meetings (where committee activities have occurred).
(iii) A motion by another member or chair of the committee, and a majority vote in favor by the Board.
(b) Any committee member including the chair who is up for recall by majority vote shall be given an opportunity to address the Board. Following this speaking opportunity, the Board will vote by secret ballot. The ballots will be counted by the executive officers.
(c) The President may, with the consent of either the Vice President or the Treasurer temporarily remove a committee member or chair. Temporary removal shall be voided upon the next regularly scheduled meeting of the Board.