Academics Committee  
Policy and Procedure Manual

Part 1. Relevant Bylaws

Article I. Modus operandi for each body
Section 1. Legislative
A. Committee Chairpersons
   1. A committee chair shall preside over a Senate committee and shall report directly to the Steering
      Committee and the Senate.
B. Standing Committees: Standing committees assemble the information and materials necessary for student
   government to function.
   1. Academics Committee
      a. The Academics Committee will serve to improve students’ educational experience by addressing
         academic concerns and working closely with administration to influence policy. The Committee will
         engage with the Faculty Senate, College Curriculum Committee, Career and Internship Center, Deans’
         Office, and the College Center for Advising Services.

Article II. Composition
Section 1. Legislative
A. Committee Chairpersons
   1. A chairperson shall be a nonvoting member of the committee.
B. Standing Committees
   1. Standing Committees shall be presided over by a chair.
   2. Standing Committees may comprise senators, aides, coordinators, executives, justices or SA members.
      a. Only senators, coordinators, aides, and justices shall have voting power in the committee, unless
         noted below.
      b. The President shall serve as an ex officio member of all Standing Committees.
      c. A Coordinator may govern a specific task force of a Senate Standing Committee under the
         purview of the Committee Chair. Specific positions may be found in the Policy and Procedure
         Manuals.
   3. Each Standing Committee chair will determine the necessary size of their committee on a yearly basis.

Article III. Elections, Selections, Appointments
Section 1. Defining Membership
A. There are three ways for an individual to attain an official position in student government.
   1. Elections: An individual is voted into a position by an electorate.
      a. The methods of elections are described in the Policy and Procedure Manual for the Elections
         Committee.
   2. Selections: An individual is chosen for a particular position by the members of a government body.
      a. The various selection processes are detailed in the Policy and Procedure Manual for respective
         bodies.
   3. Appointments: An individual is chosen for a particular position by the President or a Committee
      Chairperson, and then is confirmed by a majority vote of the Senate.
B. Position types: A person may fill only one of those roles at any given time.
   1. Executives
      a. A person may fill only one given executive position at a time.
   2. Senators
   3. Justices
      a. Exception: the Chief Justice and Associate Chief Justice are considered both Justices and
         Executives.
   4. Aides
   5. Chairpersons
      a. Exception: a Chairperson may also serve as a Senator or an Aide.

Section 2. Executive
A. AIDES – APPOINTED or SELECTED, AIDE
   1. Aides may be nominated by the President or a Committee Chairperson for a certain position then passed to the Senate for approval.
   2. Aides may be selected by a committee for a certain position then passed to the Senate for approval.
      a. SAAC Student Accountants shall be selected according to the process outlined in the Appropriations Committee’s Policy and Procedure Manual.

Section 3. Legislative
A. Committee Chairs – APPOINTED, CHAIRPERSON
   1. All Committee Chairs shall be nominated by the President and Vice President then passed to Senate for approval.
      a. Exceptions:
         i. The SAAC Treasurer shall be selected according to the process outlined in the Appropriations Committee’s Policy and Procedure Manual.

B. Committee Aides – APPOINTED
   1. The President in consultation with the Chair(s) shall appoint a Committee Aide to serve on a committee with approval of the Senate.
   2. Committee Aides may be appointed by the Chair of the Committee in consultation with the President on the committee that they will serve with approval of the Senate.

C. Coordinators – APPOINTED
   1. The President in consultation with the Chair(s) shall appoint a Coordinator to serve on a committee with approval of the Senate.

Article IV. Vacancies, Removals, Resignations

Section 1. Definition
   A. Vacancy is defined as any office not occupied at a time that it should be and may be caused by ineligibility, death, removal or resignation.

Section 2. Executive
   A. Aides
      1. An aide may be removed by the President.
         a. Appeal of the removal shall be referred to the Senate which can overrule removal with a simple majority vote.
      2. An aide may be removed by a two-thirds vote of the Senate.
      3. An aide may resign upon written notification to the President.

Section 3. Legislative
   A. Committee Chairs
      1. A committee chair that is removed or resigns may still retain his or her official position in student government as an aide or Senator unless successfully removed from that position
      2. A committee chair may be removed by two-thirds vote of the Senate.
      3. A committee chair may be removed by a two-thirds vote of the committee.
      4. A committee chair may resign upon written notification to the President and Speaker.

   B. Committee Aides
      1. A Committee Aide may be removed by a two-thirds vote of the Senate.
      2. A Committee Aide may be removed by a two-thirds vote of the Committee.
         i. Appeal of the removal shall be referred to the Senate, which may grant appeal with a two-thirds majority vote.
      3. A Committee Aide may resign upon written notification to the President and Committee Chair.

   C. Coordinators
      1. A Coordinator that is removed or resigns may still retain his or her official position in student government as an aide or Senator unless successfully removed from that position.
      2. A Coordinator may be removed by a two-thirds vote of the Senate.
      3. A Coordinator may be removed by a two-thirds vote of the committee.
         i. Appeal of the removal shall be referred to the Senate which can grant appeal with a two-thirds majority vote.

Article V. Rules of Bylaws and Policy and Procedure Manuals (PPMs)

Section 1. Introduction
   A. Purpose
      1. The intent of the Bylaws is to ‘Get the right people to the right place at the right time’ in order that the
Students’ Association may conduct its business.

2. The intent of PPMs is to detail the procedures for executing the modus operandi of each body in the Students’ Association government once the bylaws have placed everyone where they need to be for government to run. Each body shall have its own PPM.

Section 2. Bylaws
A. Revision
   1. The Bylaws may be changed by a two-thirds vote of the Senate.

Section 3. PPMs
A. Structure
   1. Section 1 of each body’s PPM shall be an ordered list of the above bylaws that pertain to the body.
   2. Section 2 of each body’s PPM shall be the policies and procedures by which the body must operate and are binding. Violation of this section is equivalent to a violation of the bylaws, and may be brought to Senate then ACJC by an injured party.
   3. Section 3 of each body’s PPM shall be a place where the body can record useful knowledge to assist in the running of the position. This section is not legally binding; it is only a record of helpful wisdom.

B. Revision
   1. Section 1 is a reproduction of the existing bylaws, and as such may not be altered by each body.
   2. Section 2 may be changed by simple majority vote of the body. The Senate must be notified of changes and may choose to review those changes.
      a. The Senate can overrule changes to Section 2 by a two-thirds vote.
   3. Section 3 may be changed at any time by a simple majority vote of the body and needs no Senate approval.

Section 4. Maintenance
A. The Policy and Review Committee shall maintain the Bylaws and PPMs.
B. Maintenance shall include, but is not limited to, updated Bylaws and PPMs, keeping records of, calling for and overseeing revisions.

Part 2. Operations, Policies and Procedures

Article I. Responsibilities

Section 1. Committee. The responsibilities of the Academics Committee shall be as follows:
   A. To address all student educational concerns by facilitating communication between students and various academic offices.
   B. To work with the College Curriculum Committee, Faculty Senate, Career and Internship Center, Deans’ Office, River Campus Libraries, and the College Center for Advising Services.
   C. To improve interaction between students and faculty.
   D. To review advising services for students in all academic areas.
   E. To maintain and oversee Professor of the Year Awards.
   F. To provide feedback for and enhance the course selection and registration process.
   G. To assist in creating academic portfolios in order to record students’ work and achievements.

Section 2: SA Services
   A. Lunch with Your Professor
   B. Course Syllabi Maintenance
   C. Professor of the Year Awards

Section 3. Committee Chair(s)
   A. Shall be in charge of the committee.
   B. Shall preside over meetings.
   C. Shall set the committee’s agenda.
   D. Shall vote only to break a tie.
   E. Shall report directly to Steering.
   F. Shall report at Senate meetings.
   G. May designate an alternate to report to Steering or Senate.
   H. May organize the committee in the most functional manner.
      a. This power shall include assisting the President in appointing Committee Aides, encouraging other members of the SA and Senate to work on the Committee, and creating policies to better the function of the Committee.
   I. Shall be responsible for updating Part 3 of the Committee’s PPM during or at the end of his term as Chair.

Section 4: Committee Members
A. Shall perform the duties designated to them by the Committee Chair.
B. Shall attend all Committee meetings or shall notify the Chair ahead of time if unable to attend.
C. Shall thoughtfully deliberate on all relevant Committee matters.
D. Shall participate and aid in the work of the Committee.
E. Shall meet with relevant administrators as official representatives of the SA government as deemed necessary by the Chair.

Article II. Meetings

Section 1. Rules of Order
A. The Committee shall meet as often as deemed necessary by the Chair(s).
B. The Chair(s) shall run and coordinate all meetings, and may appoint a proxy if necessary.
C. The Chair(s) shall have final authority to rule on all matters of interpretation of the Bylaws and PPM during meetings of the Committee, unless overruled by a two-thirds vote of quorum of the Committee.
D. Chair(s) are required to have publicly available office hours at least once a week.

Section 2. Attendance. Rules for attendance shall be as follows:
A. All members of the Committee shall attend every meeting unless excused by the Chair(s).
B. In order for an excuse to be valid, it must comply with the guidelines set forth by the Chair(s).
C. Any SA member may attend Committee meetings unless specified by the Chair(s).
D. The Chair(s) may direct an observer to leave the meeting if that observer is distracting from or disturbing the business of the Committee.
E. Repeated absence from Committee meetings, or poor Committee performance, as determined by the Committee Chair(s) in consultation with the Steering Committee is grounds for removal.

Section 3. Voting
A. A quorum shall consist of two-thirds plus one of the members of the Committee with at least two Senators in attendance.
B. All decisions on primary motions shall be arrived at by simple majority using a hand vote unless otherwise specified by the Chair(s).
C. Only Senators and Aides shall have voting rights.

Section 4. Appeals
A. Any Students’ Association member may challenge the decision of the Committee by submitting an official appeal to the Speaker of the Senate. At the next meeting of the Steering Committee, the Speaker shall put the appeal on the agenda for the next Senate meeting.
B. The Senate may request whatever additional material is needed to reach its decision.
C. An override of the Committee's decision requires a two-thirds majority vote of the Senate.

Article III. Selection Process

Section 1. Chair(s)
A. The President or President-elect shall determine the appropriate procedure for nominating a candidate to be a Committee Chair.

Section 2. Committee Members
A. Senators shall be selected to serve on a committee according to the following process:
   1. At the first Senate meeting of the year, Senators shall rank their preference for the Standing Committees.
   2. The Speaker and Deputy Speaker, in consultation with the Committee Chairs, shall determine which senators shall serve on each committee.
B. Aides shall be selected to serve on a committee according one of the two following processes:
   1. The President in consultation with the Chair(s) shall appoint an aide to serve on a committee with approval of the Senate.
   2. The Chair(s) may appoint an aide to serve on their committee.
C. Committee members shall remain on their designated committee until they resign or are removed from office.

Article IV. Removal Process

Section 1. Process of removals and resignation shall be found in Part 1 of the Relevant Bylaws.

Article II. Budget

Section 1. The Committee’s budget shall be managed by the Committee Chair(s) in consultation with the SA Senate’s Business Manager.