

Academic Affairs Committee  
Bylaws

Article I. The Purpose of the Academic Affairs Committee

- A. The Academic Affairs Committee exists under the direction of the Student Government Board to promote the academic interests and needs of the non-CGS undergraduate students at the University of Pittsburgh.
- B. The committee shall exist as a standing committee of the Student Government Board of the University of Pittsburgh.

Article II. Duties and Responsibilities

- A. To improve the academic environment at the University of Pittsburgh.
- B. To provide an atmosphere that encourages the attainment of the intellectual goals of the student body.
- C. To serve as a venue for the expression of the academic interests and needs of the student body.
- D. To represent these interests at administrative meetings that affect the academic policies of the University of Pittsburgh.
- E. To enable the undergraduate student body to effectively utilize the academic opportunities provided by the University.
- F. To increase student interest in, and awareness of, the various aspects of academia at the University of Pittsburgh.

Article III. Membership

- A. Any non-CGS undergraduate student of the University of Pittsburgh may attend a committee meeting and participate in discussion.
- B. A member shall become a voting member after attending two consecutive committee meetings.

Article IV. Responsibilities of Officers

A. Chairperson

1. Shall be selected in accordance with the Student Government Bylaws.
  - A. The position of chairperson can be split into two acting co-chairs if deemed appropriate by the current SGB. Both positions will be selected and act in accordance with the outlined responsibilities of the chairperson.
2. Shall serve as the official spokesperson(s) for the committee.
3. Shall attend all public Student Government Board meetings and present a report.
  - A. If the committee is governed by co-chairpersons, then at least one of these individuals must attend and present a report.
4. Shall keep five office hours per week.
5. Shall appoint the other officers of the committee, subject to future approval by the members of the committee.
6. Can create temporary officer positions with the approval of the Board Liaison.
7. Reserves the right to set up ad hoc committees under the committee.
8. Shall coordinate the activities of the committee.

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- 7. Reserves the right to set up ad hoc committees under the committee.
- 8. Shall coordinate the activities of the committee.
- 9. Shall set meeting times in a designated place.
- 10. Shall create and follow agendas for committee meetings.
- 11. Shall supply the SGB President, Board Liaison, and staff specialist with copies of meeting minutes and any other relevant paperwork and change in meeting times.
- 12. Shall report to the Liaison assigned to the Community Relations Committee.

B. Business Manager

- 1. Shall submit all budgets and financial requests from the committee.
- 2. Shall work with the chairperson(s) and the business manager of Student Government Board to formulate an operating budget.

C. Secretary

- 1. Shall serve as chairperson in absence of the chairperson(s).
- 2. Shall record minutes from all committee meetings.
- 3. Shall work with the chairperson(s) to record meeting attendance.
- 4. Shall submit all secretarial work to full-time secretary for the Student Government Board.

Article V. Removal Process

- A. The chairperson(s) reserves the right to remove any committee member who is acting inappropriately, as he/she sees fit. Additionally, any committee member may motion to remove another committee member but this action must be approved by a 2/3 vote of the committee.
- B. A removed committee member may appeal his or her removal by appealing to the Judicial Chairperson in writing within one week of being removed.

Article VI. Meetings

- A. A meeting in which voting takes place must have 2/3 majority of committee members in attendance.
- B. Meetings shall be conducted in a professional manner. All committee members are asked to respect one another and to discuss matters in an orderly manner.

Article VII. Parliamentary Authority

- A. The Chairperson(s) shall have the power of conducting the business of the committee as defined in the most recently revised version of Robert's Rules of Order. In cases where the newly revised version of Robert's Rules of Order are inconsistent with the bylaws or constitution of the Student Government Board, the bylaws or constitution shall take precedence over Robert's Rules of Order.

Article VIII. Ratification and Amendments

- A. Any modifications to these bylaws must be made by the Community Relations Committee and approved by a 2/3-committee vote.

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D. Academic Affairs and Research Director

1. Shall coordinate research regarding related information on subjects assigned by chairperson(s).

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Article VIII. Ratification and Amendments

- A. Any modifications to these bylaws must be made by the Academic Affairs Committee and approved by a 2/3-committee vote.
- B. The modifications shall then be submitted to the Judicial Committee Executive Council for review and subsequent approval by a 2/3-committee vote.

C. These bylaws shall be effective upon subsequent approval of a 2/3 vote by the Student Government Board.

D. The Student Government Board Constitution and Bylaws set all absolute precedents.