

ARTICLE VIII – Committees

- A. The Staff Educator Senate may conduct its business with the aid of committees elected by the regular voting membership.
- B. All Staff Educator Senate committees are advisory to the Staff Educator Senate unless they have been specifically empowered to act on behalf of the Staff Educator Senate.
- C. The President of Heritage University shall serve as an ex-officio member of all University-wide advisory committees.
- D. The President of Staff Educator Senate shall serve as an ex-officio member of all committees of the Staff Educator Senate.
- E. No department or unit shall form a majority on any committee.
- F. The Staff Educator Senate may, at its own discretion, elect to any committee a person who is not a member of the Staff Educator Senate with a maximum term of one year.
- G. An elected member who repeatedly fails to attend meetings (two consecutive unexcused absences) will no longer be considered a member of that committee. Her/his alternate will complete the term.
- H. Establishment of Standing Committees
 - 1. Standing Committees may be established, or dissolved, only by amendment of these By-Laws.
 - 2. Standing Committees must meet as often as necessary throughout the year to conduct their business, and in no case, less than once a year.
 - 3. A simple majority of the elected members of a committee shall constitute a quorum.
 - 4. Normally, Standing Committees shall give summary reports of their activities of the previous year to the Staff Educator Senate at the first meeting of the Fall Semester.
 - 5. Each Standing Committee, other than the Executive Committee, shall elect its own chairperson at the first meeting of the Fall Semester.
 - 6. Standing Committees' memberships shall be for two years and may be renewed unless otherwise prescribed in these By-Laws.
 - 7. Standing Committee members shall be elected in accordance with Article X of these By-Laws.
- I. Establishment of Ad Hoc Committees

1. Ad Hoc Committees may be established by simple majority vote of the membership present and voting in the presence of a quorum or may be appointed by the Executive Committee.
 2. An Ad Hoc Committee will serve until the function specified in the action that establishes the committee has been carried out and a report made to the Staff Educator Senate, at which time the committee is dissolved.
- J. All members of Standing Committees and Ad Hoc Committees, whether or not they are voting members of the Staff Educator Senate (with the exceptions noted in specific committee descriptions), shall be voting members of their respective committees and may hold offices on those committees.
- K. In addition to the above responsibilities the Staff Educator Senate is mandated to elect representatives and alternates to the following university-wide committees*:
- a. University Advisory Committee on Compensation (3 representatives)
 - b. Issues Resolution Review Committee (4 representatives)
 - c. Staff Educator Professional Development Committee (5 representatives)
- *See the current Staff Educator Senate Handbook for details
- L. Replacement for non-performance: A committee member who repeatedly fails to attend meetings will no longer be considered a member of the committee. After two consecutive unexcused absences, the alternate will complete the term. If the membership was a result of election, either the elected alternate will serve, or a new election will be held. If the membership was the result of an appointment, a new appointment will be made. In either case, the replacement will serve out the unexpired portion of the term, and may be reelected or reappointed.