

CALENDAR COMMITTEE
Bylaws

KUTZTOWN UNIVERSITY OF PENNSYLVANIA
Kutztown, PA 19530

I. PURPOSE

The Calendar Committee reports to the Administrative Council and is responsible for the following:

- Building an Academic Calendar in accordance with the Pennsylvania State System of Higher Education.
- Present Academic Calendar to the Administrative Council for approval.

II. COMPOSITION AND TERMS OF APPOINTMENTS

A. Composition

- There will be one (1) faculty member from each college at the University appointed by the University Senate Committee on Committees.
- There will be three (3) non-teaching faculty or staff members appointed by the University Senate Committee on Committees. One member from the Library and two others at large.
- There will be one (1) representative from the Events Advisory Council.
- There will be one (1) representative from the Graduate Council.
- There will be one (1) undergraduate student and one (1) graduate student representative to be determined by the student government.
- There will be one (1) representative from AFSCME
- The following persons are permanent members of the committee: University Registrar (Chairperson), Director of Athletics, Director of Student teaching. The committee secretary will be furnished by the Registrar's Office.

B. Terms of Appointment

- Members appointed by the Committee on Committees will serve for staggered three-year terms.
- Students will have a one-year term
- All others members will serve at the discretion of their representative areas.

III. DUTIES

Duties of Committee Members are:

- To ensure that the start and end dates for the Fall and Spring semesters reflect the dates mandated by Pennsylvania State System of Higher Education's Common Calendar.
- To ensure that there is a 5 week break between the Fall and Spring semesters.
- To ensure that the duration of Spring break reflects that mandated by Pennsylvania State System of Higher Education's Common Calendar.
- To ensure that the Fall and Spring Finals Exam weeks reflect those mandated by Pennsylvania State System of Higher Education's Common Calendar.
- The Calendar Committee is to decide on the dates in between the mandated start and end dates, which may include but are not limited to Spring Recess, Summer and Reading Days.
- To ensure that a **15-week** semester must be maintained and not exceeded. Therefore, the number of instruction days is not to exceed 70 (14 * 5). The last week of the Fall and Spring semesters will coincide with Final Exam week and account for the remaining 5 days.
- To ensure an equal number of instructional days in each semester. For example, the same number of Mondays as Tuesdays and so on.
- To ensure that scheduling does not give preference to any religious holiday or event as the University cannot claim affiliation to any one denomination without cause for preference or discrimination.

Duties of Chairperson are:

- Distribute Bylaws to members at the first meeting of the year for review.
- Ensure that the work of the Committee is implemented.
- Call meetings as needed and prepare the agenda for these meetings. To expedite the process and under special circumstances, the Chair/Co-chairs can initiate and call for an e-mail vote.
- Distribute meeting minutes to members one week after a meeting has taken place.
- Recognize the service of committee members by providing an end-of-year letter to each member.

- Provide a written annual report of actions taken with accompanying policy recommendations to the Administrative Council.

IV. MEETINGS

A. Meeting Frequency

- The Calendar Committee will meet at least once a year in the Fall and as need arises throughout the rest of the year.

B. Meeting Attendance Requirements

- Members are required to attend all meetings called by the Chair.
- Members who cannot attend a meeting must determine a qualified substitute from their constituency.

V. VOTING

- A. All members of the committee have a vote except for the secretary to the committee.

VI. AGENDA

- A. The Agenda shall consist of the following order of priority:

- Call to Order
- Approval of Minutes
- Announcements
- Old Business
- New Business
- As May Arise
- Adjournment

VII. RULES OF ORDER

- A. Robert's Rules of Order will govern the Committee's procedures during meetings.
- B. A quorum will consist of a simple majority of voting members of the committee. A quorum is needed to hold meetings and conduct business.
- C. In order for a vote to take place, there must be a quorum.
- D. Amendments of the Bylaws shall require a two-thirds vote of the membership.