

(COMMITTEE NAME)  
BYLAWS

KUTZTOWN UNIVERSITY  
Kutztown, PA 19530  
(committee website)

I. PURPOSE

The (committee name) reports to (\_\_\_\_\_) and is responsible for the following:

- (list responsibilities)

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II. COMPOSITION AND TERMS OF APPOINTMENT

A. Composition

- (list committee composition)

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B. Terms of Appointment

- (list terms; students are recommended to have one year appointments)
- (staggered terms)

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C. Election of Officers

- (procedure; may include electronic voting)

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III. DUTIES

A. Duties of Committee Members are

- (list duties)

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B. Duties of Officers are

- (list duties)

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IV. MEETINGS

A. Meeting frequency

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B. Meeting attendance requirements

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V. VOTING

A. (identify who has voting rights)

- B. (absences)
- C. (proxy)
- D. (simple majority)
- E. (electronic)

VI. AGENDA

A. The agenda shall consist of the following order of priority (recommended):

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

B. (state when agenda shall be made available)

C. (Any other agenda information)

VII. RULES OF ORDER

A. Robert's Rules of Order will govern the committee's procedures in all cases where applicable.

B. A quorum will consist of a simple majority of voting members of the full committee. A quorum is needed to hold meetings and conduct business.

C. (identify members who have voting privileges)

D. In order to have a vote, there must be a quorum.

E. Amendment of the Bylaws shall require a two-thirds majority of the voting membership.

VIII. AMENDMENT OF BYLAWS

A. (procedure within committee)

B. (procedure for appropriate governance body approval)

Rev Month/Year

Senate or Admin Council Approval Month/Year