

# BYLAWS OF THE SENATE COMMITTEE on GRANTS

## **Article I: Name**

This committee shall be known as the “Senate Committee on Grants” hereinafter referred to as the “Grants Committee” or simply, the “Committee.” This committee shall serve as a standing committee of the Faculty Senate.

## **Article II: Purpose**

This Committee shall solicit and evaluate applications for all Faculty Senate grants programs and make a recommendation to the full Senate regarding the disposition of each application.

Specific functions of the committee are:

1. Develop materials for each grant program application, including the application form, budget form and guidelines for the application.
2. Disseminate these materials to all eligible faculty members and set a deadline for submission.
3. Collect, review and evaluate submitted applications.
4. Make a recommendation to the Faculty Senate as to whether to fund each application.
5. Monitor the disbursement of approved funds.
6. Collect and disseminate artifacts from funded projects.
7. Assess the grants programs.
8. Any other functions relevant to administering the grants programs.

## **Article III: Members**

### **§1: Composition of the Committee**

The Committee shall consist of six members: the Senate Treasurer, and one representative from each of the remaining schools (including Library faculty).

### **§2: Eligibility for Membership:**

Members must be faculty senators.

### **§3: Membership Terms:**

A faculty member’s term on the Committee shall begin on September 1 in the year of his or her selection and shall be for the duration of one academic year. A faculty member may serve until his or her Faculty Senate service has ended. Regular participation is expected, and the Committee reserves the right to subsequent action when participation is less than desirable.

### **§4: Vacancies**

All vacancies on the committee should be reported to the Chair of the Committee on Committees. The Faculty Senate shall appoint a member to fill the vacancy at its next regular meeting.

## **Article IV: Officers**

### **§1: Officers**

The Committee shall have the following two officers, a Chair and a Secretary, who shall serve one-year terms. If reelected, an officer may serve up to a total of three years.

### **§2: Election of Officers**

At its first meeting of the academic year, the Committee shall elect officers from among its members by majority vote.

### **§3: Duties of the Chair**

The responsibilities of the Chair follow:

- Coordinate the work of the committee, including calling meetings, setting agendas, ensure the subsequent election of officers, and reporting back to the Senate

### **§4: Duties of the Secretary**

The responsibilities of the Secretary follow:

- To record minutes at each meeting, and share these with Grants Committee members, The Senate, and the larger College community
- In the event the Chair is absent from a meeting, the Secretary shall lead the meeting.

### **§5: Vacancies of Officers**

In the event of a vacancy of the Chair, the Secretary assumes the role of Chair until a new Chair can be elected. (See §2: Election of Officers, above.)

## **Article V: Meetings**

### **§1: Regular Meetings**

The Committee will conduct regular meetings as needed and at mutually agreeable times. The Committee shall meet a minimum of one meeting each semester.

### **§2: Quorum**

There must be a quorum at any meeting at which the committee conducts business. Quorum is defined as half (50%) of the total number of members, plus one.

### **§3: Special meetings, as needed:**

In order to allow the Committee to conduct additional business outside of its regular meetings, special meetings may be called as needed.

### **§4: Order of Business**

There shall be an agenda for each meeting provided to members at least one week in advance of the meeting whenever possible.

The normal order of business at meetings is:

- Review and Acceptance of Minutes
- Chair's Report
- Special Reports

- New Business

#### §5: Cancellation of Meetings

Meetings of the Committee may be cancelled in cases where there is a lack of quorum or due to any other exigency.

#### §6: Other Meeting Modalities

Members may participate in person or via other modes as agreed upon by the Committee.

#### §7: Minutes

Minutes of the previous regular or special meeting shall be available in written form and read for approval at the next regular meeting. The minutes must be made available upon request to any Senate member. The Secretary is responsible for archiving the minutes.

#### §8: Rules Regarding Non-Members at Membership Meetings

Non-member participation in committee meetings must be approved by vote of the Committee.

### **Article VII: Subcommittees**

The Committee shall be empowered to form and delegate tasks to subcommittees, as needed, on an *ad hoc* basis. Normally, subcommittee members must also be members of the full committee.

### **Article VIII: Parliamentary Authority**

In questions of parliamentary procedure, the Committee shall refer to the current edition of *Robert's Rules of Order, Newly Revised*, in all cases to which they are applicable and not inconsistent with the rules and bylaws of the Faculty Senate or the Constitution for Faculty Participation in the Governance of Mercy College.

### **Article IX: Reports**

The Committee shall establish mechanisms of reporting activities to the Faculty Senate. All motions of the Committee must be reported to the Senate, and the Committee shall submit an annual report of Committee business to the Senate.

### **Article X: Transfer of Records**

Each year, the outgoing Secretary of the Committee shall deliver to the incoming Secretary, all records of the Committee including, but not limited to bylaws, minutes, and standing rules and procedures. In the event that the incoming secretary has not yet been elected, the outgoing Secretary shall deliver the Committee's records to the Secretary of the Faculty Senate.

## **Article XI: Amendment of Bylaws**

Any of the provisions of these bylaws may be amended upon a vote by a two-thirds (67%) majority of the Committee. There must be sufficient notice to members regarding any meeting in which bylaws changes will be discussed, normally, at least one week prior to the meeting; bylaws amendments cannot be introduced as new business at a meeting because doing so would fail to meet the notification requirement. Amended bylaws must be submitted to the Faculty Senate for review by the Senate Bylaws Committee and for final approval.