



Voorhees University

POLICY MANUAL

VOLUME I

**Institutional Governance
and
University Administration Policies**

March 2022

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Volume I

Governance and Administration Policies

1.0 Introduction

The information provided in this Volume I of the *University Policy Manual* outlines general administrative and governance information regarding Voorhees University. Volume I has been developed so that general introductory information regarding the University as well as its principal governance documents and committee structure are available in one comprehensive document. The process for amending the *University Policy Manual* is also provided in this Volume.

1.1 History of and General Information Regarding Voorhees University

1.1.1 History of Voorhees University

The history of Voorhees University is to an overwhelming degree, a story of the unshakable faith of Elizabeth Evelyn Wright. Born in 1872, Wright founded Voorhees University on April 14, 1897, at the age of 23. She achieved the lofty goal of establishing a school for Negro people by enduring betrayals, arson, jealousy, threats of violence, and weariness from frequent fund-raising travels to establish the institution we now call Voorhees University. Although only 14 students came, the school opened in makeshift quarters above a store in Sato, now called "old Denmark." By 1898, enrollment had reached 270.

The success of the school in Denmark was largely due to the assistance of State Senator S.G. Mayfield, a local lawyer and seasoned presence in the community. After learning that Wright was a Tuskegee graduate and receiving a recommendation letter on her behalf from Booker T. Washington, Mayfield took an interest in Wright. Mayfield helped Miss Wright secure the initial twenty-acre tract of land for the school in Denmark, and in time, he paved the way for her to purchase more land to accommodate the increasing enrollment and to enlarge the farm. As the school grew, Martin Menafee, a Tuskegee graduate, came to Denmark to assist in strengthening the school financially and later married Elizabeth Evelyn Wright. Through correspondence, he arranged an interview between Miss Wright and Ralph Voorhees, a blind philanthropist, of Clinton, New Jersey, in 1902. As a result of that trip, Ralph Voorhees and his wife gave money for the purchase of two hundred and eighty acres of land on the outskirts of Denmark. With the concurrence of Booker T. Washington, the name of the school was changed from the Denmark Industrial School to Voorhees Industrial School to honor the Voorhees family's generosity.

In 1904, the school was incorporated by the act of the State Legislature. In 1905, only a year before the death of Miss Wright and two years before that of his own, Ralph Voorhees made possible the purchase of another tract of land, which was approximately 100 acres. The

school continued to operate moderately well after Miss Wright's death in 1906, but support dwindled considerably during World War I. New support was found when Joshua Blanton became principal in 1922 and initiated a working relationship between Voorhees University, the Protestant Episcopal Church, and its agency for work among southern blacks and the American Church Institute.

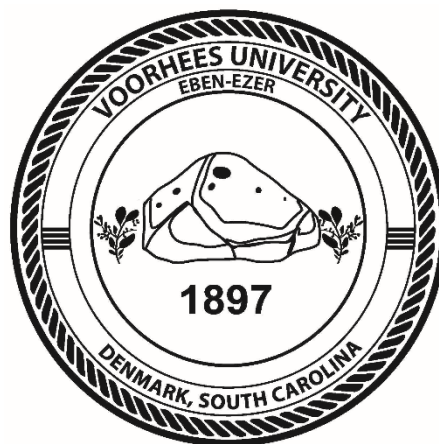
In 1929, Voorhees became a junior college, and it was called Voorhees Normal and Industrial School until 1947 when the industrial department was discontinued, and the school became known as Voorhees School and Junior College. The high school department was accredited in 1932. The Southern Association of Colleges and Schools accredited the junior college in 1949. The name change to Voorhees College was made in December 1962. The high school was discontinued in May 1965. Voorhees College became a senior degree-granting institution in 1967.

During its annual meeting in May 2021, the Voorhees College Board of Trustees voted to change the name of the institution to Voorhees University. The board determined that the name would change officially as the institution observed its 125th anniversary at the Founder's Day Convocation, April 7, 2022. The University has renewed its historical partnership with the Episcopal Church creating an Agenda for Excellence. The University recognizes the need to bring an additional dimension to its legacy of excellence setting forth a standard of teaching, scholarly activities, management, and service activities that combines faith and intellect. Through more than 100 years of service, the mission of Voorhees University has remained - to educate the minds, hearts and spirits of young African-American men and women

1.1.2 The Seal of Voorhees University

1.1.2.1 Description of the Voorhees University Seal

The sterling silver crown and royal blue and white enameled Ebenezer rock, around which is placed a half circular crown, indicate the difficulties endured by Voorhees founder Elizabeth Evelyn Wright-Menafee.



1.1.3 Location and Facilities

Situated in the midlands of South Carolina, Voorhees University is located in the town of Denmark, South Carolina, on a well-landscaped 342-acre campus. Denmark is the home of approximately 4,500 residents. The campus is accessible by bus, train, and airline. The University's closest metropolitan neighbor is Columbia, the state's capital, which is approximately 50 miles north. The campus is approximately one hour from the historic seaport of Charleston and Augusta, Georgia; and a four-hour drive from Raleigh, North Carolina and Atlanta, Georgia.

1.1.3.1 University Buildings and Facilities

The University's buildings represent a pleasant combination of turn-of-the-century and contemporary architecture. Eight of the campus buildings comprise a Historic District and are listed on the National Register of Historic Places. The significance of the district lies not only in the building styles, but also in the fact that many of the buildings were built solely by students attending the school. The Leonard E. Dawson Health and Human Resources Center includes, the Jerry M. Screen 2,200-seat arena, a student center, a snack bar, a swimming pool, a weight room, a dance studio, classrooms, and offices. In addition, the Matthew A. Golson Humanities, Education and Fine Arts Center houses an art studio, a music hall, practice rooms, classrooms, faculty offices, and a model teacher education lab. A track and field complex has been completed. Additionally, Bedford Hall, built in 1921 and Massachusetts Hall, built in 1932 have been completely renovated. The Rural Health Center houses the Center of Excellence in Rural and Minority Health & Wellness and the Family Health Centers, Inc. to provide clinical services.

1.1.3.2 Academic Facilities

Twenty-three buildings located on the campus are used for classrooms, faculty offices, administrative offices, student services, academic support programs, and cultural, recreational, and religious activities as well as residential living.

The Wright-Potts Library is a contemporary two-story facility located in the center of the campus. It contains more than 100,000 volumes supplemented by more than 500 periodicals. The collection also includes newspaper subscriptions, microfiche, compact discs, video tapes, and other forms of electronic media.

The Academic Computing Center consists of twelve computer laboratories located in Alan M. Voorhees Science and Technology Center, Battle Hall, Bedford Hall, Blantons Hall, Guerry-Finlay Hall, Halmi Hall, Marion B. Wilkinson Building, St. James Building, Wright/Potts Library, and the Wright Hall Administration Building. The University is networked with on-line access to the World Wide Web.

1.1.4 Accreditations of Voorhees University

Voorhees University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Voorhees University.

The Association of Collegiate Business Schools and Programs (ACBSP) accredits Voorhees University to offer the following degrees:

1. Bachelor of Science in Accounting;
2. Bachelor of Science in Business Administration with a concentration in General Business; and
3. Bachelor of Science in Business Administration with a concentration in Finance

Voorhees University's Business School programs are accredited by the Accreditation Council for Business Schools & Programs (ACBSP). Contact the Accreditation Council for Business Schools & Programs (ACBSP) at 11520 West 119th Street, Overland Park, KS 66213 or call 913-339-9356 for questions about the accreditation of Voorhees University's Business School.

Voorhees University's Organizational Management degree program does not fall under the purview of the Accreditation Council for Business Schools & Programs (ACBSP).

1.1.5 Religious Life at Voorhees University

In 1922, one of Joshua Blanton's earliest acts as Principal of Voorhees Normal School was to initiate a working agreement with the Protestant Episcopal Church and its agency for work among southern Blacks and the now defunct American Church Institute for Negroes. The Voorhees Normal School, now Voorhees University, became affiliated through the endorsement of the two Dioceses of South Carolina.

Shortly, after Voorhees's affiliation with the Episcopal Church, the two Archdeacons of the respective Dioceses, the Venerable E. L. Baskerville and the Venerable J. B. Elliott held services.

Thus, began a long relationship between Voorhees and the Episcopal Church, a partnership that endures today.

As Voorhees moved into the new millennium, it renewed its historical partnership with the Episcopal Church. The Church alone cannot fulfill the Great Commission without the help of Christian institutions of learning. Conversely, Voorhees University cannot, without the help of the Church, provide effective teaching and learning that helps its learners to proclaim that the Rule of God.

As the Church nourishes the spirit, the university nurtures the mind.

1.1.6 Traditions at Voorhees University

From the president's mace to the special medallion worn at formal convocations, Voorhees University has a wealth of traditions that are part of fabric of the rich Voorhees University experience. Just as generations of graduates have sung the Alma Mater and The University Hymn, so do current students. Each word, each symbol has as much meaning today as it did years ago, when the tradition took root.

1.1.6.1 The Presidential Medallion

The Presidential Medallion was presented to the University at the 75th anniversary celebration. Symbolizing authority and embossed with the university's seal, the president wears the medallion at formal convocations.

1.1.6.2 Alma Mater of Voorhees University

When we come to thee, dear Voorhees,
The School we love so well,
We will hail thee as a guiding light,
That ever shines afar.

Chorus:

Alma Mater, dear old school,
We'll raise aloud a song,
For we love our dear old Voorhees,
The White and the true Blue.

In These halls of knowledge true,
Each day we come to you,
Trying now to shape our future
With ideals good and true.

Chorus:

Alma Mater, dear old school,
We'll raise aloud a song,
For we love our dear old Voorhees,
The White and the true Blue.

When we've finished our work with you,
We'll leave these walls so true,
And we'll strive each day to follow
Your principles of true blue.

Chorus

Alma Mater, dear old school,
We'll raise aloud a song,
For we love our dear old Voorhees,
The White and the true Blue.

1.1.6.3 Hymn of Voorhees University

We build our school on Thee, O Lord,
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.
We work together in Thy sight,
We live together in Thy love;
Guide Thou our faltering steps aright,
And lift our thoughts to heaven above
Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If Thou art with us, Lord we must
Be faithful friends and comrades sure.
We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change, but Lord, we bear Thy name
To journey with it to the end. Amen.

1.1.6.4 The Graduates Pledge

With a solemn sense of my responsibility,
I pledge myself to hold my Diploma as a sacred trust,
An emblem of my obligation to serve my fellowman,
And to keep its significance inviolate in loyalty to my Alma Mater
And with fidelity to my country and to my God.

1.1.7 Annual Events

1.1.7.1 The Candlelight Matriculation Ceremony

This service, held at the close of Fall Orientation every year, officially inducts new students into the Voorhees University family. It also educates them about Voorhees' founder Elizabeth Evelyn Wright- Menafee. As part of the ceremony, all incoming freshmen gather around the Ebenezer, a rock that is a university landmark symbolizing Wright-Menafee's faith and determination. The students light white candles and sing "This Little Light of Mine"— it is a promise to themselves and to their new university community. They affirm Wright-Menafee's struggles to create Voorhees. When the ceremony closes, they are officially freshmen.

1.1.7.2 The Legacy Dinner

In addition, as part of Fall Orientation, the Legacy Dinner is an opportunity for new students to enjoy a formal evening with their classmates, faculty and staff. At the Legacy Dinner, the President officially welcomes the new students to Voorhees University. The keynote speaker is a

recent Voorhees University graduate - someone close to the new students' age who can be a testament to what is possible with a Voorhees University education. Other alumni are invited to join in the evening as well.

1.1.7.3 Mr. and Miss Voorhees University Coronation

Held in September, the coronation installs the students who will reign as Mr. Voorhees and Miss Voorhees for the current academic year. Both are elected by a vote of the student body and serve as the University's official host and hostess. The coronation also includes other organizational queens and escorts who have demonstrated leadership ability and good character. They also must have a record of involvement in university activities and community life, as well as a solid academic record.

1.1.7.4 Homecoming

Held the second weekend in November, Homecoming Weekend includes fellowship opportunities such as class reunions, alumni meetings, social gatherings, a parade and basketball games. Alumni return to the campus to fellowship, renew old friendships and make financial contributions to the university. It is also an opportunity for graduates to connect with current students, and old and new faculty and staff members.

1.1.7.5 Founder's Day Convocation

The university's annual salute to Elizabeth Evelyn Wright-Menafée is held in April; the same month she founded Voorhees in 1897. Mrs. Wright-Menafée, a black woman in her early 20s, battled betrayals, arson, jealousies and threats to establish the school. After many unsuccessful attempts, and support from local churches and politicians, she finally succeeded. Each Founder's Day, student, faculty, alumni and staff form a procession that travels to her gravesite to lay a wreath and organizations place red roses on her graveside, which is located on the campus in the Memory Gardens.

1.1.7.6 The University Mace

On official occasions of outstanding importance, such as degree-granting ceremonies or other dedications including the Convocation of the University, the Voorhees Mace is carried at the front of the processions. Presented to the university at the Founder's Day Convocation in 1976 by the Class of 1975, the mace was designed and fashioned by one of the world's most famous English silversmiths, Leslie Durbin. The mace is the symbol of the university's unity and authority.

It was designed to depict the University's Seal, a symbol that appears on all official documents. Placing the mace on its stand is a signal that the proceedings are about to begin; its retirement indicates that the ceremonies are concluded.

When not on duty, the mace is placed in the University's Archives.

1.1.7.7 Baccalaureate Services

The Annual Baccalaureate Service is held the night before Commencement and conferring of degrees to graduates. This service allows the first honor graduate an opportunity to give farewell remarks to the graduating class.

1.1.7.8 Commencement

Commencement is the formal graduation ceremony, held in May of each year, during which the academic degrees are conferred to graduates of the class.

1.1.8 Voorhees University Today

Today, the University, with an enrollment of approximately 500 students, has evolved into a four-year liberal arts University with full accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools. It is affiliated with the Episcopal Church and the United Negro College Fund. The mission of the University remains the same. That is, to educate the minds, hearts, and spirits of young students who can benefit from a small liberal arts university environment. The majority of Voorhees University students are bright African-American men and women.

1.1.8.1 Academic Programs

A student must satisfactorily complete a minimum of 120 semester hours of course work with a minimum cumulative grade point average of 2.0 (on a 4.0 scale) to be eligible for the University bachelor's degree. Forty (40) semester hours of General Education Requirements are required of all students, regardless of their major(s). The University does not require a minor for graduation. The University has established special programs to meet the academic needs and interests of its students, such as the W. Franklin Evans Honors College, Academic Center of Excellence (ACE), and an ROTC program held in collaboration with South Carolina State University and Claflin University.

Additionally, the University offers degree programs in different delivery forms that address the needs of today's adult students. The Denmark campus and the off-campus instructional sites offer degrees for the non-traditional student.

The University operates on a two-semester calendar, consisting of a fall semester and a spring semester. The fall semester begins in August and ends in mid-December. The spring semester begins in early January and ends in early May. Students, faculty, and staff observe spring, fall and winter breaks. The University's summer session(s) consists of five to eight weeks each. During the fall and spring semesters, the normal class load is 12 to 15 hours; during summer session(s), nine (9) hours is the maximum class load.

1.1.8.2 Majors and Degrees

The Bachelor of Science (B.S.) and Bachelor of Arts (B.A.) degrees are awarded in accounting, African-American studies, biology, business administration, computer science, criminal justice, child development, English, emergency management, environmental science, interdisciplinary studies, mass communication, mathematics, organizational management, public health, psychology, sociology, sports management, theological studies.

1.1.8.3 Student Engagement and Leadership

Voorhees University students participate in a variety of University-sponsored activities, including four national fraternities and four national sororities, two campus publications, intramural sports, political, and religious organizations, honor societies, service, and student leadership activities, the University Concert Choir, the Student Government Association (SGA), and special interest groups.

1.1.8.4 University Intercollegiate Teams

The **Tiger** is the mascot of Voorhees University. The Voorhees University Tigers participate in the National Association of Intercollegiate Athletics Division I in various sports including baseball, softball, men's and women's basketball, men's and women's cross-country, and men's and women's track and field.

1.1.8.5 School Colors

The School colors are Royal Blue (0-120-189) and White (255-255-255).

1.1.9 Chronology of Principals and Presidents of Voorhees University

Elizabeth Evelyn Wright-Menafee, Founder-Principal	1897 – 1906
Gabriel P. Miller, Principal	1907 – 1911
Cyrus Campfield, Principal.....	1912 – 1916
Martin A. Menafee, Treasurer and Acting President.....	1916 – 1918
Jesse O. Thomas, Principal	1918 – 1922
E. R. Roberts, Principal.....	1918 – 1922
J.E. Blanton, President	1922 – 1947
Earl H. McClenney, President	1947 – 1950
Cecil B. Haliburton, President	1950 – 1953
T. H. Moore, Acting President.....	1953 – 1954
John F. Potts, President.....	1954 – 1970
Harry P. Graham, Acting President	1970 – 1971
Harry P. Graham, President	1971 – 1977
Lester B. Brown, Acting President	1977 – 1978
George B. Thomas, President	1978 – 1983

John F. Potts, Interim President	1983 – 1985
Leonard E. Dawson, President.....	1985 – 2001
Prezell R. Robinson, Interim President.....	July 2001 – Sept. 1, 2001
Lee E. Monroe, Jr., President.....	2001 – 2007
Valdrie N. Walker, Acting President	2007 – 2008
Cleveland L. Sellers, President	2008 – 2016
W. Franklin Evans, President.....	2016 – 2021
Ronnie Hopkins, President	2021 – present

1.2 University Mission, Institutional Goals, and Strategic Plan

1.2.1 Mission Statement

Voorhees University is a private, diverse, historically black, coeducational, liberal arts, baccalaureate degree-granting institution affiliated with the Episcopal Church. Located in rural South Carolina, the University serves traditional and nontraditional students primarily from the state of South Carolina and the southeastern region of the United States.

The University offers each student a comprehensive general education experience coupled with professional education in a values-centered liberal arts environment that supports educational opportunities designed to help prepare students to function in a diverse and increasingly technological society. Accordingly, the University seeks to produce highly qualified graduates who coalesce intellect and faith in pursuit of life-long learning, healthy living, the betterment of society, and an abiding faith in God.

1.2.2 Institutional Goals

To forge this agenda for excellence, Voorhees University strives to achieve the following Institutional Goals:

1. Demonstrate Academic Excellence and Distinction.
2. Facilitate Student Success.
3. Ensure Institutional Efficiency and Effectiveness.
4. Strengthen Resource Development.

1.2.3 Strategic Plan

1.2.3.1 The Plan for Voorhees College 2017-2022

Based upon the principle of shared governance, a diverse group of individuals comprised of the administration, faculty, staff, students, alumni, and Board of Trustees was organized and

convened for conceptualizing, developing, and refining the College’s 2017-2022 Strategic Plan. Subsequent to a six-month period, the result of the group’s collaborative vision and assessment is the five-year Strategic Plan entitled, “Re-imagining Voorhees College: A Different School of Thought”.

The 2017-2022 Strategic Plan is indicative of our commitment and resolve to attain the goals of the Plan. In essence, we embrace our rich heritage and past, and we forge ahead empowered by knowledge and confidence to maintain high academic standards and to produce exceptionally prepared graduates for success in their professions and personal endeavors.

1.2.3.2 Comprehensive Planning Process

Planning at Voorhees University is systematic, broad-based and appropriate to the university. The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of the institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission.

The Strategic Leadership Planning Council coordinates the annual planning cycle of the university.

1.2.3.3 The Strategic Leadership Planning Council

The responsibilities, membership, and committees of the Strategic Leadership Planning Council are provided in Section 1.6 Committees of Voorhees University, Subsection 1.6.3 Strategic Leadership Planning Council and Committees.

1.2.3.4 Strategic Goals 2017-2022

“Re-imagining Voorhees College: A Different School of Thought”: The Plan for Voorhees College: 2017-2022

Strategic Goal #1 - Demonstrate Academic Excellence and Distinction.

1. Attract and retain talented and qualified faculty.
2. Maintain regional accreditation.
3. Develop programs to enhance critical and creative thinking skills of students.
4. Increase the number of specialized accreditations.
5. Enhance the Honors Program.
6. Enhance teaching, research, and service to engage ongoing academic excellence for traditional and diverse student learners.
7. Assess and offer relevant, meaningful, and cutting-edge curricula.

Strategic Goal #2 – Facilitate Student Success

1. Increase retention rate to 70%.
2. Increase graduation rate by 20%.

3. Refocus recruiting and admissions efforts.
4. Promote co-curricular activities that expand student learning.
5. Develop learning communities in the residence halls.
6. Increase number of international students.
7. Create additional opportunities for student involvement in campus activities and organizations.
8. Enhance the student support system and educational support programs to meet diverse needs of students.
9. Promote personal, spiritual, cultural, and physical health and wellness across the campus.
10. Increase the opportunity for students to engage with career professionals, prospective employers, and graduate and professional schools.
11. Emphasize service learning in the development of student learners.

Strategic Goal #3 - Ensure Institutional Efficiency and Effectiveness.

1. Maintain accreditations.
2. Improve culture of customer service and satisfaction.
3. Update and expand computer information and technology systems.
4. Revise employee evaluation system.
5. Establish a deferred maintenance plan and system.
6. Maintain a safe, orderly, and vibrant campus.
7. Develop campus master plan of infrastructure upgrades aligned with strategic plan.
8. Maintain a balanced budget and strong financial base.
9. Comply with institutional, state, and federal policies and regulations.
10. Assess campus-wide systems, programs, and activities for effectiveness.

Strategic Goals #4 - Strengthen Resource Development

1. Pursue and create articulation and programs agreements with other institutions.
2. Increase alumni support and engagement.
3. Enhance relationship with and support from the Episcopal Church.
4. Improve campus-wide and external communications and visibility.
5. Develop new initiatives to build the endowment.
6. Develop and implement a comprehensive fundraising plan.
7. Secure external funding from grants and contracts.
8. Pursue strong partnership with local, state, national, and international communities and

entities.

9. Increase Board of Trustees' participation and support of campus life and initiatives.

1.3 Charter and By-Laws of Voorhees University

1.3.1 Charter and Amendments of Voorhees University

Information regarding the Charter of the University together with any amendments is available in the Office of the President.

1.3.2 By-Laws of Voorhees University

Article I – Membership of the Board of Trustees

Section 1. Number, Election and Appointment of Members.

The Board of Trustees (Board) of Voorhees University (University) shall be composed of up to 29 members. Twenty members of the Board of Trustees shall be elected at large by the Board when vacancies occur. Two trustees shall be elected by the alumni: the President of the National Alumni Association and another representative shall be elected at-large by the Alumni Association. The faculty and student body of the University may each elect a representative. In recognition of the University's affiliation with the Episcopal Church, the Diocese of Upper South Carolina and the Episcopal Church in South Carolina may each appoint one trustee, to be nominated by each Diocesan Convention. The proposed members shall be presented by the Trustee Committee and confirmed by the Board.

Section 2. Ex-Officio Members.

The Bishops of the Diocese of Upper South Carolina and the Episcopal Church in South Carolina shall be ex-officio members with seat, voice, and vote. If a Bishop is unable to attend the meeting of the Board of Trustees, he/she may designate a person of his/her choosing to attend the meeting and to act in his/her stead with seat, voice and vote.

Section 3. Terms of Office.

Trustees, with the exception of the student and faculty representative, shall be eligible to serve for three-year terms of office. Each trustee shall be eligible to succeed himself/herself for two terms, provided that such trustee is re-elected by the Board when the term expires. A former trustee who has previously served three terms may be reelected to the Board after one year off.

Section 4. Resignation.

A trustee may resign at any time by giving notice of such resignation in writing to the Chair of the Board.

Section 5. Removal Prior to End of Term.

Trustees who miss three (3) consecutive meetings will not be eligible to continue to serve, unless the Chair of the Board determines that extenuating circumstances exist for permitting the Trustee to continue to serve as a Trustee. No member of the Board of Trustees may be removed from office prior to the expiration of his term except for the reason set forth above, or by the affirmative vote of two-thirds of the other Trustees then in office. An Ex-Officio Trustee's removal shall result automatically when the Ex-Officio Trustee ceases to hold the office that entitled him or her to such Trustee position.

Section 6. Vacancies.

The Board may fill vacancies as they occur, whether by death, resignation, removal from office, or expiration of term.

Section 7. Trustees Emeriti.

The Office of Trustee Emeritus is and shall be reserved for former Trustees of the University who have a record of unusual and distinctive service at the University and who have been recommended or nominated by the President and/or the Board and approved by the Board. Trustees Emeriti hold their positions at the pleasure of the Board. They have no voting power and shall not be counted as members of the Board. However, they shall have the privilege of participating in general University functions and shall be entitled to receive notices of University activities. Trustees Emeriti are not subject to Board attendance requirements stated in Section 5.

Article II – Powers of the Board of Trustees

Section 1. Institutional Governance.

The governance of Voorhees University shall be vested in the Board of Trustees. The Board shall formulate and determine the University's mission and broad institutional policies for the development and administration of the University in accord with the mission.

Section 2. Institutional Policy.

The Board of Trustees shall exercise its independent judgment in all matters of institutional policy and shall remain free from the control or influence of any outside agency. In return, the Board of Trustees shall leave to the Chief Executive Officer (who shall be directly responsible to the Board), the responsibility for implementing these policies and for administering the affairs of the University. The Board selects, appoints, periodically evaluates, and may remove the Chief Executive Officer, who is also the President of the University.

Article III – Responsibilities of the Board of Trustees

The Board of Trustees shall, among other duties, have the responsibilities set forth below.

Section 1. Academic Matters.

The Board shall annually review and approve the educational programs of the University and is responsible for the granting and conferring of academic degrees upon those who, in the judgment of the faculty of the University, merit such distinction. Honorary degrees may be awarded to

individuals who are nominated on the basis of their unusual ability, who have distinguished themselves, whose accomplishments are of national or international note, or whose lives have had a significant impact on Voorhees University.

Section 2. Fiscal Affairs.

The Board shall annually establish and approve the budget of the University and oversee its general financial administration, including the investing of its funds and changes in tuition and fees.

Section 3. Physical Facilities.

The Board shall, as necessary, authorize and supervise the provision of physical facilities for the use of the University, the construction of new buildings and major renovations of existing buildings and sale, lease and purchase of land, buildings or major equipment for the use of the University.

Section 4. Institutional Advancement.

The Board shall oversee the institution and promotion of, and all contributions to, major fundraising efforts of the University and shall authorize officers or agents of the University to accept gifts for the University. It is expected that trustees, with the exception of ex-officio Trustees, will engage in fundraising on behalf of the University to (i) ensure the financial health of the institution and (ii) fulfill the Institutional goals identified in the Mission of the University.

Section 5. Faculty Members.

The Board shall formulate policies of remuneration, conditions of service, promotion and tenure, retirement provisions, and similar general policies pertaining to the faculty. Execution and implementation of these policies are entrusted to the President of the University, who exercises his authority as described in Article IV.

Section 6. Short Term and Long Range Planning.

The Board shall annually approve both short-term assessment and long-range planning for the growth and development of the University prepared by the President. The University administration and faculty are expected to exercise initiative in recommending improvements and developments for the consideration of the Board.

Section 7. Self-Evaluation.

The Board shall undergo an annual self-evaluation of its performance, and such self-evaluation shall be reviewed at the first regular Board meeting after the evaluation is completed.

Article IV – Powers and Responsibilities of the President of the University

Section 1. Chief Executive Officer.

The President, elected by the Board of Trustees, shall be the Chief Executive Officer of the University and the legal representative of the Board of Trustees. The President shall serve at the pleasure of the Board of Trustees.

Section 2. Authority.

The President of the University derives from the Board of Trustees all authority to administer

the affairs of Voorhees University. The President shall have the power, on behalf of the Trustees, to perform all acts and execute all documents to make effective the actions of the Board or its Executive Committee.

Section 3. Responsibilities.

The President shall be responsible to the Board for the implementation of policies established by it, and, as educational and administrative head of the University, shall exercise a general superintendence over the affairs of the University.

The President of the University exercises the specific responsibilities listed in the President's official job description and as may be otherwise assigned by the Board from time to time. In addition, without limitation, the President (i) is the chief advisor to the Board and brings such matters to the attention of the Board as are appropriate to keep the Board fully informed and able to meet its responsibilities; (ii) has ultimate responsibility for, and appropriate administrative and fiscal control over, the University intercollegiate athletics program; (iii) exercises ultimate control of all University fundraising activities; (iv) is an ex-officio member of all Board committees except the Audit Committee.

Section 4. Absence of the President.

The President shall recommend to the Board for action, an administrative officer of the University who shall perform the duties and exercise all of the functions of the President in the absence or the incapacity of the President until action is taken by the Board to appoint a new individual to the office of the President in an interim capacity.

Section 5. Presidential Compensation.

The President shall not be entitled to vote on any matter that involves the President's compensation. Further, the President may be excluded from meetings of the Board or its Committees where such matters are discussed.

Article V – Officers of the Board of Trustees

Section 1. Election of Officers.

At the Annual meeting, the Board of Trustees shall elect the following officers to serve for one (1) year, or until their successors have been elected Chairperson, Vice Chairperson, Secretary, and Treasurer. In the event of a failure for any reason to elect any or all of said officers at the Annual meeting, then an election may be held at any regular or special meeting, a majority of all trustees being present and notice of such election having been given in the notice of call for the meeting.

Section 2. Chairperson.

The Chairperson shall preside at meetings of the Board and perform the usual duties of a presiding officer. The Chairperson shall appoint all members of standing and ad hoc committees. The Chairperson shall be an ex-officio member of all standing committees.

Section 3. Vice Chairperson.

The Vice Chairperson shall preside at meetings of the Board in the absence of the Chairperson

and shall perform the other duties of the Chairperson upon the inability of the Chairperson to act between meetings of the Board and shall perform such other duties as the Board may prescribe from time-to-time. The Vice Chairperson shall be an ex-officio member of all standing committees.

Section 4. Secretary and Board Liaison.

The Secretary shall be responsible for ensuring the giving of notice of meetings of the Board, keeping the minutes of the proceedings of the Board and performing such other duties as the Board may prescribe from time-to-time. The Secretary is assisted with administrative matters by a Board Liaison who is appointed by the President, with the approval of the Board. The Board Liaison shall not be a member of the Board.

Section 5. Treasurer.

The Treasurer shall be responsible for financial management matters, including overseeing and reviewing the establishment and implementation of the policies and procedures relating to the University's finances and record keeping. The Treasurer shall regularly report to the Board regarding the financial condition of the University. The Treasurer is authorized to manage transactions involving the University's investments, as instructed by the Board. The Treasurer may delegate any and all of the financial operating responsibilities to a person designated by the Board of Trustees. The Treasurer shall attend, but not be a member of the Audit Committee.

Article VI – Meetings of the Board of Trustees

Section 1. Annual Meeting.

The annual meeting of the Board of Trustees of Voorhees University shall be held on the day of Commencement in May.

Section 2. Regular Meetings.

Regular meetings will be held on the fourth Monday of October and the fourth Monday of February.

Section 3. Location of Meetings.

All meetings shall be held on the campus at Voorhees University, Denmark, South Carolina unless the Chairperson of the Board of Trustees and the President of the University determine a need to meet elsewhere.

Section 4. Notice.

Notice of all Regular meetings shall be provided to each member of the Board at least seven (7) days prior to the date of each meeting.

Section 5. Special Meetings.

Special meetings may be called at any time by the Chairperson of the Board or, in the absence of the Chairperson, by the Vice Chairperson or the President or any nine members of the Board. The call for special meetings shall state the business to be considered and shall be provided at least five (5) days before the date of the meeting, unless the President or the Board Chair determines that circumstances require meeting on shorter notice.

Section 6. Quorum.

A majority of the elected members of the board or appointed members of a committee shall constitute a quorum.

Section 7. Conduct of Meetings.

The Chairperson or the Vice Chairperson of the Board of Trustees shall preside at all meetings of the Board. Robert's Rules of Order shall guide the conduct of the business.

Section 8. Participation by Electronic Means.

Any one or more members of the Board or any committee of the Board may participate in a meeting of the Board or a committee of the Board by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. No voting by proxy shall be permitted, except that ex-officio members may designate a proxy.

Section 9. Action without Meeting.

No meeting of the Board need be held to take any action required or permitted to be taken by the Board or any committee, provided a quorum of the Board or committee shall individually or collectively consent in writing to such action, and such written consent or consents are filed with the minutes of the proceedings of the Board or Committee. Action by written consent shall have the same force and effect as action by vote. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by written consent by a quorum of the Board or committee without a meeting, and that the By-Laws authorize the Board or committee to so act.

Section 10: Executive Session.

The members of the Board of Trustees eligible to attend the Executive Session of any meeting are all members of the Board who are not current faculty, administrators, or students of the University. Any Trustee, staff member, or special invitee may be invited to join the session.

Article VII – Committees of the Board of Trustees

Section 1: General Matters Applicable to All Committees.

Committees shall each be chaired by a Trustee, appointed by the Chairperson of the Board, who shall conduct the meetings and coordinate with faculty liaisons appointed to each committee. Meetings may be conducted in person or through communications equipment allowing all persons to hear each other at the same time, or through a combination of these methods. A quorum shall be a majority of the Trustee members of each committee. Provided a quorum is present, the act of a majority of the committee members present and voting at a duly called committee meeting shall be the act of the committee. Any action required or permitted to be taken by the committee may be taken without a meeting, provided a quorum of the members of the committee shall individually or collectively consent in writing to such action in the same manner as prescribed by Article VI, Section 9. Action by written consent shall have the same force and effect as action by vote.

Each committee may invite such non-Trustees and Trustees who are not regular members of the

committee to meet with it and share in committee deliberations and tasks as shall, in the committee's judgment, add to the effectiveness of the committee's work.

Additional specific responsibilities of each Committee and its Chairperson, as established by the Board, are described in the Board Manual maintained by the Voorhees University Board Liaison.

Section 2. Standing Committees.

In addition to an Executive Committee, the Board shall be organized into the following standing committees:

1. Academic Affairs Committee
2. Audit Committee
3. Business and Finance Committee
4. Enrollment Management Committee
5. Student Affairs and Athletics Committee
6. Institutional Advancement Committee
7. Trustee Committee

Section 3. Executive Committee.

The Executive Committee shall consist of the four officers of the Board of Trustees and the Chairpersons of the Standing Committees of the Board. The Executive Committee is responsible to act on behalf of the Board of Trustees on all matters when the Board is not in session except the following: (i) to dissolve the corporation, (ii) to amend the by-laws, (iii) to elect or dismiss officers or trustees, (iv) to elect or dismiss the President of the University, and (v) to dispose of or encumber the principal of the Endowment Fund or real property of the corporation.

Section 4. Academic Affairs Committee.

The purpose of the Academic Affairs Committee is to receive and review reports, to promulgate policy recommendations for consideration by the full Board, and to monitor the effective implementation of the policies that govern the administration of academic affairs. This Committee shall, in cooperation with the President, review matters related to academic programs and faculty affairs, including recommendations for promotion and tenure, and make appropriate reports and recommendations to the Board. The Committee shall review candidates for academic and honorary degrees and make recommendations to the Board. The Provost/Vice President for Academic Affairs (formerly the Executive Vice President/Vice President for Academic Affairs) shall meet with this Committee.

Section 5. Audit Committee.

The purpose of the Audit Committee is to assist the members of the Board of Trustees in fulfilling their responsibility to the public and private financial supporters, the students, and the employees with regard to the accounting, reporting practices, and the quality and integrity of the financial report of the University. In doing so, the Audit Committee shall maintain free and open communication with the Board of Trustees, the independent auditors, and the financial management of the University.

This Committee shall provide oversight of the University's financial practices, internal controls, financial management and standards of conduct. The Audit Committee shall select and appoint the University's external auditors and meet with them on at least an annual basis. The Audit Committee shall have at least three (3) members. It shall periodically appraise the financial control and accounting systems of the University and recommend any changes it deems appropriate to the Board of Trustees. It shall recommend the designation of an independent auditor each year and shall cause to be prepared and submitted to the Board of Trustees at least once a year an audited statement of the financial condition of the University as of the close of the fiscal year and of the receipts and expenditures for each year. The Audit Committee may request any designated independent auditor, or any officer or employee of the University, to appear before it to report on the financial condition of the University and answer any questions it may have. In addition, the Audit Committee reviews the Internal Revenue Service Form 990 each year in accordance with Article XI of these By-Laws and ensures that procedures are in place to monitor executive compensation so that the compensation of such executives is within the parameters of fair market value for the positions they hold. The President of the University shall not be an ex-officio member of the Audit Committee, but may, upon invitation, attend any meetings. The Vice President for Business and Fiscal Affairs may be invited to meet with this Committee.

Section 6. Business and Fiscal Affairs Committee.

The purpose of the Business and Finance Committee is to manage all matters related to financial affairs, financial investments, buildings and grounds, new buildings and the land acquisitions at the University. This Committee shall advise the Vice President for Fiscal and Administrative Affairs in the areas of budget and finances. It shall offer recommendations to the administration of the University and the Board in the areas of debt revenues, investments, expenditures and financial planning of the University. The Vice President for Business and Fiscal Affairs shall meet with this Committee.

Section 7: Enrollment Management Committee.

The purpose of the Enrollment Management Committee is to receive and review reports, to promulgate policy recommendations for consideration by the Board, and to monitor the effective implementation of the policies that govern the, recruitment, admission, and retention of students. Additionally, the committee addresses issues related to records and compliance, the awarding of scholarships, and student services related to veterans. The committee makes recommendations to the Board concerning enrollment management functions.

The Vice President for Enrollment Management shall meet with the Committee.

Section 8. Institutional Advancement Committee.

The Institutional Advancement Committee of the Board of Trustees has both oversight of and broad responsibility for the fundraising and communications activities of the Institution. This Committee shall advise on policies and plans for a broad program of advancement between the University and its constituents and on any plans and programs designed to provide financial support for the University. The Committee shall also consider policies related to public relations, communications, and alumni affairs. The Vice President for Institutional Advancement and Development shall meet with this committee.

Section 9. Student Affairs and Athletics Committee.

The purpose of the Student Affairs Committee is to receive and review reports related to non-curricular student services, activities, and programs and make recommendations to the Board concerning community life and campus functions. The Committee shall have oversight of the financial and academic integrity of the athletic program. The Committee shall receive reports from the Chaplain on religious programming and services, the Housing Director on matters relating to residential life, and other personnel charged with student-service responsibilities. The Vice President for Student Affairs and Athletics shall meet with the Committee.

Section 10. Trustee Committee.

The Trustee Committee is responsible for identifying and recommending individuals for Board membership who will be committed to and supportive of the mission and goals of the University. The Committee is also responsible for working in collaboration with the Board Chairperson and the President of the University to ensure that the individuals identified represent a broad spectrum of the various local and national constituencies. The Committee shall oversee the Board's self-evaluation, as described in Article III, Section 7.

Section 11. Ad Hoc Committees.

The Chair of the Board, with the approval of the Board, may appoint such other committees as may be deemed necessary or desirable in the best interests of the University, and appoint members and a chairperson of any such committee.

Article VIII – Indemnification

The University shall furnish its current and former members and officers with legal defense in connection with any threatened or pending action, suit or proceeding, whether civil, criminal, administrative or investigative, to which they are made parties by reason of being or having been a representative of the University, provided the President or Board Chair is promptly notified of the need for such defense. Furthermore, the University shall indemnify to the extent permitted by South Carolina law any members or officers for judgments, damages, settlements and costs reasonably incurred in such proceedings so long as such matters are not the result of gross negligence or willful misconduct. In addition to the indemnification herein provided, the University shall secure and maintain in full force and effect a policy of Directors and Officers Liability Insurance covering all members of the Board with limits as established by the Board.

Article IX – Standards of Conduct

Members of the Board of Trustees shall discharge their duties in accordance with Section 33-31-830 of the South Carolina Nonprofit Corporation Act, as amended. Members shall annually sign the Code of Ethics Policy provided in the Appendix.

Article X – Conflicts of Interest

Members of the Board of Trustees shall comply with Section 33-31-831 of the South Carolina Nonprofit Corporation Act, as amended. Members shall annually sign the Conflict of Interest Disclosure Form provided in the Appendix.

Article XI – Discrimination Prohibited

In administering its affairs, the Board shall not discriminate against any person on the basis of race, color, religion, ethnic or national origin, sex, age, sexual orientation, genetic orientation or against qualified disabled persons, disabled veterans, or veterans of the Vietnam era, as identified and defined by law, or any factor that is a prohibited consideration under applicable law.

Article XII – IRS Form 990

It is the policy of the Board of Trustees of the University that the Audit Committee shall complete and/or review Internal Revenue Service (“IRS”) Form 990 prior to filing it with the IRS. Once the Audit committee has reviewed IRS form 990, a copy shall be made available to all Board members prior to the filing of the form. Board members shall exercise their best efforts to review Form 990 in a timely fashion. Board members who have comments or revisions to the Form 990 shall submit these comments or revisions to the Audit Committee in a timely fashion so as to meet the submission dates required by law.

Article XIII – Fiscal Year

The Fiscal Year of the University shall begin on the first day of July of each year and shall terminate on the 30th day of June of the following year. All financial records shall be kept on a fiscal year basis.

Article XIV – Execution of Instruments

After appropriate Board authorization, all notes, bonds, or other evidence of indebtedness of the Corporation, including all deeds, stock certificates, mortgages, assignments, conveyances, contracts, or all other instruments of transfer shall be duly signed by the President of the University for the Corporation and attested by the Vice President for Business and Fiscal Affairs. This method of signing and attesting by the President and Vice President for Business and Fiscal Affairs shall likewise be authorized and applied to the transfer and sale of any securities held by the Corporation, when the same are to be sold for reinvestment or endorsed for redemption. The Corporate Seal is to be attached to all instruments, when required by law.

Article XV- Seal of the Corporation

The Seal of the Corporation shall contain the words “EBEN-EZER” and shall be circular in form.

Article XVI – Disposition of Assets

In the case of the dissolution of the University, if there be any surplus monies after payment of the debt and the expenses of liquidation, these monies shall be devoted to and applied to support the mission of an institution of higher education similar in intent and purpose to that of Voorhees University.

Article XVII – Amendment of By-Laws

The By-Laws may be amended at any regular meeting of the Board at which a quorum is present, by two-thirds majority vote, provided the notice of the meeting at which the amendments will be proposed includes or is accompanied by the text of the proposed amendment or a summary thereof. With the adoption of these By-Laws, all previous By-Laws are null and void.

1.4 Organizational Structure of Voorhees University

1.4.1 The President

The President reports to the Chairman of the Board of Trustees.

Essential Functions:

1. Serves as Chief Executive Officer of the University and is responsible to the Board of Trustees.
2. Responsible for all relationships of the University with the Board of Trustees and serves as a member of the Board.
3. Serves as Chairman of the President's Executive Cabinet and as an ex-officio member of all University Committees.
4. Directs, supervises, and coordinates the activities of all departments and divisions of the University and promotes their efficiency.
5. Presides at all public academic occasions and represents the University before the public.
6. Is responsible for the discipline of the University and for executing such measures concerning the internal administration of the University as the Board of Trustees may enact.
7. Makes an annual report to the Board of Trustees on the work and condition of the University, and on occasion, presents to the Board of its consideration measures that are deemed necessary or expedient for the welfare of the University.

8. Has authority to accept resignations, grant temporary leaves of absence and initiate action to suspend or dismiss any employee of the University in accordance with the University's official personnel policies.
9. Recommends all promotion of members of the faculty to the Board of Trustees through its Academic Affairs Committee.
10. Signs or countersigns all checks, contracts, or other instruments of the University as authorized by the Board of Trustees and performs all other duties that are incidental to the Office of the President.

1.4.2 Provost/Vice President for Academic Affairs

The Provost/Vice President for Academic Affairs serves as Chief Academic Officer for the University and serves as second-in-command during the President's absence.

This office is responsible for the implementation of the University's instructional programs and the direct supervision and development of the faculty.

The Provost/Vice President for Academic Affairs reports to the President and is the most senior member of the President's Executive Cabinet.

Essential Functions:

1. Serves as a member of the President's Executive Cabinet and Chief Academic Officer;
2. Serves as staff advisor to the Board of Trustees and Committees for Academic Affairs;
3. Provides optimal operational and strategic performance in the areas of academics, instruction, curriculum, professional development, and other areas as assigned by the President of the University ensuring the achievement of the University's mission and vision;
4. Robust knowledge of the principles of accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the accrediting agency of the University, to ensure total compliance in each academic and administrative unit campus-wide;
5. Provides leadership to hire, support, and promote faculty, chairpersons, coordinators, managers, and directors in solidifying the growth and development of students during their entire matriculation at Voorhees University;
6. Provides leadership in strengthening the enrollment, retention, and graduation rates of the University;
7. Provides leadership for Career Pathways Initiatives, Career Services and Resources, Experiential Learning and First Year Experience;
8. Promotes the responsible management of the University's resources while stimulating building on those resources in ways that expand the image and viability of the University through budgeting and planning;

9. Responsible for academic program management and expansion, curriculum review and development, faculty promotion and tenure, program enhancement, and strategic preparation;
10. Ensures student development is fostered by faculty's demonstration of scholastic excellence through teaching, research, and services;
11. Supports the skillful improvement and learning of its valuable educators and personnel who are committed to cultivating an educational atmosphere that supports student learning and development;
12. Collaborates within and between departments, divisions, and the administration that lead to student success in a healthy and holistic learning environment;
13. Supervises the work of the Academic Leadership Team across Campus.
14. Conducts research to evaluate effectiveness of academic policies in the Voorhees University policy manual for faculty and students;
15. Serves as Chairperson of the Academic Affairs Council;
16. Ensures the development of a lively, intellectual environment on campus – one that invites engagement with the international world of higher education and contemporary issues;
17. Provides support and direction in faculty development through professional initiatives;
18. Provides support and directives for Faculty Senate; and
19. Performs any additional duties that are requested by the President of the University.

Education:

An earned Ph.D. or terminal degree from an accredited institution is required.

Preferred Qualifications:

1. Seven (7) years of effective teaching on the post-secondary level;
2. Established supervisory experience at the senior level in higher education administration;
3. Previous experience working in a liberal arts environment;
4. Seven (7) years of professional post-secondary top-level administrative experience;
5. Strong written and oral communication proficiency;
6. Demonstrated leadership in education;
7. Exceptional management competency;
8. Appreciation and understanding of Liberal Arts Traditions and Curriculum;
9. Grant-writing and external funding experience;
10. Must promote accountability and integrity in advancing an overall commitment to the University's core values with an additional familiarity, dedication, and loyalty to the institution's history and traditions steeped in the Episcopal;

11. Customer service and student-centered approach to management;
12. Distance education experience; and
13. Experienced with the principles of accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools.

1.4.2.1 Department Chairpersons

Responsible for assisting the Provost/Vice President for Academic Affairs with the supervision of departmental faculty and established programs of instruction. Department Chairpersons are also responsible for planning for the future development of their respective departments. They report directly to the Provost/Vice President for Academic Affairs. The departments of the University are Department of Humanities, Education, and Social Sciences; Department of Science, Technology, Health and Human Services; and Department of Business and Entrepreneurship.

1.4.2.1.1 Duties of Department Chairpersons
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Each academic area chairperson is the chief academic officer and educational leader for the disciplines (majors) within the described department and, through leadership, is responsible for the direction of programs, instruction, lifelong learning, advising, community service, and creative endeavors.

Essential Functions

1. To organize the department, taking the initiative in developing departmental policies and procedures for instruction, life-long learning, and applied research.
2. To recommend to the Provost/Vice President for Academic Affairs the coordinators of major areas within the department.
3. To recruit capable faculty members, with the concurrence of Provost/Vice President for Academic Affairs.
4. To encourage excellence in teaching, and to develop instruments for its evaluation and improvement.
5. To encourage faculty in efforts to engage in research, community service, writing, and other creative endeavors.
6. To organize and supervise appropriate faculty seminars and departmental conferences.
7. To recommend individuals for the honors faculty.
8. To make effective recommendations to the Provost/Vice President for Academic Affairs relative to hiring, promotions, tenure, salary adjustments, contracts, leaves of absence, transfers, suspensions, disciplines, and termination.
9. To serve as a channel of communication between the faculty and the Provost/Vice President's Academic Council.
10. To administer the departmental budget, supervise the departmental secretarial and support

staff, and supervise physical facilities under the jurisdiction of the division.

11. To prepare schedules of course offerings based on projected student enrollment for the semester.
12. To devise a plan for advising students in their major field of study.
13. To ensure that department advisors prepare and approve programs of study (check sheets) for students in their major field.
14. To encourage the organization and operation of appropriate student seminars, conferences, student groups, and clubs within the department.
15. To participate in teaching and research, and to maintain relationships with the technical, scientific, and scholarly organizations in his or her field.
16. To cooperate with the development office in the preparation of proposals for funding opportunities for instruction, research, life-long learning, and community service.
17. To develop and maintain appropriate contacts with professional organizations; foundations; business, professional, advisory, and community groups.
18. To serve as liaison between the department and other academic divisions of the University.

1.4.2.1.2 Duties of Academic Program Coordinators

Each discipline has an educational leader within the described department and, through leadership, is responsible for the direction of the programs, instruction, lifelong learning, advising, community service, and creative endeavors.

Essential Functions

The duties and responsibilities of an Academic Program Coordinator are:

1. To assist the Department Chairperson in organizing the department and maintaining departmental and institutional policies and procedures.
2. To assist in recruiting capable faculty members for the department.
3. To organize and supervise appropriate faculty seminars and departmental conferences.
4. To serve as the channel of communication between the faculty in the department and the Department Chairperson.
5. To prepare schedules of course offerings and submit to Department Chairperson;
6. To coordinate student advisement in the major field of study.
7. To advise students in the major.
8. To ensure that academic advisors prepare and approve programs of study (curriculum sheets) for all students in their major field.
9. To teach at least nine (9) semester hours each semester.
10. To keep regular posted office hours (10 per week).

11. To participate in campus activities.
12. To attend faculty meetings and faculty institutes.
13. To keep abreast of technological changes and infuse technology in instruction.
14. To write or assist in writing proposals for improving the department.
15. To participate on faculty committees.
16. To participate in community service.
17. To serve as an ambassador for the University.
18. To fulfill other duties as assigned by the Department Chairperson.

1.4.2.2 Director of the Center of Excellence in Rural and Minority Health & Wellness

The Director of the Center of Excellence in Rural and Minority Health & Wellness (COE) reports to the Provost/Vice President for Academic Affairs.

Essential Functions:

1. Works with local, state, regional, national and international agencies, institutions, corporations, and foundations to improve the health, especially of rural and minority populations.
2. Conducts regular and special meetings of the Advisory Board of the COE.
3. Manages and develops budgets for the COE.
4. Directs the development of health promotion/disease prevention materials and efforts.
5. Performs a variety of routine and complex administrative and professional work in the preparation and implementation of health improvement plans, programs, and services.
6. Works under the general supervision of the Provost/Vice President of Academic Affairs.
7. Develops short and long-range development plans for the COE; coordinates activities with other organizations, institutions, and agencies as necessary.
8. Provides technical and professional advice; provides information and makes presentations on health and health care issues, programs, services, and plans.
9. Serves as a liaison between the University and communities, institutions, agencies, foundations, and other public, private, and nonprofit groups and associations interested in health and health care.
10. Directs a variety of studies, reports and related information for health-related decision-making purposes.
11. Assists in preparing and writing grant applications, and administers grants related to the COE.
12. Hires, fires and supervises personnel affiliated with the COE, and promotes staff

development.

13. Attends professional workshops and conferences to keep abreast of trends and developments in the fields of rural and minority health.

1.4.3 Vice President for Enrollment Management

The Vice President for Enrollment Management is responsible for all aspects of student enrollment, recruitment, admissions, financial aid, records and compliance, retention and scholarships, and veterans' resources.

The Vice President for Enrollment Management reports to the President and serves on the President's Executive Cabinet.

Essential Functions:

1. Serves as a member of the President's Executive Cabinet;
2. Serves as staff advisor to the Board of Trustees and Committee on Enrollment Management;
3. Provides optimal operational and strategic performance in the areas of enrollment management, admissions, financial aid, records and compliance, retention and scholarships, and veterans' resources and, and other areas as assigned by the President;
4. Demonstrates knowledge of the principles of accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC), the accrediting agency of the University, to ensure total compliance on standards related to enrollment management and services;
5. Works with key partners to execute the development of strategic enrollment goals for academic profile, net revenue, retention and student success, diversity, and approaches to student financial assistance;
6. Provides leadership for increasing the enrollment, retention, and graduation rates of the University;
7. Responsible for taking the lead in directing, researching, and planning the formulation of recruitment strategies for target markets;
8. Supports the skillful improvement and learning of personnel who are committed to cultivating an educational atmosphere that supports student learning and development;
9. Fosters collaboration within and between divisions, departments, and units that lead to student success in a healthy, safe, interactive living and learning environment;
10. Promotes cooperative relationship with the community, the general public, other community colleges and elementary, middle and secondary schools;
11. Collaborates with Student Activities and Academic Affairs on the coordination of new student orientations and coordinates recruitment activities with appropriate offices and personnel;

12. Serves as Chairperson of the University's Committee on Enrollment Management and Retention;
13. Performs any additional duties as requested by the President of the University.

Education:

Master's degree from a regionally accredited institution, required;
Terminal degree, preferred.

Preferred Qualifications:

1. Seven (7) years of progressive experience and leadership in Enrollment Management and Retention or closely related fields;
2. Previous experience working in a liberal arts environment;
3. Strong written and oral communication skills;
4. Ability to build and lead teams;
5. Customer service and student-centered approach to management;
6. Demonstrated knowledge of best practices in student enrollment, recruitment, financial aid, records and compliance, veterans' services, and retention.

1.4.4 Vice President for Institutional Advancement and Development
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The Vice President for Institutional Advancement and Development reports to the President and serves on the President's Executive Cabinet.

Essential Functions:

1. Oversees the Division of Institutional Advancement and Development and the work of the offices of Communications, Development, WVCD Radio Station, Alumni Relations and Annual Funds, Major and Planned Gifts, Web-design Management, and Government Relations and Research.
2. Serves as chief development officer for the University and as member of the President's Executive Cabinet;
3. Serves as staff assistant to the Institutional Advancement Committee of the Board of Trustees;
4. Assists the President in establishing the Institutional Advancement and fundraising goals of the University in keeping with the larger mission and vision of the institution;
5. Provides leadership in organizing and implementing the University's program of fundraising and friend-raising;
6. Develops and implements a plan to secure funding from private foundations, corporations, churches and individuals;
7. Prepares of all reports on giving, gifts, donations, and grants received by the University;

8. Maintains records concerning prospective sources of gift income, and uses these records in planning fundraising activities;
9. Provides direction for the transmission of current, accurate, and updated information on the University to the general public;
10. Ensures all gifts received by the University are properly received, recorded, and acknowledged;
11. Gives overall guidance and direction to the University 's program of public relations, community engagement; alumni relations, church relations, annual funds, and planned giving;
12. Assists the President with all activities relating to the University 's participation in the UNCF, Inc.;
13. Prepares proposals that assist the President, Trustees and others in cultivating potential donors, securing gifts, and promoting general support for the University;
14. Responsible for the compilation, composition, and distribution of publications that assist the University's overall Institutional Advancement and Development program;
15. Supervises the Voorhees University Tiger Portal and Website management for informational purposes, updates, events, and announcements pertaining to student enhancement, community enhancement;
16. Assists the President in designing, arranging, implementing, and communicating special events that promote the University 's overall Institutional Advancement and Development program;
17. Performs any other duties as assigned by the President.

Education:

Master’s degree in communications, journalism, business administration, educational leadership or another appropriate field.

Preferred Qualifications:

1. Five (5) years of successful top-level leadership experience in higher education or corporate;
2. Five (5) years of experience in a responsible Institutional Advancement, Development, or fundraising position;
3. Experience in marketing and public relations;
4. Has a proven record of fundraising that is documented;
5. Skilled in the use of desktop publishing, spreadsheet and database software;
6. Ability to effectively communicate in a highly articulate manner, both orally and in writing;
7. Strong interpersonal skills to meet and work with diverse people in various situations;
8. Demonstrates initiative to carry out duties and responsibilities with a limited supervision;

9. Ability to effectively manage, supervise, and evaluate a total program of institutional advancement and development.

1.4.5 Vice President for Business and Fiscal Affairs

The Vice President for Business and Fiscal Affairs reports to the President and serves on the President's Executive Cabinet.

Essential Functions:

1. Reports to the President of the University and serves as a Member of the Executive Cabinet;
2. Serves as Chief Financial Officer of the University;
3. Serves as staff advisor to the Board for the Business and Finance and the Audit Committee of the Board of Trustees;
4. Responsible for control of all university financial and physical resources;
5. Responsible for the preparation of financial statements and recommends corrective action regarding financial matters;
6. Provides oversight of Human Resources functions;
7. Provides oversight of Financial Aid functions and reporting requirements;
8. Provides oversight of Campus Safety and Security functions;
9. Responsible for all Risk Management functions and analysis;
10. Coordinates the preparation of the University's annual budget;
11. Ensures that a balanced budget for the University is maintained;
12. Collects financial data and prepares necessary financial reports that allow the budget to be effectively controlled and maintained;
13. Coordinates the activities of university personnel in assisting all external auditors (public and private) of the university, and implements recommendations contained in the management letter associated with the audit;
14. Provides leadership for physical plant, maintenance, and upkeep of facilities and grounds;
15. Responsible for technology, computing, and computer services;
16. Provides oversight for accounting offices and staff;
17. Provides leadership for the food service, fleet management, campus mail, and bookstore units;
18. Interfaces with appropriate personnel in incorporating the budget process in the University's long-range plan;
19. Assesses and evaluates staff;
20. Performs any other duties that may be requested by the President.

Education:

Bachelor's degree in business management, economics, finances or related area, required;
Master's degree in business management, economics, finances or related area or CPA certification, preferred;

Preferred Qualifications:

1. Seven (7) or more years of successful experience in a top-level, senior finance-related position, preferably in higher education;
2. Extensive knowledge of business and fiscal practices and procedures for colleges and universities;
3. Ability to communicate effectively both orally and in writing;

1.4.6. Vice-President for Student Affairs and Athletics

The Vice President for Student Affairs is responsible for all aspects of a holistic student life program to include residential life, spiritual life, safety, and athletics. The Vice President reports to the President and serves on the President's Executive Cabinet.

Essential Functions

1. Fosters collaboration within and between divisions, departments, and units that lead to student success in a healthy, safe, interactive living and learning environment;
2. Provides leadership in all aspects of students' lives including but not limited to athletics, recreation, residential life, health and wellness, spiritual growth, student activities, community service, cultural awareness, career and social development;
3. Supports the skillful improvement and learning of personnel who are committed to cultivating an educational atmosphere that supports student learning and development;
4. Responsible for maintaining a safe campus and an engaging environment for students;
5. Fosters collaboration within and between divisions, departments, and units that lead to student success in a healthy, safe, interactive living and learning environment;
6. Provides leadership in all aspects of students' lives including but not limited to athletics, recreation, residential life, health and wellness, spiritual growth, student activities, community service, cultural awareness, career and social development;
7. Ensures that student policies of conduct and discipline procedures are implemented fairly and consistently;
8. Evaluates the effectiveness of student personnel policies and programs, as well as other policies in the Voorhees University policy manual;
9. Serves as Chairperson of the University's Lyceum Committee and the Athletics Committee;

10. Ensures the development of a lively intellectual environment on campus – one that invites engagement with the international world of higher education and contemporary issues;
11. Works to generate funding from external sources;
12. Performs any additional duties as requested by the President of the University.

Education:

Master’s degree from a regionally accredited institution, required;
Terminal degree, preferred.

Preferred Qualifications:

1. Five (5) years of effective supervisory experience in student affairs at the upper administrative level;
2. Previous experience working in a liberal arts environment;
3. Seven (7) years of professional post-secondary, higher education work experience;
4. Strong written and oral communication skills;
5. Ability to build and lead teams;
6. Knowledge of the athletic programs and compliance concepts;
7. Must promote accountability and integrity in advancing an overall commitment to the University’s core values with an additional familiarity, dedication, and loyalty to the institution’s history and traditions steeped in the Episcopal;
8. Customer service and student-centered approach to management;
9. Demonstrated knowledge of best practices in student services.

1.4.7. Chief of Staff/Executive Director of Title III

The Chief of Staff/Executive Director of Title III reports to the President and serves on the President’s Executive Cabinet.

Essential Functions

1. Reports to the President and supervises the work of the student assistants assigned to the President’s Office.
2. Organizes and implements procedures for executing various assignments.
3. Coordinates travel arrangements for the President and campus special events functions.
4. Compiles source materials and research data needed to prepare various records and reports for the President.
5. Reviews incoming correspondence in order to alert the President more promptly to matters of special concern or interest and in order to transmit routine correspondence to

an appropriate office for action.

6. Determines when pertinent material from the files should be attached to certain documents with which the President must deal.
7. Composes drafts or reports and letters for the President's review and transmits replies to routine correspondence on the President's behalf.
8. Takes dictation or transcribes from electronic dictating equipment in preparing finished correspondence, reports or materials as assigned.
9. Coordinates the activities of the clerical staff within in the Office of the President.
10. Supervises the maintenance of records in the President's Office.
11. Coordinates activities that require the use of the President's Residence and/or Guest House.
12. Answers the telephone, places calls, and makes appointments and reservations.
13. Performs any other duties that may be assigned by the immediate supervisor
14. Responsible for the day-to-day management of the Title III program administration.
15. Reviews drafts of activity proposals including project narratives, budgets and other supporting documentation in a timely manner to meet grant application deadlines.
16. Collects and analyzes data to meet administrative requirements of awarded activities and reporting requirements.
17. Disseminate a monthly newsletter to faculty and staff highlighting Title III achievements and accomplishments.
18. Maintains records to facilitate the necessary tracking, reporting and follow-up on all activities including all time and effort reports.
19. Responsible for guiding and evaluating Title III project to ensure goals and objectives are being met.
20. Responsible for compliance of Title III as indicated by the awarding agency.
21. Responsible for authorizing transfers which do not require prior authorization of the sponsoring agency and maintaining documentation required to support or justifies such transfers.
22. Responsible for approving requisitions covering the procurement of supplies, materials and travel to be paid for from Title III funds.
23. Responsible for monitoring cost/expenditures for Title III in conjunction with the Grants Compliance Officer in the Business and Fiscal Affairs.
24. Responsible for coordinating the closeout efforts of Title III and the submission of the final report in conjunction with the Chief Fiscal Officer.
25. Attend and participate in assigned meetings and committees as determined by the Provost/Vice President for Academic Affairs and/or the President.
26. Any other duties as assigned by the President.

Education

At least two or more years' administrative experience.

Bachelor's degree from a regionally accredited college or university, required.

Master's Degree or greater, preferred.

Preferred Qualifications

1. Ability to compose and prepare reports, records, and correspondence.
2. Ability to exercise judgment and discretion in interpreting and applying operational policies and procedures.
3. Ability to understand and execute complex written and oral instructions.
4. Ability to take dictation and to type at a corrected rate of fifty-five words per minute.
5. Ability/knowledge of Windows XP, Microsoft Word, Word Perfect, Microsoft Excel, Microsoft Power point, Microsoft Outlook and Microsoft Access. Extensive knowledge of office management policies, practices and procedures.
6. At least five years' experience in program administration, higher education administration, laboratory or research facility management, compliance and/or research and project management.
7. Experience should consist of a combination of elements including leadership and management of externally funded programs in a university or collegiate setting or similar environment: demonstrate knowledge of federal regulations and the legal and regulatory environment governing research administration in the conduct of academic research.
8. Interaction with funding agencies and application of computer technology to support research activities and a commitment to diversity.
9. Experience with private/federal funding agencies in higher education or affiliate organizations required. Technical writing skills required.

1.5 Internal Governance of Voorhees University

1.5.1. Faculty Senate Constitution

Article I. The General Faculty

The General Faculty of Voorhees University consists of all full- and part-time faculty members including administrative officers holding faculty appointments. The General Faculty is the legislative body of the University and shares responsibility for academic policies and procedures. These include but are not limited to faculty promotion and tenure policies and procedures regarding the faculty, admission requirements, graduation requirements, curricula and course revisions, new degree programs, and grading procedures. It also recommends candidates for diplomas, degrees, and certificates to be conferred by the University President on behalf of the

General Faculty. Major changes in educational policy approved by the General Faculty must be presented by the University President to the Board of Trustees for final approval. In addition to legislative responsibilities, the General Faculty, through the mechanism of an established Faculty Senate, also has advisory responsibilities and facilitates the resolution of certain conflicts at the university as set forth in more detail below.

The General Faculty is responsible to, and is chaired by, the University President or the Provost/Vice President for Academic Affairs. All full- and part-time members of the General Faculty are given the privilege to elect the members of the Faculty Senate. Although the Faculty Senate was created by the General Faculty to conduct its business, meetings of the General Faculty may be held as needed at the call of the University President, Provost/Vice President, or the Senate President. If the General Faculty dissolves the Senate, meetings of the General Faculty will be held at the end of each semester and at the call of the University President.

Article II. The Faculty Senate

The General Faculty hereby creates the Faculty Senate to act as its representative body and to conduct its business. In so doing, the General Faculty affirms the principles of shared governance, recognizing the central role of cooperation in collegial decision-making.

Section 1. Name and Character

This body will be known as the Voorhees University Faculty Senate. It will represent and act on behalf of the General Faculty.

Section 2. Purpose

The Faculty Senate will:

1. have legislative responsibility for general academic policy for the university;
2. conduct studies and advise the faculty, the staff, the students, the administration, and the Board of Trustees on matters within the purview of the General Faculty;
3. facilitate communication among faculty, staff, students, and the administration and assist in the resolution of conflicts.

Section 3. Responsibilities and Functions

The General Faculty hereby creates the Faculty Senate to act as its representative body and to conduct its business. In so doing, the General Faculty affirms the principles of shared governance, recognizing the central role of cooperation in collegial decision-making.

The principal functions of the Faculty Senate are the following:

LEGISLATIVE: The Faculty Senate, in conjunction with the General Faculty, will have legislative responsibilities for proposing, reviewing, and modifying the academic policies and procedures of the University. These include, but are not limited to those for faculty promotion and tenure policies and procedures for the faculty, admissions requirements, graduation requirements, curricula and course revisions, degree programs, and grading procedures and policies. It will recommend candidates for diplomas, degrees, and certificates to be conferred by the University President on behalf of the General Faculty.

The Faculty Senate must approve any additions to or changes in the academic policies and

procedures of the University. In the formation and review of academic policies and procedures, the Senate will work collaboratively with the University administration and with all faculty members. Policies and procedures approved by the Senate must be submitted to the University President for review and to the Board of Trustees for final approval. In the event that the University President does not approve a recommendation made by the Senate, he or she will so inform the Senate in writing, explaining the reasons for his or her objections, and a documented effort will be made by each party to resolve the differences. The Senate may vote again on the issue, either in the same or in modified form, and inform the University President of its final decision. If the differences cannot be resolved, the University President will present to the Board of Trustees the recommendation of the administration with respect to the issue in question. The University President will invite the Senate President to present the recommendation of the Senate with respect to the issue.

ADVISORY: The Faculty Senate will serve in an advisory capacity in other areas of the University as they relate to academic matters or to the general welfare of the faculty, staff, and students of the University. On its own initiative or in response to expressed concerns of faculty members, the Senate may conduct studies and may make recommendations to the University President, to the Provost/Vice President for Academic Affairs, or to others. In the event that the University President does not approve a recommendation made by the Senate, the University President will inform the Senate in writing of the reasons for his or her objections, and a documented effort will be made by each party to resolve the differences

CONFLICT RESOLUTION: The Faculty Senate may conduct investigations and make recommendations to assist in resolving conflicts among faculty, staff, students, and the administration. Such investigations may be requested by faculty, staff, students, or the administration. In the event that the University President does not approve a recommendation made by the Senate, he or she will inform the Senate in writing of the reasons for his or her objections and a documented effort will be made by each party to resolve the differences.

Section 4. Organization

The times for and the manner of the election or appointment of all officers and members of Faculty Senate councils and committees will reflect the following:

OFFICERS: The officers will be members of the Faculty Senate and will be nominated and elected by the General Faculty. The officers of the Senate will consist of a President, a Vice-president, a Secretary, a Member-at-large, and a Parliamentarian. The President of the Faculty Senate will serve as the Faculty Representative to the Voorhees University Board of Trustees. Collectively, the officers will constitute the Secretariat (Executive Board) of the Faculty Senate. The Provost/Vice President for Academic Affairs of Voorhees University will be an ex-officio member of the Secretariat.

MEMBERSHIP: All non-officers of the Senate will represent the University as members of the Faculty Senate. One faculty representative will be elected from each academic department, to also include representation from faculty in the library.

THE SECRETARIAT: The Secretariat will prepare the agenda for all Faculty Senate meetings. The Secretariat will bring to the membership of the Senate all recommendations and any other matters deserving Senate attention, consideration, or action. The Secretariat will oversee the activities of the Faculty Senate and will review and may revise resolutions and documents prepared by the membership prior to consideration by the Faculty Senate meeting in plenary session. The Secretariat will act for the Faculty Senate when it is not in session and will report such actions to the full Senate and General Faculty at its next plenary meeting. The voting members of the Secretariat will be the Senate President, the Vice-President, the Secretary, the Member-at-Large, and the Parliamentarian.

Section 5. Voting

Each Senate member is entitled to one vote per resolution.

Section 6. Term of Office

The term of office of members of the Secretariat of the Faculty Senate will be two years except when the Senate establishes a shorter term to comply with the provisions of Sections Article 2, Sections 13 and 15. Officers will serve the term for which they are elected or until their successors have been elected and seated. Officers may serve consecutive terms. Newly elected officers will be seated during the March regular meeting of the given spring semester. Senate members elected from the department will serve two-year terms.

Section 7. Staggering of Elections for Officers

The election of officers will occur as follows: President and Secretary in even numbered years; all other officers in odd numbered years.

Section 8. A Self-perpetuating Body

The Faculty Senate is a self-perpetuating body. Elections for officers will be held each year in March.

Section 9. Definitions

University President and Provost/Vice President for Academic Affairs: The Provost/Vice President for Academic Affairs is the principal representative of the University President to the Faculty Senate and the administrative officer who most directly interacts with the Senate.

Wherever the Senate governance documents call for communication with or an action by the University President, the Provost/Vice President for Academic Affairs or another appropriate administrator may represent the President at his or her discretion

DIVISION AND UNIVERSITY FACULTY: The terms, “division faculty” and “university faculty,” include all full- and part-time faculty members employed by Voorhees University. These terms refer to the General Faculty of the University.

Section 10. Affiliations

For purposes of membership and voting in the Faculty Senate, a member of the Senate will be regarded as being employed by the University as a faculty member of the University.

Section 11. Eligibility for Membership of the Secretariat of the Faculty Senate

All faculty members are eligible for election to the Secretariat with the following exceptions: *(i)* those who are part-time faculty members and *(ii)* those whose duties are judged by the Faculty Senate to be primarily administrative. In all questions of eligibility, the Faculty Senate will be the final authority. Eligibility will be determined by members' contractual agreements with the University.

Section 12. Nomination and Election of Officers

The officers composing the Secretariat will be individually elected by the full membership of the Faculty Senate in March of each year according to the staggered pattern detailed in Article 2, Section 8. Every person eligible to vote in Faculty Senate elections will have the opportunity to nominate by written/verbal petition a candidate for each position for which the he or she is eligible to vote. All elections can be by secret ballot or by a show of hands. The times and procedures for conducting elections and counting votes will be specified in the Senate governance documents.

Section 13. Vacancies in Uncompleted Terms

A position becomes vacant whenever an officer is absent or unable to participate in Faculty Senate activities for a period in excess of three consecutive plenary meetings. Further, whenever an officer is unable or unwilling to serve the full term for which he or she has been elected, he or she will notify the Senate President in writing. The seat will then become vacant, and an election to fill the vacancy will be conducted with all due speed.

Section 14. Absences and Temporary Vacancies

In the event a non-officer is unable to attend a meeting of the Faculty Senate, his or her department may designate a substitute from among the Faculty membership of that unit to serve as an alternate.

Section 15. Dismissal of an Officer

The Faculty Senate will establish procedures for the dismissal of an officer for cause. Dismissal will be by vote of the Senate and will require a two-thirds majority of the members eligible to vote. A dismissal action may be appealed in writing by the officer concerned to the Secretariat within fifteen days of the date that it occurred. Revocation of an action to dismiss will be by a majority vote of those voting. This vote will take place no sooner than five calendar days after the appeal has been received by the Senate President and no later than fifteen calendar days thereafter during the academic year. Positions declared vacant by reason of dismissal will remain vacant until the appeals process has been completed. Vacancies in the Secretariat will then be filled by election.

Section 16. Meetings

The Faculty Senate will schedule and hold monthly plenary meetings on the last Thursday of

each month from 4:00 to 5:00 pm or as otherwise scheduled. It will hold special meetings when called by the Senate President or by the Secretariat, or when requested by at least one-third of the Senate membership. In order for an official meeting of the Faculty Senate to take place, there must be a quorum of at-least two thirds of those Senate members present. The Faculty Senate Membership and the Secretariat may invite any person to meet with them at any of their meetings.

Article III. Senate Governance Documents

The Faculty Senate will operate according to the rules specified by this Constitution and such other Senate governance documents as it may draft. This Constitution will have a higher level of authority than other Senate governance documents. Unless otherwise stated in the governance documents, the business of the Senate will be conducted according to the latest edition of *Roberts Rules of Order*.

Section 1. Procedures for Amending the Faculty Senate Constitution

Amendments to the Constitution may be proposed by written petition signed by at least 20 percent of the membership of the General Faculty. All amendments must be approved by a majority vote of the Faculty Senate before being submitted in writing to all members of the General Faculty at least twenty class days prior to a vote to be held during the academic year. Amendments approved by a majority of those voting will be adopted and forwarded to the University President for presentation to the Board of Trustees.

Section 2. Other Documents

The contents of and amendments to any of the Senate governance documents other than this Constitution may be made either by majority vote of the Faculty Senate following its ordinary rules or by a procedure set forth in the respective documents.

Article IV. Dissolution of the Faculty Senate

The Faculty Senate may be dissolved if it cannot obtain a quorum to conduct its business after four attempts to do so have been made within one academic year or by action of the General Faculty during that academic year. Within ten calendar days of receiving a written petition to dissolve the Senate signed by one-third of the General Faculty, or when notified of the adoption of a resolution by the Senate itself calling for its own dissolution, (i) the University President will convene a public meeting of the General Faculty to discuss and debate the proposed dissolution, and (ii) written ballots will be prepared and distributed to faculty members eligible to vote. Ballots received by the Office of the University President no later than fifteen class days after the meeting of the General Faculty will be counted. The Faculty Senate will be dissolved if dissolution is approved by a majority vote of the General Faculty. If the Faculty Senate is dissolved, the business of the General Faculty will be conducted by itself acting in plenary session.

1.5.2 Constitution of the Student Government Association of Voorhees University

We, the students of Voorhees University, in order to maintain and strengthen democratic leadership among the university students; to give students opportunities for participation in the formulation, guidance, and execution of the University's program, both curricular and extracurricular; to encourage good group thinking and action; to provide freedom in group action that contributes to the welfare of the University; to develop intelligent leadership and fellowship to uphold the standards of the University; to clarify responsibilities of students, their fellow classmates, and the school; to develop consideration for the rights of others; to improve students' morals and thereby raise the standards of conduct and scholarship; and to provide not only opportunities for students to exercise the principles of democracy, but to interpret these principles through their daily living and to administration and control of the University, consistent with the policies of the institution, do ordain and establish this Constitution of the Student Body of Voorhees University. This Constitution supersedes all previous Constitutions.

Article I - Name of Organization and Membership

Section 1. Name.

The name of the organization shall be the Student Government Association of Voorhees University (the SGA).

Section 2. The Student Body.

All registered students of Voorhees University are members of the Student Body and of this organization, such membership to be subject to all rules and regulations as may be herein or hereafter enacted by this organization. Such membership shall have a voice and vote thereby.

Article II - Student Body Representation

The SGA is the governance body of the students of Voorhees University. No individual student, student group, or student organization shall in any way attempt to undermine the effectiveness of this organization in accomplishing its purpose or representing the whole Student Body of Voorhees University.

Article III - Legislative Powers of the SGA

The legislative powers of the SGA shall be vested in a Student Senate.

Section 1. Senate Membership.

The membership of the Student Senate shall be comprised of twelve (12) Student Senators; the elected President, Vice-President and Secretary of the four classes. Student Senators shall be elected as prescribed in Article VI.

Section 2. Senate Officers.

The Student Senate shall have the following officers:

1. The Vice President of the SGA is a nonvoting ex-officio member of the Senate.
2. The President of the Senate who shall be elected each year from the membership of the Senate. At the time of election, he or she shall have at least a Junior classification as outlined in the Scholastic Regulations. He or she shall have a minimum grade point average of 2.5.
3. The Secretary of the Senate who shall be elected each year from the members of the Senate for the purpose of keeping Senate records, taking minutes of the meeting, and performing other duties deemed necessary.
4. The Assistant to the Secretary of the Senate who shall be elected each year from members of the Senate for the purpose of aiding the Secretary of the Senate and performing any duties concerning legislative publicity.
5. The Chaplain of the Senate who shall be elected each year from members of the Senate for the purpose of providing devotion at each meeting and to carry out any other duties of a like nature.
6. The Parliamentarian of the Senate who shall be appointed each year from members of the Senate by the President of the Senate concerning parliamentary procedure.

Section 3. Senate Duties.

The Student Senate shall:

1. Enact, by majority vote, rules and regulations governing the Student Body.
2. Propose, by two-thirds vote, amendments to this Constitution.
3. Provide for the compilation and publication of legislation in order that the Student Body be informed.
4. Confirm all appointments by the President of the SGA by a two-thirds vote.
5. Impeach, by a majority vote, any officer of the Executive, Legislative or Judicial Branch of Student Government for malfeasance or serious abuse of authority; and try all impeachments, provided no person shall be convicted without concurrence of two-third of the total membership of the Senate.
6. Request that student publications print such notices as it may deem necessary to inform the Student Body, but the Student Senate shall have no power to restrict freedom of expression in any student publication.
7. If necessary, override the veto of the SGA President by a two-thirds veto of the membership.
8. Establish its own meeting time and rules of procedure.

Section 4. Vice President for Enrollment Management and Student Affairs.

All legislation passed by the Student Senate must be approved by and bear the signature of the Vice President for Enrollment Management and Student Affairs to become effective.

Article IV - Executive Powers of the SGA

Section 1. SGA President.

All executive powers granted shall be vested in the SGA President.

Section 2. Eligibility for the Presidency.

At the time of election, candidates for the office of SGA President shall have at least a sophomore classification as outlined in the Scholastic Regulations. No candidate shall graduate prior to the expiration of the elected term and shall be required to sign an affidavit to this effect. This affidavit shall be kept on file in the Office of Student Government Association for the duration of the candidate's term of office. Each candidate shall have a minimum Grade Point Average of 3.0. The SGA President shall not hold a major office in any other campus organization.

Section 3. Powers and Duties of SGA President.

The SGA President shall have the power to appoint any committee which he or she deems necessary to further the administration of Student Government and shall act as Chairman of the Executive Board. He or she has the power to call special meetings of the Student Body and the power to veto any legislation passed by the Student Senate.

Section 4. Eligibility for SGA Vice President.

At the time of election, candidates for the office of SGA Vice President shall have at least a Sophomore classification as outlined in the Scholastic Regulations; no candidate shall graduate prior to the expiration of the elected term and shall be required to sign an affidavit to this effect. This affidavit shall be kept on file in the Office of the Student Government Association for the duration of the candidate's term of office. Each candidate shall have a minimum Grade Point Average of 3.0.

Section 5. Powers and Duties of SGA Vice President.

The SGA Vice President shall assume the duties of the President in the event of his or her absence from or vacancy of the post of President. The Vice President shall serve as a member of the Executive Board and is a nonvoting ex-officio member of the Senate. Further, the Vice President shall hold ex-officio membership on all standing and/or Ad-Hoc Committees established by the SGA.

Section 6. Eligibility for SGA Secretary, Assistant Secretary, and Business Manager.

At the time of elections, candidates for the offices of SGA Secretary shall have at least a freshman classification, as well as Assistant Secretary. Business Manager shall have at least a sophomore classification as outlined in the Scholastic Regulations; no candidate shall graduate prior to the expiration of the elected term and shall be required to sign an affidavit to this effect.

This affidavit shall be kept on file in the Office of the Student Government Association for the duration of the candidate's term of office. Each candidate shall have a minimum Grade Point Average of 2.7.

Section 7. Powers and Duties of SGA Secretary.

The SGA Secretary shall be a member of the Executive Board. He or she shall also be in charge of the Student Government Room/Office and be responsible for the following:

1. To keep a careful and authentic record of the proceedings of the SGA meetings and Executive Board Meetings.
2. To be able to furnish the exact wording of a motion that is pending before the assembly. To furnish information from the minutes, that may be requested by officers or members.
3. To preserve all records, reports and documents of the organization which are not assigned to other officers or members.
4. To provide to the President, at the beginning of each meeting, a detailed memorandum of matters to be discussed by section of the order of business.

Section 8. Powers and Duties of SGA Assistant Secretary.

The SGA Assistant Secretary shall aid the Secretary in performing any duties concerning publications and records of the Student Government Association.

Section 9. Powers and Duties of the SGA Business Manager.

The SGA Business Manager shall be responsible for:

1. Assisting in planning the budget of the Student Government Association.
2. Seeing that all monies are spent according to budget.
3. Working with the President in developing contractual agreements that involve the commitment of finance, which are to be approved by the Vice President of Enrollment Management and Student Affairs or his or her designee.
4. Keeping records of financial transactions of the Student Government Association.
5. Providing the Student Government Association with an up-to-date financial report, when needed.
6. Keeping an accurate account of all funds from Student Government Association's budget.
7. Submitting all paperwork and documentation to the Office of Fiscal and Administration of the University as needed based on the policies and procedures of the University.
8. Receipts shall be kept on file by the Business Manager.

Section 10. Miss Voorhees University.

Miss Voorhees University candidates shall enter into a pageant (in April) from which judges will select a maximum of three (3) young ladies whose names shall be placed on the SGA nomination ballot and will be voted on by the students on election day. Miss Voorhees University will be crowned by the President. The Director of Student Engagement and Leadership will appoint an Advisory Committee to the Miss Voorhees University Pageant.

The pageant will be composed of five (5) categories:

1. Formal wear
2. Casual wear
3. Talent
4. Impromptu question
5. A short speech

In addition to the pageant, the election of Miss Voorhees University shall include the popular vote of the Student Body.

A. Qualifications:

1. Must have attended Voorhees University for three (3) years.
2. A rising senior (90+ hours) by the following fall semester and must have exactly two (2) semesters of work beginning the following school year.
3. Must have, for credit, at least a 2.70 cumulative average.
4. Must be a young lady whose moral image is above reproach and in record with the standards that benefit a Voorhees University student.
5. Must be single and if elected, remain single throughout her reign as Miss Voorhees University. She should not have been married nor have conceived a child.
6. If the current Miss Voorhees University -Elect conceives a child during her reign, she must step down as Miss Voorhees University and the title will be passed down to the next candidate.
7. Should have demonstrated leadership ability, good character, emotional stability, be active in curricular and extracurricular activities, possess individual initiative, a service contribution to school, community life, and a harmonious relationship with fellow students and a thorough knowledge of social graces.
8. Must participate in the Voorhees University Pageant for the election year.

B. Filing for Miss Voorhees University shall be made at the same time as the officers of the SGA from a list of academically eligible junior young ladies. Persons not wishing to compete for the position should notify the Election Board in writing no later than forty-eight (48) hours after the list is posted.

C. The University may or may not elect attendants to Miss Voorhees University. In the event they are not elected, Miss Senior and Miss Junior will serve as attendants.

D. Miss Voorhees University shall be the official student hostess for the University.

E. The Student Senate shall have the power to appoint a person to the position of Miss Voorhees University if the position is vacated during the year. The appointee will be the first runner-up from the previous spring election or the second runner-up if the position of first runner-up is vacated.

Section 11. Mr. Voorhees University.

Mr. Voorhees University candidates shall enter into a pageant (in April) from which only judges will select a maximum of three (3) young men whose names shall be placed on the SGA nomination ballot and will be voted on by the students on election day. Mr. Voorhees University will be crowned by the President. The Director of Student Engagement and Leadership will appoint an Advisory Committee to the Mr. Voorhees University Pageant.

The pageant will be composed of five (5) categories:

1. Formal wear
2. Casual wear
3. Talent
4. Impromptu question
5. A short speech

In addition to the pageant, the election of Mr. Voorhees University shall include the popular vote of the Student Body.

A. Qualifications:

1. Must have attended Voorhees University for three (3) years.
2. A rising senior (90 or more hours) by the following fall semester and must have exactly two semesters of work beginning the following school year.
3. Must have, for credit, at least a 3.0 cumulative Grade Point Average.
4. Must be a young man whose moral image is above reproach and in record with the standards that benefit a Voorhees University student.
5. Must be single if elected; remain single throughout his reign as Mr. Voorhees University. He should not have been married nor have fathered a child.
6. If the current Mr. Voorhees University -Elect fathered a child during his reign he must step down as Mr. Voorhees University and the title will be passed down to the next candidate.
7. Should have demonstrated leadership ability, good character, emotional stability, be active in curricular and extracurricular activities, possess individual initiative, a service contribution to school, community life, and a harmonious relationship with fellow students and a thorough knowledge of social graces.
8. Must participate in the Voorhees University pageant for the election year.

B. Filing for Mr. Voorhees University shall be made at the same time as the SGA officers from a list of academically eligible junior men. Persons not wishing to compete for the position should notify the Election Board in writing no later than forty-eight (48) hours after the list is posted.

C. The candidate receiving the greatest number of votes cast shall be named Mr. Voorhees University. The University mayor may not elect attendants to Mr. Voorhees University. In the event that they are not elected Mr. Senior and Mr. Junior will serve as attendants.

- D. Mr. Voorhees University shall be the official student host for the University.
- E. The Student Senate shall have the power to appoint a person to the position of Mr. Voorhees University if the position is vacated during the year. The appointee will be the first runner-up from the previous spring election or the second runner-up if the position of the first runner-up vacated.

Section 12. Selection of Miss and Mr. Homecoming.

An individual interested in qualifying for Miss Homecoming or Mr. Homecoming must begin the process by filing an application form with the Director of Student Activities. The initial requirements for qualifying are:

1. Must have at least a 2.5 cumulative grade point average.
2. Must be a junior or senior.
3. Should have demonstrated leadership ability, good character, emotional stability, be active in curricular and extracurricular activities, possess individual initiative, a service contribution to the University, a harmonious relationship with fellow students, and a thorough knowledge of social graces.

The election of Miss/Mr. Homecoming shall take place no later than the first week of November.

Section 13. Committees of the SGA.

There shall be included in the Executive Branch of the SGA the following Administrative Committees: The Executive Board, The Election Board, The Central Spirit Committee, and The Financial Review Board. The President may describe and appoint ad hoc Committees, such as an Activities Committee and a Food Services Committee as are deemed necessary on an annual basis. After two full successive academic years in place, the SGA shall consider either ending or officially adopting by amendment to this constitution any ad hoc committees that have been established.

Section 14 The Executive Board.

1. This committee shall be charged with the responsibility of aiding the SGA President in his or her capacity as Chief Executive under this Constitution and shall serve in an advisory capacity to the Vice President for Enrollment Management and Student Affairs.
2. The Executive Board shall be composed of the four (4) elected officers from the SGA, the President of the Senate, and the President of each class.

Section 15. The Election Board.

1. The Election Board shall consist of eight (8) students appointed by the SGA President with the approval of the Senate. The Election Board will be under the supervision of the Director of Student Leadership and Engagement or another person designated by the Vice President for Enrollment Management and Student Affairs. All elections shall be under the direction of this board and it shall enforce their regulations regarding elections set forth in this Constitution and prescribed by the Student Senate.
2. The Election Board shall be responsible for the enforcement of the following rules:

- a. Voting shall be according to prescribed procedure.
- b. The polls shall be open for a minimum of nine (9) hours on the day of election.
- c. The counting and tabulation shall be made by the Election Board with the supervision of the Director of Student Engagement and Leadership or another person designated by the Vice President for Enrollment Management and Student Affairs immediately after the polls are closed, and no vote shall be counted before that time.
- d. No election official, while on duty, shall attempt to influence a voter.
- e. No one shall attempt to solicit votes for a candidate within the immediate vicinity of the polls.
- f. A majority of the Election Board shall be present when the votes are counted.
- g. If ballots are used, said ballots shall be placed in the Office of Student Engagement and Leadership for a period of forty-eight (48) hours after they have been counted. At any time during this period, a candidate may demand and receive a re-count of the votes cast for the post.
 - i. If neither candidate receives a one-third majority of the votes cast, for the SGA Presidency and SGA Vice-Presidency, a run-off election shall be held to elect the President or Vice President. The run-off election shall determine that the candidate with the highest number of votes cast for the post shall be the President or Vice President.
 - ii. In case of a tie in the run-off election, the Student Senate shall elect a President or
 - iii. Vice-President in closed session.
- h. The result of all student elections shall be posted within twenty-four (24) hours after the polls have been closed.

Section 16. The Central Spirit Committee.

The Central Spirit Committee shall be composed of:

1. Two (2) members elected by the Student Senate.
 2. Two (2) male members appointed by the SGA President.
 3. Captain of the Cheerleaders.
 4. The President of the Sophomore Class.
 5. The President of the Freshman Class.
 6. A representative from the Newspaper.
 7. Two (2) female members appointed by the SGA President.
- A. The Chairman of the Central Spirit Committee shall be selected by the SGA President from among those persons enumerated in Section A. The authority to coordinate all activities relating to the preserving and enhancing of school spirit and to initiate such

activities shall be vested in the Central Spirit Committee and in such a subordinate committee as this committee shall from time to time establish. This committee shall determine the membership of its subordinate committee.

- B. The Central Spirit Committee shall be responsible to the President of the Student Government Association and shall operate within its own rules and parameters to increase overall school spirit.

Section 17. The Financial Review Board.

The Financial Review Board shall be composed of:

1. The SGA Business Manager, who shall act as Chairperson of the Board.
2. The Business Manager of each class: freshman, sophomore, junior, and senior.
3. Two members appointed by the SGA President with the approval of the Senate.

Article V - Judicial Powers

The judicial powers of the Student Government Association shall be vested in a Judicial System of the University.

Section 1. The University Judicial System.

It is in the best interest of the University and members of the University community for the University, when possible, to function in regard to disciplinary matters as a self-contained community in an orderly environment. Assurance that fair sanctions will be imposed on those found responsible of misconduct will help the University preserve order. The University Judicial System is designed to help the University exercise proper control over its disciplinary affairs, while conscious at the same time of the rights and competence of the civil authorities in such matters.

Procedures have been established which are reasonably calculated to facilitate a reliable determination of the issues, and to afford fundamental fairness to any student accused of misconduct.

Section 2. Student Judicial Council.

The Student Judicial Council (Judicial Council) is composed of three (3) members from the faculty, three (3) members from the staff and three (3) students. The President of the University will appoint one faculty member and one staff member; and the SGA will appoint all students. In addition, two students, one faculty member, and one University staff member shall serve as alternates. Faculty and staff members are appointed to serve a term of two years, and students are appointed to one-year terms. In the event that any other hearing boards or committees intended to address matters of student discipline are established at the University, there will be student representation on such hearing board or committee. These students will also be appointed by the SGA.

Student members of the Judicial Council, or any other hearing board or committee, who are charged with any violation of the Student Code of Conduct or with a criminal offense may be suspended from their judicial position by the Vice President for Enrollment Management and

Student Affairs. Members found guilty of any such violation or offense may be disqualified from any other participation on the Judicial Council. Additional grounds for removal may be established by the Vice President for Enrollment Management and Student Affairs.

Article VI - Nominations and Elections

Section 1. Campaign Process.

February 15 to April 15 shall be designated as the campaign period for all nominations and elections for officers prescribed in this Constitution. Elections shall take place during this period with the exception of the Freshman Class Officers and Senators and the Officers of the Senate.

Section 2. Miss and Mr. Voorhees Pageant.

Any female or male student qualifying under this Constitution shall be eligible to participate in the Miss Voorhees University Pageant or Mr. Voorhees University Pageant, respectively or a combined pageant. Three (3) finalists for Miss Voorhees University and three (3) finalists for Mr. Voorhees University will be elected by a panel of three (3) judges to be presented to the Student Body for ballot. If a pageant is not held, nominations for Miss Voorhees University and/or Mr. Voorhees University shall be initiated from a meeting of the Student Body at which time any female qualifying under the Constitution shall be eligible.

Section 3. Class Officers.

The class officers for each class shall include a president, vice president, secretary, and business manager. The president of each class shall have the power to call meetings of the class with the approval of the Class Advisor(s) which will be a faculty or staff member employed by Voorhees University.

Section 4. Rising Class Officers and Senators.

Nominations for class officers and senators shall be initiated at individual class meetings of the rising sophomore, junior, and senior classes. Students who are currently classified as first-semester sophomores, juniors, or seniors may attend meetings that correspond with their rising class. Eligibility for a class office or a senate seat requires the candidate to sign an affidavit that he or she will not graduate prior to the expiration of the elected term.

The affidavit shall be kept on file in the Office of the Student Government Association for the duration of the candidate's term of office. At the time of election, a candidate for class officer or senate officer shall have at least the minimum grade point average and credit hours required for election.

Sophomore class officers shall supervise the nominations for the rising sophomore class officers and must have at least 30 credit hours and a 2.5 GPA; junior class officers shall supervise the nominations for the rising junior class and must have at least 60 credit hours and a 2.5 GPA; and senior class officers shall supervise the nominations for the rising senior class and must have at least 90 credit hours and a 2.5 GPA.

The number of candidates for each office shall be limited as follows:

1. There shall be no more than four (4) candidates for president, vice president, secretary, or business manager of each class.

2. There shall be no more than two (2) candidates for each senator allotted to the classes.

Section 5. Freshman Class Officers and Senators.

Nominations for the freshman class officers and senators shall be held at a meeting of the freshman class. The meeting shall be held no later than the second Tuesday following the beginning of classes in the fall. Furthermore, the meeting shall be called by the SGA President in consultation with the freshman class advisors and shall be under the direction of the Election Board. Election of freshman class officers shall be completed no later than the third Tuesday following the beginning of classes in September. The number of candidates will be limited as prescribed in Article VI.

Section 6. Election Day.

Election for the Sophomore, Junior and Senior Class officers shall be held on the same day and not later than the thirteenth of April.

Section 7. Taking Office.

All duly elected officers shall take office on or about the twentieth of April. The outgoing SGA President shall call a meeting of the newly elected senate prior to the twentieth of April to elect new senate officers.

Section 8. Vacancies.

In the event of a vacancy in an elected SGA or class position, the SGA President shall immediately initiate proceedings for an election to fill the vacancy. Any such appointment shall be valid only after approval by two-thirds majority vote of the existing senators from that class.

Section 9. Minimum GPA.

All officers of the Student Government Association (class officers, senators, and student members of the Judicial Council) must maintain a minimum cumulative grade point average of 2.5 during their tenure in office.

Mr. and Miss Voorhees University and Mr. and Miss Homecoming must also maintain a minimum cumulative grade point average of 2.5 during their tenure in office.

Article VII - Amendment and Ratification

This Constitution may be amended through legislation introduced in the Student Senate. In amending this Constitution or taking a poll of any matter, a two-thirds majority of the total number of students voting in a campus-wide balloting shall be required for the confirmation of the issue. Amendments passed by the Student Senate must be approved by and bear the signature of the Vice President for Enrollment Management and Student Affairs to become effective.

The Student Government Association may override the disapproval of the Vice President for Enrollment Management and Student Affairs by a two-thirds majority of the total number of students voting in a campus wide-ballot. In such an instance, the amendment must then go before the President of the University for approval. The decision of the President of the University regarding any amendments to this constitution is final.

Ratification of the Constitution shall be accomplished by a two-thirds vote of the total number voting in a campus-wide balloting and by the approval of the Vice President for Enrollment Management and Student Affairs.

1.5.3 By-Laws of the Voorhees College National Alumni Association

Article I: Name

Section 1

The name of this organization shall be the Voorhees College National Alumni Association, (herein after referred to as VCNAA).

The term University, Local Chapters, and Alumni herein are capitalized and are referred to as Voorhees University.

Article II: Purpose

Section 1

- a) To stimulate school loyalty, devotion, and responsibility in moving the University forward socially, financially and spiritually;
- b) To organize Alumni Chapters across the United States and world;
- c) To maintain in the Alumni a sense of responsibility for the continued life and growth of the University and its founding traditions;
- d) To secure financial assistance for the University through the following types of donations: annual dues, annual fundraising events, cash, securities, bequests, life-income, real estate, insurance, and specified property;
- e) To assist the University in the recruitment of students;
- f) To cooperate with and assist in anyway the Administration, Staff, Faculty and Trustees of the University;
- g) To facilitate better communication and relationships between the Alumni and University;
- h) To create an awareness of the University in our local communities, our state, the United States and the world at large; and
- i) To legislate through the approved Constitution, By-Laws or by resolution upon any subject of general concern to the Alumni, University or VCNAA.

Article III: Membership

Section 1

Any person meeting the following requirements can be a Regular member of the VCNAA:

- a) All graduates of the High School, two and four year College;
- b) Any student that completed at least one year at the University; and
- c) Any person that received an honorary degree from the University.

Section 2

Any person meeting the following requirements can be an Associate member of the VCNAA:

- a) Husband, wives, parents and adult children (age 21) of any Regular member;
- b) Administrator Faculty, Staff or Trustee of the University (Current or Former);
- c) Any person or corporation that provides financial support to the University;
- d) Any person that is recommended by the VCNAA Executive Committee and or a functioning Local Chapter; and
- e) All Regular and Associate members must be financial with the VCNAA and their Local Chapter.

Section 3

A person meeting the requirements of sections I or II can become a Life Member of the VCNAA by paying a one-time tax-deductible donation of \$500.00. Incremental payments can be made but must be completed within a twelve month period. As a VCNAA Life Member, individuals will receive the following: (1) will be recognized at the National Alumni Convention; (2) will receive a certificate; (3) will be awarded a lapel pin and (4) will be presented a specialized membership card.

Section 4

It shall be the privilege of any person to become a Regular, Associate or Life Member by meeting the requirements in ARTICLE III, Sections I or II and paying required dues by VCNAA and/or their Local Chapter.

Article IV: Officers

Section 1

The elected Officers of the VCNAA shall be as follows:

1. President
2. First Vice-President
3. Second Vice-President
4. Secretary
5. Assistant Secretary
6. Financial Secretary
7. Treasurer
8. Business Manager
9. Alumni Trustee

The appointed Officers of the VCNAA shall be as follows:

1. Chaplin
2. Officer of Public Relations
3. Parliamentarian
4. Sergeant-at-Arms
5. Regional Directors

Section 2

To be eligible to hold an office in the VCNAA, a candidate must meet the qualifications as stated in Article III, Sections I or II and Article VII Section 5.

Section 3

All Officers elected or appointed at the national meeting shall serve no more than two (2), two-year terms or four (4) consecutive years in the same office, if re-elected to a second term (One term in office is defined as a two (2) year period). However, they shall be eligible to run for any other office during the next election.

Section 4

The duties of all officers (elected or appointed):

Elected Officers:

A. President

- a) The President shall preside over all meetings of the VCNAA;
- b) He or she shall serve as a liaison between the VCNAA and the University;
- c) He or she shall represent the VCNAA in business matters with the University;
- d) He or she must provide an annual report of all activities to the body at the National and Homecoming meetings;
- e) He or she shall serve as Chairperson of the Executive Committee, and must hold at least one quarterly meeting of the Executive Committee during the fiscal year;
- f) The President may call special meetings of the VCNAA when requested in writing by a majority vote of the Executive Committee;
- g) In the absence of the President or in case the President becomes incapacitated or resigns, the First Vice-President shall assume the duties of the President. The President shall resume his/her duties when he or she is no longer incapacitated;
- h) He or she has the power to appoint non-elected Officers and Committee Chairs;
- i) Shall hold a Post-Convention meeting with all elected and appointed Officers and all appointed Committee Chairs to provide them with their assignment;
- j) Shall guide the implementation of policies, which have been approved by the Executive Committee;
- k) Shall countersign, with the Secretary, requisitions for the disbursement of funds;
- l) Shall countersign with the Treasurer, Financial Secretary or the Business Manager (in the absence of the Treasurer) checks drawn on the organization's treasury;
- m) Shall co-sign with the Treasurer, Financial Secretary or the Business Manager (in the absence of the Treasurer) all contractual agreements requiring disbursement of the organization's funds;
- n) Shall receive reports on activities of the Regional Directors and the Local Chapters;
- o) Shall assure notification of Local Chapters and Regional Directors of National, Homecoming and Executive Committee meetings; and
- p) Shall perform such functions and exercise such other authorities as may be prescribed by the Executive Committee.

B. First Vice-President

- a) The First Vice-President shall preside over all meetings of the VCNAA in the absence of the President;
- b) He or she shall perform such other duties as assigned by the President;
- c) The First Vice-President shall serve as Head of all Standing Committees;
- d) In the absence of the President or in the event of disability of the President, the First Vice-President shall perform all the duties and functions of the President. During such a period, the First Vice-President shall have all the powers of and be subject to all restrictions placed upon the President;
- e) The First Vice-President shall also serve as Regional Liaison; and
- f) The First Vice-President shall perform such other duties as may be assigned by the President.

C. Second Vice-President

- a) The Second Vice-President will act as a back-up to the First Vice-President and perform his/her duties in his/her absence and Chair the Lost Alumni and Homecoming Committee.

D. Secretary

- a) The Secretary shall keep records of all meetings of the VCNAA;
- b) The Secretary shall report the minutes of all meetings that have taken place during the year at the National and or Homecoming meetings;
- c) The Secretary shall maintain a record of all minutes of the meetings and be able to provide them to the members as requested;
- d) Shall produce such records upon request of any members' current financial standing with the VCNAA;
- e) Shall countersign with the President requisitions for distribution of funds;
- f) Shall be responsible for the correspondence of the VCNAA; and
- g) Shall be responsible for the notification to Local Chapters of National and or Homecoming meetings.

E. Assistant Secretary

- a) The Assistant Secretary will act as a back up to the Secretary and perform the duties of the office in the Secretary's absence.

F. Financial Secretary

- a)** The Financial Secretary shall keep records of all revenue received by the VCNAA from any and all sources;
- b)** He or she shall provide a report to the Treasurer and Business Manager quarterly, and report to the VCNAA at its National and Homecoming meeting in conjunction with the Treasurer and Business Manager;
- c)** The Financial Secretary shall maintain a record of all dues paying members and submit notification of renewals when required;
- d)** Shall provide for collection of dues;
- e)** Shall report on the status of paid memberships; and
- f)** In the absence of the Treasurer or in case the Treasurer becomes incapacitated or resigns, the Financial Secretary shall perform all the duties and functions of the Treasurer. The Treasurer shall resume his/her duties when he or she is no longer incapacitated. During such a period, the Financial Secretary shall have all the powers of and be subject to all restrictions of that office.

G. Treasurer

- a)** The Treasurer shall be in charge of all funds of the VCNAA and shall have available a detailed report of all receipts and disbursements at the National and Homecoming meeting;
- b)** The Treasurer shall be the Chief Financial Officer of the VCNAA;
- c)** Shall countersign with the President all checks for the disbursement of funds;
- d)** Shall co-sign with the National President all contractual agreements requiring disbursement of the VCNAA;
- e)** Shall serve as a member of the Negotiating Team for all contracts;
- f)** Shall provide financial statements as often as required, but at least quarterly, to the Executive Committee;
- g)** Shall provide complete financial reports at the National and Homecoming meeting or any Special meeting;
- h)** The Treasurer's books shall be subjected to external audit annually; and
- i)** The Treasurer shall carry out other responsibilities as assigned in the Constitution and By-Laws.

H. Business Manager

- a) The Business Manager supervises and monitors the business affairs of the VCNAA, such as Auditing, Budgeting, Fundraising, certifying Financial Statements, and serves as Financial Liaison between the University, Local Chapters and the VCNAA; and
- b) He or she shall also assist Executive Committee in preparing an Annual Budget to the VCNAA for approval.

I. Alumni Trustee

- a) Shall serve as one of the VCNAA members to the University Board of Trustees; and
- b) He or she shall provide a report to the VCNAA on the actions of the University Board of Trustees at the National and Homecoming meeting.

Appointed Officers

A. Chaplain

- a) The Chaplain shall preside over all devotional services and duties of the VCNAA; and
- b) Shall serve as a non-voting member of the Executive Committee.

B. Officer of Public Relations

- a) He or she shall handle all media related issues of the VCNAA; and
- b) Shall prepare and submit all articles for publication and set up all interviews for the officers; and
- c) Shall serve as a non-voting member of the Executive Committee.

C. Parliamentarian

- a) The Parliamentarian shall interpret the Rules and Regulations as prescribed in the Constitution and By-Laws of the VCNAA and Robert's Rules of Order, current edition;
- b) He or she shall serve on the Constitution and By-Laws Committee;
- c) The Parliamentarian shall serve as principal advisor to the Chair regarding conduct of the body and shall give parliamentary opinions upon request; and
- d) Shall serve as a non-voting member of the Executive Committee.

D. Sergeant-at-Arms

- a) Shall be in charge of maintaining order during the National, Homecoming and Executive Committee meetings; and
- b) Shall serve as a non-voting member of the Executive Committee.

E. Regional Directors

- a) Regional Directors shall be responsible for coordinating activities of the Local Chapters within their region; and
- b) Shall serve as a non-voting member of the Executive Committee.

Article V: Meetings

Section 1

VCNAA must hold at least one general body meeting each year to transact business (National or Homecoming). The Local Chapters will take turns hosting the National meeting every other year. The Executive Committee shall solicit the participation of the Local Chapter to host National meetings and then the Chapter must be approved by the VCNAA.

Section 2

The President may call a special general body meeting and or a majority vote of the Executive Committee if, it is found to be necessary.

Section 3

- a) There must be a minimum of fifteen (15) financial members present at any Special meeting to transact business on behalf of VCNAA; and
- b) The President must hold at least one Executive Committee meeting each quarter of the fiscal year (this could be face-to-face or a conference call meeting).

Article VI: Standing Committees

Section 1

All National, Homecoming, Executive Committee and Standing Committee meetings must be conducted under the rules contained in the current edition of Robert's Rules of Order, and the VCNAA Constitution and By-Laws.

A. CREDENTIALS COMMITTEE - Chairman - First Vice-President:

- a) **Will** certify that a nominee for national office meets all qualifications as set forth in the By-Laws and Constitution.

B. LOST ALUMNI and HOMECOMING COMMITTEES - Chairman – Second Vice-President:

- a) **Will** aggressively identify and locate Alumni who are not currently listed in the call-directory; and
- b) **Will** work closely with the university committee to plan Homecoming activities to ensure success of the event.

- C. **VOICE COMMITTEE** - Chairman - may volunteer or be appointed by the President:
- a) **Will** work closely with the Public Relations Officer to ensure the “VOICE” is reflective of Alumni achievement and involvement (personal, professional, and university related).
- D. **STUDENT BODY ALUMNI AWARENESS COMMITTEE** - Chairman may volunteer or be appointed by the President:
- a) **Will** ensure the students of Voorhees University are aware of the National Association and the Local Chapters in their respective hometowns. Must also ensure the student understands and accepts his/her responsibility as an alumnus.
- E. **CONSTITUTION COMMITTEE** - Chairman may volunteer or be appointed by the President:
- a) **Will** be responsible for reviewing the Constitution and By-Laws each year and updated when appropriate (with Alumni approval).
- F. **FUNDRAISING COMMITTEE** - Chairman - Annual Fund Campaign Chairman:
- a) **Will** work diligently with coordinators to raise funds for the University's annual fund and capital campaign.
- G. **AWARDS and HONORARIUM COMMITTEE** - Chairman may volunteer or be appointed by the President:
- a) Responsible for establishing rules/guidelines for award recipients.

Article VII: -Amendment of By-Laws

Section 1

The VCNAA By-Laws can only be amended by a majority two-thirds vote of the financial members present at any National and or Homecoming meeting. The vote to amend the constitution must be listed on the meeting agenda.

A. Standing Rules:

1. This organization shall use the regular calendar in recording dates;
2. A delegate from a Local Chapter is responsible for giving information from a National meeting to his or her Local Chapter until official minutes has been distributed to Presidents of all chapters. The Secretary shall mail a copy of the minutes to the Presidents of all chapters within 60 days of the National meeting;

3. The Alumni, through a committee appointed for that purpose, may give advice to Local Chapters if a delegate asks for advice. Otherwise, the National Alumni Association will in no way interfere in the affairs of a Local Chapter;
4. Only members of the Association and Local Chapters are eligible to vote at the National Association meetings;
5. The Alumni Association shall supply stationery and mailing cost for official purposes;
6. A Finance Committee, which will include the Treasurer, shall be appointed to provide details to the VCNAA on deposits, banking institutions and other fiduciary responsibilities;
7. Traveling expenses for delegates shall be an optional responsibility of local chapters. Traveling expenses for the National President on official VCNAA business shall be paid by the National Association;
8. An auditing committee shall be appointed at the beginning of term hereafter. The Executive Committee shall appoint this committee six months prior to a National meeting. A report shall be given at the National meeting;
9. To be considered a Regular or Associate member, each person must pay the amount of dues designated by VCNAA in Article VI, Section 3 each year. Payment is to be made to the Local Chapter on July 1 and submitted to the National Treasurer within thirty days of receipt;
10. The Treasurer shall make an annual report at all National meetings;
11. The National Alumni Association shall elect an Alumni Representative to serve on the Board of Trustees as provided by the University Board of Trustee Regulations; and
12. Elected alumnus shall serve for a period of two years or until a successor has been elected.

1.6 Committees of Voorhees University

1.6.1 Committees of the Board of Trustees

The Committees of the Board of Trustees are described in the Board By-Laws (See Section 1.3)

1.6.2 Administrative Committees

Administrative committees are typically made up of administrative officers under the auspices of the President or other senior administrators to address matters central to the administration of the University in an advisory capacity. Faculty members, students and other University community stakeholders may be appointed to bring different perspectives and diversity of experience to the committees on which they serve.

1.6.2.1 President's Executive Cabinet

The Administrative Organization of the University is that part of the University community delegated the responsibility for the execution and implementation of policies as established by the Board of Trustees and/or the President. Reporting to the President as Chief Administrators are the Vice Presidents and other administrators responsible for major University areas. They are the Provost/Vice President for Academic Affairs, Vice President for Enrollment Management, the Vice President for Student Affairs, Vice President for Business and Fiscal and Affairs, and Vice President for Institutional Advancement and Development, and Chief of Staff.

The President, as Chief Executive Officer, and the senior-level administrators constitute the President's Executive Cabinet. The primary function of the President's Executive Cabinet is to evaluate, recommend and/or initiate policies and procedures that have university-wide impact. The President's Executive Cabinet serves as a vehicle to promote close cooperation among the administrators who report to the President, thus maintaining good communication within all facets of the University community.

The President's Executive Cabinet meets weekly and has the responsibility for the administration of policies.

1.6.2.2 Academic Council

The Provost/Vice President for Academic Affairs is responsible for appointment to the Academic Council, which includes all Department Chairpersons and Academic Program Coordinators that report directly to the Provost/Vice President for Academic Affairs.

1.6.3 Strategic Leadership Planning Council

The responsibilities of the Strategic Leadership Planning Council are as follows:

1. The council will annually review and revise the University's goals and assign priorities to the goals. The goals and priorities, after review and approval by the Board, will be transmitted to the six committees for developing unit plans for their respective areas.
2. The council will review requests for allocation of new personnel from each subcommittee and make recommendations to the President.
3. The council will review all requests for budgets, which will be prepared in January (for the next year), ensuring that the requests are consistent with the mission and institutional

priorities.

4. The council will provide guidance to the six subcommittees for the development of the Five-Year Strategic Long-Range Plan document and the annual review of this plan. The council will approve all recommendations from the six planning committees prior to implementation.
5. The council will review all auxiliary services on an annual basis so that students and fees will be coordinated at the university level.
6. The council will participate in the development of internal and external assumptions, which will guide the development of goals and the determination of priorities for these goals. If the assumptions indicate the need, the council will recommend changes in the university's mission statement to the president and the board of trustees.
7. The Strategic Leadership Planning Council is responsible for coordinating and integrating the plans and budgets of each committee. The President chairs the Strategic Leadership Planning Council.

1.6.4 Institution-wide Committees

Institution-wide Committees address matters that cut across various segments of the University and typically have representation from administration, faculty, staff, and students. Where applicable, these committees also include alumni and other outside individuals as members who can bring expertise to specific issues.

Institution-wide Committees at the University are organized annually and involve participation by faculty, staff, and students. The committees are appointed by the President of the University upon the recommendation of the Vice Presidents and with the advice of the faculty. The Chair of each committee holds office at the pleasure of the President and is administratively responsible to the applicable Vice President. Special and ad-hoc committees are formed as the need arises. All Committee appointments are for a period of one (1) academic year and are expected to meet monthly.

1.6.4.1 Library Committee

The Library Committee is composed of Faculty from each major area, two students and one staff member. Professional Librarians also serve as members of the Library Committee. The Chairperson of the Committee is appointed by the President and must be from among one of the faculty members from the major areas. The function of the committee is to review all policies, programs and procedures that pertain to the operation of the library. The Committee also ensures compliance with applicable accreditation criteria. This Committee reports to the Provost/Vice President for Academic Affairs.

1.6.4.2 Technology Planning Committee

The IT Staff will serve as the technology planning committee will develop and monitor a comprehensive technology plan for the university that includes voice, data, and video.

The committee will operate with input from the academic and the student services planning committees. It provides staff services to the strategic planning council for the coordination of all plans relating to the purchase of computers as well as to the development and enhancement of the university's campus-wide network. Chaired by the Chief Financial Officer.

1.6.4.3 Enrollment Management and Retention Committee

The Enrollment & Retention Committee is composed of Vice President of Enrollment Management, Vice President of Student Affairs, Registrar, Director of Admissions, Director of Housing, Director of Student Support Services, Student Account Receivables, Retention Coordinator, Dean of Students, Vice President for Institutional Advancement and Development, Provost & Vice-President of Academic Affairs, Director of Financial Aid, and Department Chairpersons. The Committee is chaired by the Vice President of Enrollment Management and reviews all policies, programs, and procedures involved in recruitment of new students, records and registration and in allocating financial aid to ensure that the mission of the University is served. This Committee reports to the President.

1.6.4.4 Athletics Committee

The Athletics Committee is composed of three (3) faculty members, one (1) staff member, and two students, the Registrar, Director of Admissions and the Athletic Director. The President will appoint the Chairperson of the Committee. The function of this committee is to ensure that the athletic program of the University is properly organized and implemented in accordance with the mission and goals of the University. Compliance and eligibility matters related to student athletes and coordination with key campus offices are the responsibility of this Committee. This Committee reports to the Vice President of Student Affairs and Athletics and all coaches serve as staff to the Committee.

1.6.4.5 Special Events Committee

The Special Events Committee is composed of Faculty, staff and students appointed by the President's Cabinet. The function of the Committee is to plan and coordinate all special events that are sponsored by the University to include the Fall Convocation, Founder's Day, Absalom Jones Day, Homecoming, Commencement and any other special events that are sponsored by the President. This Committee reports to the Vice President for Business and Fiscal Affairs.

1.6.4.6 Budgeting and Facilities Planning Committee

The Business Affairs Staff will serve as the budgeting/facilities planning committee. The committee is responsible for developing and evaluating a facilities master plan, maintenance plan and safety plan for the campus; conducting a space utilization study including a system for monitoring room and building usage; and reviewing and approving short term facilities usage, including both classroom assignments and approval of facilities for special events. The committee acts with input from the strategic planning council and all of its committees. The committee also assesses off-campus sites and leases. The committee coordinates the development

of budget requests relating to major renovations, repairs, and construction of buildings on the campus. Chaired by the Director of External Affairs and Operations.

1.6.4.7 Title IX Committee

The Title IX Committee is composed of faculty and staff by appointment of the President. The Title IX Committee's charge is to advise the President of the University on matters relating to the University's compliance with Title IX of the Education Amendments of 1972. The Title IX Coordinator serves as chair of the committee.

1.6.4.8 Lyceum Committee

The Lyceum Committee is composed of selected faculty and staff. The committee functions to plan and coordinate lyceum and cultural activities on the campus. The committee reports to the Vice President for Student Affairs and Athletics.

1.6.4.9 Academic Appeal Review Committee

The Academic Appeal Review Committee is composed of three faculty and two staff members. The Committee functions to review all grade appeals, challenges, and discrepancies reported by students on grades. The committee reports to the Provost/Vice President for Academic Affairs.

1.6.4.10 Promotion and Tenure Committee

The Committee is composed of three faculty members appointed by the Provost/Vice President for Academic Affairs. The committee functions to review and make recommendations regarding all applications for tenure and promotion. It reviews faculty credentials, faculty qualifications, and tenure and promotion guidelines. Committee members reviewing applications for tenure shall hold tenure status. Committee members reviewing applications for promotion shall hold the academic rank or higher of the rank considered for promotion. The Committee makes its recommendation to the Provost/Vice President for Academic Affairs who reviews the Committee recommendation and submits his/her recommendation to the President for consideration for presentation to the Board of Trustees.

1.6.4.11 Faculty Grievance Committee

The Grievance Committee facilitates the resolution of grievances for all faculty and hears grievances regarding matters described in Sections 3.12 (Grievance Policies), 4.8 (Separation), and 4.13 (Faculty Grievance Procedures). This committee reports to the Provost/Vice President for Academic Affairs. The members of the committee will elect the committee chair.

Membership established annually: Two ranked, full-time faculty members chosen by the Faculty Senate, two ranked, full-time faculty members chosen by the President and a fifth member chosen by the Provost/Vice President for Academic Affairs. Members of this committee may not be on the Tenure and Promotion Committee or be officers of the Faculty Senate.

1.6.4.12 Staff Grievance Committee

The Grievance Committee facilitates the resolution of grievances for all staff employees and hears grievances regarding matters described in Sections 3.12 (Grievance Policies), 4.8 (Separation), and 4.13 (Faculty Grievance Procedures). This committee reports to the Provost/Vice President for Business and Fiscal Affairs. The members of the committee will elect the committee chair.

Membership established annually: This committee will consist of a staff member from each division along with the Director of Human Resources.

1.6.4.13 Institutional Advancement Planning Committee

The Institutional Advancement Staff will serve as the institutional advancement planning committee and will design plans and programs to develop understanding, acceptance, and support of the University among all its constituencies. The university's constituencies primarily demonstrate this understanding and support through good will, advocacy and contributed dollars. Institutional Advancement activities include fund raising, public relations, community relations, marketing, alumni, foundations, and government relations. Chaired by the Vice President for Institutional Advancement and Development.

1.6.4.14 Institutional Effectiveness Committee

The Institutional Effectiveness Planning Committee is responsible for assessing the conditions for effective planning and evaluation processes. This committee monitors the University's assessment model plan. Co-Chaired by Provost/Vice President for Academic Affairs and Chief of Staff from the President's Office.

1.6.4.15 Scholarships Committee

The Scholarships Committee is responsible for identifying and awarding available scholarship dollars to eligible students. This committee is chaired by the retention and scholarship coordinator.

1.6.4.16 Crisis Management Team

For information regarding Crisis Management Team, see Volume II, Section 2.3.

1.6.5 Faculty Committees

The Faculty Senate is the Representative body of the General Faculty of Voorhees University. (See Subsection 1.5.1).

1.6.5.1 Institutional Review Board (IRB)

In accordance with the IRB Guidelines set forth in Volume II subsection 2.6.1, the Institutional Review Board receives proposals from all student, faculty and administrative staff conducting

research involving human or animal subjects regardless of the form, location, or whether or not it is funded. Students who carry out research projects involving human or animal subjects must receive prior approval from the supervising faculty member.

The IRB must have at least five members appointed by the Provost/Vice President for Academic Affairs and approved President for one-year terms.

The members must have enough experience, expertise, and diversity to make an informed decision on whether the research is ethical, informed consent is sufficient, and appropriate safeguards have been put in place. In addition:

1. If the IRB works with studies that include vulnerable populations, the IRB should have members who are familiar with these groups. It is common for an IRB to include an advocate for prisoners when considering research that involves them.
2. The IRB should include both men and women, as long as they are not chosen specifically for their gender. The members of the IRB must not be all of the same profession. The IRB must include at least one scientist and at least one non-scientist. These terms are not defined in the regulations.
3. The IRB must include at least one person who is not affiliated with the institution or in the immediate family of a person affiliated with the institution. These are commonly called "Community Members."
4. IRB members may not vote on their own projects.

The IRB may include consultants in its discussions to meet requirements for expertise or diversity, but only actual IRB members may vote.

1.6.5.2 Faculty Senate

For information regarding Faculty Senate, see Section 1.5.1 on page 37.

1.6.6 Judicial Committees

Because these committees make decisions that can affect an individual's employment or attendance at the University, persons who serve on these committees are covered by the liability policies of the University as long as they act in a professional manner. Unprofessional or negligent behavior will, in many cases, cause insurance carriers to fail to cover individuals who are deemed to have acted in an unprofessional or negligent manner.

1.6.6.1 Student Judicial Council

The Student Judicial Council consists of three (3) members of the faculty, three (3) members of the staff, and three (3) students. The President will appoint one faculty member and one staff member to the committee and the Student Government Association will appoint all students. In addition, two students, one faculty member, and one staff member will serve as alternates. Faculty and staff members are appointed to serve a term of two years and students are appointed

for one year terms. (See Volume V Subsection 5.7.2 for additional information regarding the University Disciplinary System.).

1.6.6.2 Satisfactory Academic Progress Committee

The Satisfactory Academic Progress Appeals Committee is composed of two faculty members, one staff member, the Director of Financial Aid, the Registrar, the Director of Residential Life, and the Retention Coordinator. The Committee functions to review a student's satisfactory academic progress based on regulations set by the US Department of Education. Qualitative and quantitative measurements are used to monitor academic progress at the University. This progress is measured at the end of the academic school year to determine eligibility for the upcoming school year for financial aid eligibility. The committee reports to the Vice President for Business and Fiscal Affairs.

1.6.7 Student Governance Committees

The Committees of the Student Government Association are described in the Constitution of the Student Government Association (See Subsection 1.5.2).

1.6.8 Alumni Association Committees

The following Committees of the Alumni Association are described in the By-Laws of the Alumni Association (See Subsection 1.5.3).

1.6.9 Sunset Provisions

Each April the appropriate governing bodies will review all committees and decide to renew, modify, or disband the committee for the next academic year. They will inform the chairpersons of the committees to be disbanded and in consultation with the of the appropriate senior administrators inform the Board of Trustees, Administrative Councils, the Faculty Governance Body, the Student Government, and Alumni Association of the University as applicable.

1.7 General Policy Manual Revision Policy

Volumes II, III, V and VI are revised as appropriate by the administration of the University through the approval of the President and where appropriate or legally required by the Board of Trustees on the recommendation of the President.

Sections 1.3 (Board of Trustee Constitution and By-Laws) and 1.5 (Faculty, Student and Alumni Governance Documents) of Volume I follow the amendment process of the respective governance documents with oversight by the President and Board of Trustees. The remainder of Volume I follows the procedure detailed in the first paragraph of Volume I, Section 1.7.

Volume IV, Faculty Policies, follow the amendment provisions found in Volume IV, Section

4.14.3.

The President and the Board of Trustees reserve the rights laid out in Volume IV, paragraphs 4.14.1 through 4.14.2 with respect to the entire Policy Manual of the University.

Appendix 1.3.2: Code of Ethics Policy

VOORHEES UNIVERSITY

CODE OF ETHICS POLICY

January – December 2017

Preamble

The board's code of ethics serves as a code of conduct for all Board of Trustees members.

Board of Directors Code of Ethics

Members of the Board of Trustees (including ex-officio members of the board) shall at all times abide by and conform to the following code of conduct in their capacity as board members:

1. Each member of the Board of Trustees will abide in all respects by this *Code of Ethics* and all other rules and regulations including but not limited to the articles of incorporation and bylaws of the Board and Trustee Handbook. Each board member will ensure that their membership on the board remains in good standing at all times. Furthermore, each member of the board will at all times obey all applicable federal, state and local laws and regulations and will provide or cause to provide the full cooperation of the association when requested to do so by those institutions and their persons set in authority as are required to uphold the law.
2. Members of the board will conduct the business affairs of the association in good faith and with honesty, integrity, due diligence, and reasonable competence.
3. Except as the board may otherwise require or as otherwise required by law, no board member shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of Voorhees University and each member of the board will uphold the strict confidentiality of all meetings and other deliberations and communications of the board of directors.
4. Members of the board will exercise proper authority and good judgment in their dealings with University staff, suppliers, and the general public and will respond to the needs of board members in a responsible, respectful, and professional manner.
5. No member of the board will use any information provided by the board or acquired as a consequence of the board member's service to the University in any manner other than in furtherance of his or her board duties. Further, no member of the board will misuse association property or resources and will at all times keep the association's property secure and not allow any person not authorized by the board to have or use such property.

6. Each member of the board will use his or her best efforts to regularly participate in professional development activities and will perform his or her assigned duties in a professional and timely manner pursuant to the board's direction and oversight.
7. Upon termination of service, a retiring board member will promptly return all documents, electronic and hard files, reference materials, and other property entrusted to the board member for the purpose of fulfilling his or her job responsibilities. Such return will not abrogate the retiring board member from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure on the board of directors.
8. No member of the board of trustees shall persuade or attempt to persuade any employee of the University to leave the employ of the University or to become employed by any person or entity other than the University. Furthermore, no member of the board of trustees shall persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with the board to terminate, curtail, or not enter into its relationship to or with the board, or to in any way reduce the monetary or other benefits to the board of such relationship.
9. The board of trustees must act at all times in the best interests of the board and not for personal or third party gain or financial enrichment. When encountering potential conflicts of interest, board members will identify the conflict and, as required, remove them from all discussion and voting on the matter.

I certify that I have read and understand the board's policy on ethics

Name (please print)

Signature

Date