

University of Houston
Scholarships & Financial Aid Advisory Committee
Committee By-Laws

ARTICLE I: Committee Name

The name of this committee shall be the: “Scholarships and Financial Aid Advisory Committee” (SFAAC).

ARTICLE II: Committee Purpose

This committee serves in an advisory capacity to the Executive Director for Scholarships and Financial Aid (SFA) and Associate Vice President for Enrollment Services with regard to the University’s Office of Scholarships and Financial Aid. The committee shall work with constituents in a proactive way to review operational plans, application and office processes, customer service issues, and other issues which affect satisfaction and quality of the office operations.

ARTICLE III: Responsibilities of Committee

1. Develop, review and make recommendations to the Executive Director for Scholarships and Financial Aid regarding customer service, and operations of the Office of Scholarships and Financial Aid.
2. Review and make recommendations to the Executive Director of Scholarships and Financial Aid related to policies and procedures that impact the student experience in regard to the Office of Scholarships and Financial Aid.

ARTICLE IV: Voting Members

Student Government Representatives - four (4) nominated by Student Government Association

Faculty Members - three (3) nominated by Faculty Senate

Staff Members - three (3) nominated by Staff Council

Senior Vice President for Academic Affairs and Provost Appointments - two (2)

Vice President for Student Affairs and Enrollment Services Appointments - two (2)

ARTICLE V: Ex-Officio Members

Executive Director for Scholarships and Financial Aid

Assistant Director of Scholarships

Associate Vice President for Enrollment Services

Associate Provost for Strategic Enrollment Planning

Vice Provost/Dean, Undergraduate Student Success or designee (unless appointed as a voting member)

Vice Provost/Dean, Graduate School or designee (unless appointed as a voting member)

ARTICLE VI: Committee Chair, Vice Chair, and Secretary

1. The committee chair shall be elected annually at the first meeting of the academic year and shall be a student, faculty, or staff committee member.
2. The committee vice chair shall be elected annually at the first meeting of the academic year and shall be a student, faculty, or staff committee member.

3. The committee secretary shall be elected annually at the first meeting of the academic year and shall be a student committee member.

ARTICLE VII: Term of Appointments

1. Student Representatives shall serve one (1) year terms ending on August 1st. If student(s) appointed to the committee have an official position on the Student Government Association (SGA), then they shall serve for a two (2) year term, ending on August 1st of the second year, given that the student(s) is re-elected for a second term in SGA and not graduating at the end of the first year.
2. Faculty Members shall serve two (2) year terms ending on August 1st of the second year.
3. Staff Members shall serve two (2) year terms ending on August 1st of the second year.
4. Provost appointees shall serve two (2) year terms ending on August 1st of the second year.
5. Vice President for Student Affairs and Enrollment Services appointees shall serve two (2) years terms ending on August 1st of the second year.

ARTICLE VIII: Appointing Authority

The appointing authority for this committee shall reside jointly with the Senior Vice President for Academic Affairs and Provost and the Vice President for Student Affairs and Enrollment Services.

ARTICLE IX: Scholarships and Financial Aid Advisory Committee Organization

1. The SFAAC shall organize itself in early fall and elect its Chair (one year term), Vice Chair (one year term), and secretary (one year term) from among its committee membership, and fix its time and place of meeting.
2. The committee shall meet at least once a month during the academic year.
3. The committee must have a quorum to vote on any actions, recommendations, or by-law amendments during a committee meeting. A quorum is defined as more than fifty percent (50%) of committee members present during a committee meeting.
4. In the absence of the Chair, the Vice Chair shall preside with full authority of the Chair.
5. The secretary is responsible for recording and keeping track of the minutes of every meeting. The secretary shall send a copy of the minutes of each meeting to each of the members of the SFAAC, the Chair, the Vice Chair, and the Executive Director of SFA, the Student Government Association, Faculty Senate, and Staff Council. The secretary is also responsible for keeping a copy of all documents and records of the SFAAC (along with the date of presentation and/or proposal of every record) for purposes of record retention. The Secretary must send backup copies of all retained documents to the Vice President of the Student Government Administration and the Executive Director of SFA for purposes of record retention and transparency.

6. The by-laws may be amended by a 2/3 vote of the members present at any regular meeting or special meeting of the committee, provided that written proposed amendments are presented to the committee members via the Chair at least two weeks prior to the meeting. All amendments are subject to approval of the Executive Director for Scholarships and Financial Aid and the Vice President for Student Affairs and Enrollment Services.

ARTICLE X: Scholarships and Financial Aid Advisory Committee Procedures

1. The committee shall use parliamentary procedure according to Robert's Rules of Order, Newly Revised to conduct meetings.
2. Each committee meeting shall begin with a public forum, which allows members of the University constituency to address the committee. The public forum procedures shall follow the same format as that of the town hall procedures written in these by-laws.
3. The committee chair, vice chair, and ex-officio members shall meet prior to committee meetings to develop agendas for the committee meetings.
4. Committee members shall have the right to request items to be included on the meeting agenda for committee review.
5. Agenda items to be considered at any meeting shall be sent by the Committee Chair to members of the committee and appropriate administrative personnel no less than five (5) business days prior to the meeting, unless the time limit is waived by a majority vote of the present voting members.
6. Recommendations and proposals regarding Scholarships and Financial Aid shall be submitted in writing to the Chair at least five (5) business days in advance of the meeting at which they are to be considered, unless the time limit is waived by a majority vote of the present voting members. Copies of each request in the number specified by the Chair are required.
7. The Committee may receive and consider suggestions and/or recommendations from the general University community, and any division or department of the University. All suggestions and/or recommendations from the general University community must be presented to the chair at least five (5) business days before each meeting.
8. The Committee shall be privileged to establish such ad hoc subcommittees as shall be deemed advisable.
9. The Committee shall make a written report of actions taken on any item.
10. The Committee shall make a written report to the Vice President for Student Affairs and Enrollment Services within ten (10) business days of the committee's action. Actions taken by the committee are not official until approved by the Vice President for Student Affairs and Enrollment Services.

ARTICLE XI: Order of Business

1. Call to Order
2. Reading and Approval of Minutes from the previous meeting
3. Report of the Chair
4. Old or Unfinished Business
5. New Business
6. Open Forum for University Community
7. Adjournment

ARTICLE XII: Executive Session

The voting membership of the Committee through the Chair shall have the authority to call executive sessions at its discretion that shall exclude the general public if deemed appropriate and necessary. An Executive Session requires a simple majority vote by the present voting members of the committee. This authority shall be exercised judiciously.

ARTICLE XIII: Reporting

The Committee shall be required to submit a report of activities, actions taken by the committee, accomplishments, etc. to the Executive Director of Scholarship and Financial Aid and the Vice President for Student Affairs and Enrollment Services within 30 days after the end of the spring semester.

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