



SACRAMENTO STATE
Faculty Senate

Faculty Endowment for Student Scholarships Committee Standing Rules

The Faculty Endowment for Student Scholarships Committee is a subcommittee of the Faculty Senate Academic Policies Committee that reviews applications for, and selects the recipients of the Faculty Endowment for Student Scholarships Awards. The Committee is also responsible for recommending policies, procedures on the Student Scholarship Fund, and advises on fund-raising, and evaluates proposals for funding (including the annual disbursement of earnings from the fund).

Charge

- A. Recommend to the Academic Senate policies regarding the purpose(s) and use of the Fund;
- B. Recommend to the Academic Senate procedures, guidelines and criteria for allocation of funds;
- C. Advise the Office of University Affairs on fund raising strategies for the Fund;
- D. Evaluate proposals for funding and decide the annual disbursement of earnings from the Fund; and
- E. Report annually to the Academic Senate on the disbursement of earnings from the Fund.

Membership

The membership of the Faculty Endowment Fund shall be:

- A. **Voting members:**
 1. Seven faculty members nominated by the Executive Committee and appointed by the Senate.
 2. An Emeritus faculty member, appointed by and from the Emeritus Faculty Association.
- B. **Voting/Ex-officio Members:**
 1. The Vice President for Academic Affairs

*Administrative positions are appointed by the President or designee.

Additional ex-officio membership may be recommended by the subcommittee, the Academic Policies Committee, the Executive Committee, or the President or designee.

Term

- A. The term of appointment for faculty representatives shall be for three-years, with the possibility of reappointment. Appointments will be staggered to ensure that approximately one-half of the faculty members are appointed each year.
- B. The term of the non-voting / ex-officio members will be one-year.

Officers

Chair

- A. The Chair shall be elected from and be among the voting members of the Committee.
- B. The term of office of the Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he or she is elected and shall end at noon on the last day of the spring semester of the following year.
- C. A faculty member may be elected to serve up to three consecutive terms of one year each as the Committee Chair. After an interval of a year following the end of the third consecutive term, the faculty member shall become eligible again for election to the Chair of the Committee.
- D. The Chair is responsible for establishing the agenda for each meeting.

Vice-Chair

- A. At its first meeting of the academic year, the Committee shall elect from its voting members a Vice-Chair.
- B. The term of office of the Vice-Chair shall be one academic year. The term shall begin upon election of the Vice-Chair at the first committee meeting of the year and shall end at noon on the last day of the spring semester of the academic year.
- C. The Vice-Chair shall preside over the routine business of the Committee under the following circumstances: In the absence of the Committee Chair or should the office of the Committee Chair become vacant, until the election of a new Committee Chair.

Operations

- A. The Committee shall be a subcommittee committee of, and reporting to, the Academic Policies Committee.
- B. Issues addressed by the Committee may be referred to the Academic Policies Committee and/or the Executive Committee.
- C. Any of the Standing Policy Committees of the Faculty Senate may refer issues to the Committee either through the Academic Policies Committee or the Executive Committee.

Committee Meetings

- A. The Committee shall meet monthly or as needed at a designated time and place. Because of the sensitive content of committee meetings, they shall be open to faculty only.
- B. The meeting agenda shall be distributed and supporting documentation provided to the Committee at least 72 hours prior to the meeting.
- C. A quorum of the Committee shall be a majority of the voting members. The Committee shall not officially take action in the absence of a quorum.
- D. To be a constituted committee/subcommittee (able to officially conduct business) the majority (more than 50%) of the seats must be filled (non-vacant).
- E. A quorum for all committees/subcommittees exist only if a majority (more than 50%) of the filled seats of the voting membership are present.

Adoption of Standing Rules

- FS 19/20-34/EX: Quorum – Senate adoption October 3, 2019
- FS 06-109/FEFFC/EX: Adopted May 11, 2016
- AS 91/30
- AS 90/67
- AS 87-73

Format updated Summer 2019.