

**BYLAWS OF THE ENROLLMENT MANAGEMENT COMMITTEE  
OF GLENVILLE STATE UNIVERSITY  
(ULC – 3/17/23)**

**Article I. Name**

The name of this committee is “The Enrollment Management Committee of Glenville State University.”

**Article II. Membership**

The members of this committee shall be comprised of five staff members appointed by the Vice President of Enrollment Management and Student Affairs representing athletics, financial aid, student life, business & finance and admissions; two faculty representatives appointed by the Faculty Senate, and two student representatives appointed by the Student Government Association. Each appointed member will serve for a term designated by the appointing body.

**Article III. Liaison**

The Vice President of Enrollment Management and Student Affairs will serve as Administrative liaison and shall have full privileges of discussion of all issues which come before the Committee. The liaison, however, has no voting rights and may not serve as an officer.

**Article IV. Duties of the Committee**

The Enrollment Management Committee will be an advisory committee to the Vice President of Enrollment Management and Student Affairs in the areas of student recruitment/enrollment. It will advise the Vice President on such matters as:

- Evaluate enrollment numbers for in-state, out-of-state, transfer, veteran and international students
- Create and analyze all admissions and financial aid policies and procedures
- Create all GSU recruitment marketing strategies and materials
- Apply new student orientation programs
- Analyze all recruitment/enrollment related data
- Create and implement all short and long-term recruitment and retention strategies
- Evaluate and organize on-campus events and schedule all prospective student tours
- Analyze housing assignments with Residence Life
- Create enrollment strategies for all re-admit and transfer students and manage transcripts for those groups
- Understand the importance of advising and register all first-time freshmen

**Article V. Officers and their duties**

**Section 1.** The officers of the Committee shall be the Chair, the Vice-Chair and the Secretary of the Enrollment Management Committee. All shall be elected by a majority vote of those members present at the first meeting of the Committee each fall semester.

**Section 2.** The Chair of the Committee shall ordinarily preside at all meetings. The Chair shall prepare the agenda for the meeting and shall assemble the documents necessary for the Committee members to use.

**Section 3.** The Vice-Chair serves in the Chair's absence. In the Vice-Chair's absence, the Committee shall select a member present to serve as Chair for that meeting.

**Section 4.** The Secretary of the Committee shall maintain adequate minutes of the work of the Committee. The minutes of the Committee shall be shared with the university community in an efficient manner to be determined by the Committee. A copy of all minutes of the Committee shall be maintained in the Office of Admissions.

**Section 5.** In the event that a vacancy should occur in any office, the Committee shall elect a replacement at the next meeting after the vacancy occurs.

#### **Article VI. Procedures for meetings**

**Section 1.** A quorum for meetings shall consist of a majority of members of the Committee where membership is defined in **Article II**.

**Section 2.** Meetings shall be called as needed by the Chair. The Chair shall honor requests from the President of the University, the Faculty Senate, or the Liaison to call a meeting.

**Section 3.** Normally the Chair shall give at least 48 hours' notice of the date, time, place, and agenda of meetings to the membership and to the campus community. Notice shall be given in an efficient manner to be determined by the Committee. Emergency meetings may be called by the Chair with less than 48 hours' notice.

**Section 4.** Meetings of the Committee and its subcommittees will be open. Persons present other than members of the committees and the liaison to the committees may be recognized to speak to issues before the committees by the presiding officer.

**Section 5.** Meetings shall be conducted according to generally accepted principles of parliamentary law for committees. Decisions of the Committee shall be made by majority vote of those present and voting on a motion.

#### **Article VII. Lines of Reporting**

All action taken by the Committee relative to policy changes will be forwarded to the Faculty Senate for review and comment and to the University Leadership Council for action.

#### **Article VIII. Amendment Procedure**

These bylaws may be amended from time to time as needed. These bylaws shall be officially amended when they have received majority vote of the Enrollment Management Committee of Glenville State University, and have been approved by the Faculty Senate, the University Leadership Council, and the President of the University.

**Article IX. Ratification**

These bylaws shall be officially adopted when they have received a majority vote of the Enrollment Management Committee of Glenville State University, and have been approved by the Faculty Senate, the University Leadership Council, and the President of the University.

|  |               |
|--|---------------|
| _____<br>Vice President of Enrollment Management and Student Affairs | _____<br>Date |
| _____<br>President, Faculty Senate                                   | _____<br>Date |
| _____<br>Chair, University Leadership Council                        | _____<br>Date |
| _____<br>President of the University                                 | _____<br>Date |