



Voorhees College

POLICY MANUAL

VOLUME I

**Institutional Governance & College
Administration Policies**

May 2010

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Volume I Governance and Administration Policies

1.0 Introduction

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

1.1 History of and General Information Regarding Voorhees College

1.1.1 *History of Voorhees College*

The history of Voorhees College is to an overwhelming degree, a story of the unshakable faith of Elizabeth Evelyn Wright. Born in 1872, Wright founded Voorhees College 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 College. 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.

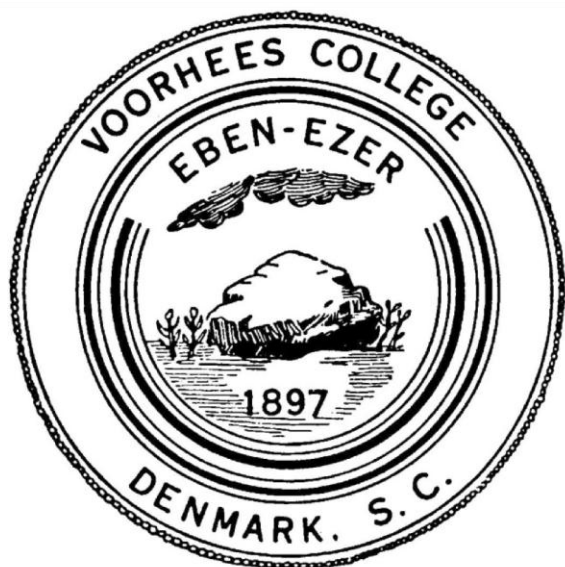
The success of the school in Denmark was largely due to the assistance of State Senator S.G. Mayfield, a local lawyer and seasoned presence in the community. After learning that Wright was a Tuskegee graduate and receiving a recommendation letter on her behalf from Booker T. Washington, Mayfield took 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. 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 College, 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 junior college was accredited by the Southern Association of Colleges and Schools in 1949. The final name change to Voorhees College was made in December 1962. The high school was discontinued in May 1965. Voorhees became a senior degree-granting institution in 1967. The college has renewed its historical partnership with the Episcopal Church creating an Agenda for Excellence. The college 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 110 years of service, the mission of Voorhees has remained – to educate the minds, hearts and spirits of young African-American men and women.

1.1.2 The Seal of Voorhees College



1.1.2.1 Description of the Voorhees College 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 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 College's closest metropolitan neighbor is Columbia, the state's capital, which is approximately 50 miles north. The campus is also 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 College Buildings and Facilities

The College'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 with 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, 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.

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, phonograph records, microfiche, tape cassettes, filmstrips, video tapes, and other forms of electronic media.

The Academic Computing Center consists of two computer laboratories. The College is networked with on-line access to the World Wide Web.

1.1.4 Accreditations of Voorhees College

Voorhees College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award bachelor's degrees.

Information regarding the accreditation status of Voorhees College (**not** general admission information) may be obtained from SACS at:

Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097
Telephone: 404.679.4500
www.sacscoc.org

Voorhees College is accredited by the Association of Collegiate Business Schools and Programs (ACBSP) to offer the following degrees:

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

Information regarding the accreditation status of Voorhees College (**not** general admission information) may be obtained from ACBSP at:

Association of Collegiate
Business Schools and Programs
11520 West 119 Street
Overland Park, KS
Telephone: (913)339-9356
www.ACbsp.org

1.1.5 Religious Life at Voorhees

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 College, became affiliated through the endorsement of the two Dioceses of South Carolina.

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

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 College 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 college nurtures the mind.

1.1.6 Traditions at Voorhees

From the president's mace to the special medallion worn at formal convocations, Voorhees College has a wealth of traditions that are part of fabric of the rich Voorhees experience. Just as generations of graduates have sung the Alma Mater and The College 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 College at the 75th anniversary celebration. Symbolizing authority and embossed with the college's seal, the president wears the medallion at formal convocations.

1.1.6.2 Alma Mater of Voorhees College

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 College

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 family. It also educates them about Voorhees' founder Elizabeth Evelyn Wright-Menafée. As part of the ceremony, all incoming freshmen gather around the Ebenezer, a rock that's a college landmark symbolizing Wright-Menafée's faith and determination. The students light white candles and sing "This Little Light of Mine"— it's a promise to themselves and to their new college community. They affirm Wright-Menafée's struggles to create Voorhees. When the ceremony closes, they're officially freshmen.

1.1.7.2 The Legacy Dinner

Also a 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 College. The keynote speaker is a recent Voorhees graduate – someone close to the new students' age who can be a testament to what's possible with a Voorhees College education. Other alumni are invited to join in the evening as well.

1.1.7.3 Miss Voorhees Coronation

Held in September, the coronation installs the student who will reign as Miss Voorhees for the current academic year. Miss Voorhees is elected by a vote of the student body and serves as the College's official hostess. The coronation also includes other organizational queens who have demonstrated leadership ability and good character. They also must have a record of involvement in college 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. It is also an opportunity for graduates to renew acquaintances and connect with current students.

1.1.7.5 Founder's Day Convocation

The college's annual salute to Elizabeth Evelyn Wright-Menafée is held in April, the same month she founded Voorhees in 1897. Wright-Menafée, a black woman in her early 20s, battled betrayals, arson, jealousies and threats to establish the school.

1.1.7.6 The College Mace

On official occasions of outstanding importance, such as degree-granting ceremonies or other dedications including the Convocation of the College, the Voorhees Mace is carried at the front of the processions. Presented to the college 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 college's unity and authority. It was designed to depict the College's Seal, a symbol that is on all official documents. Placing the mace on its stand is a signal that the proceedings are about to come to order; its retirement indicates that the ceremonies are concluded.

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

1.1.7.1 Baccalaureate Services

The Annual Baccalaureate Service is held the week before Commencement and conferring of degrees to graduates. This service allows the 1st honor graduate an opportunity to give farewell remarks to the graduating class.

1.1.7.2 Commencement

The formal graduation ceremony in which the conferring of academic degrees are made to graduates of the class. Commencement is held the second Saturday of May.

1.1.8 Voorhees College Today

Today, the College, with an enrollment of approximately 800 students, has evolved into a four-year liberal arts College with full accreditation by the Southern Association of Colleges and Schools. It is affiliated with the Episcopal Church and the United Negro College Fund. The mission of the College remains the same. That is, to educate the minds, hearts, and spirits of young students who can benefit from a small liberal arts college environment. The majority of Voorhees College 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 a the College bachelor's degree. Fifty (50) semester hours of General Education Requirements are required of all students, regardless of their major(s). The College does not require a minor for graduation. The College has established special programs to meet the academic needs and interests of its students, such as The Honors Program, Academic Success Center (ASC), The Cooperative Education Program, and a ROTC program held in cooperation with South Carolina State University.

Additionally, the Voorhees Center of Continuing Education for Non-Traditional Students program addresses the needs of today's adult student. The Voorhees Center of Continuing Education for Non-Traditional Students is located at the College's Aiken, North Augusta, Charleston and Denmark sites.

The College operates on a two-semester calendar, consisting of a fall semester and a spring semester, each lasting sixteen weeks for traditional students. The fall semester begins in August and ends in mid-December; the spring semester begins in early January and ends in early May,

with a nine-day spring break at Easter, and a nine-day break at Christmas. The College's summer session consists of one six-week term for non-traditional students participating in the Voorhees Center of Continuing Education for Non-Traditional Students. During the fall and spring semesters, the normal class load ranges from 12 to 16 hours; for the summer session, nine hours is the maximum caseload.

1.1.8.2 Majors and Degrees

The Bachelor of Science (B.S.) and Bachelor of Arts (B.A.) degrees are awarded in accounting, biology, business administration, computer science, criminal justice, elementary education, English, health and recreation, mass communication, mathematics, organizational management, sociology and sports management.

1.1.8.3 Student Activities

Voorhees students participate in a variety of College-sponsored activities, including four national fraternities and four national sororities, two campus publications, theater and drama productions, intramural sports, ethnic, political, and religious organizations, honor, service, and leadership societies, the College Concert Choir, the Student Government Association, and special interest groups.

1.1.8.4 College Intercollegiate Teams

Voorhees College intercollegiate sports teams are called the Tigers. The College Tigers participate in the Eastern National Association of Intercollegiate Athletics Division I in men's baseball, women's softball and volleyball, and men's and women's basketball and cross-country and men's and women's track and field.

1.1.8.5 School Colors

The School colors are Royal Blue and White.

1.1.9 Past Principals and Presidents of Voorhees College

Elizabeth Evelyn Wright-Menafee, Founder-Principal	1897-1906
Gabrial P. Miller, Principal	1907-1911
Cyrus Campfield, Principal	1911-1912
Martin A. Menafee, Treasurer & Acting President	1912-1916
Jesse O. Thomas, Principal	1916-1918
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-current

1.2 College Mission, Institutional Goals, and Strategic Plan

1.2.1 Mission Statement

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

The College 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 College 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 College strives to achieve the following Institutional Goals:

1. To enhance students' communicative, critical thinking, qualitative and quantitative skills;
2. To expand students' general and professional knowledge bases;
3. To provide opportunities for the clarification of values and attitudes in a Christian environment;
4. To prepare students for professional careers and/or graduate, professional educational opportunities;
5. To provide students with academic, cultural, social, religious and athletic programs that foster leadership and achievement;
6. To increase student-assisted faculty research opportunities and internships throughout the College;
7. To incorporate measures of student achievement in documenting the institution's effectiveness;
8. To recognize the achievements of students, faculty, administrators and staff;
9. To recruit, retain, and provide opportunities to develop an excellent faculty and staff within each area of the College;
10. To recruit, admit and retain high quality students;

11. To maintain efficiency and effectiveness of administrative services, institutional facilities, internal coordination, and existing resources;
12. To increase the College's revenues by cultivating and generating new sources of support;
13. To maintain fiscal stability by increasing and effectively managing the financial, human and physical resources of the College; and
14. To enhance the quality of life in the surrounding community through a comprehensive rural community outreach program.

1.2.3 Strategic Plan

1.2.3.1 The Plan for Voorhees College 2008-2013

As Dr. Cleveland L. Sellers became Voorhees' president in 2008, college administrators, faculty and staff came together to examine both the previous five years and the next five as well. The group analyzed the college's strengths, weaknesses, opportunities and challenges. As a result of that process, these leaders were able to hone in on seven initiatives that became the focus of "We are Voorhees: A Community of Scholars." This strategic plan sets out Voorhees' guiding principles through 2013.

1.2.3.2 Comprehensive Planning Process

Planning at Voorhees College is systematic, broad-based and appropriate to the college. 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 planning council coordinates the annual planning cycle of the college. The strategic planning council is comprised of six major planning committees. The six committees are (1) the academic planning committee; (2) the student affairs planning committee; (3) the technology planning committee; (4) the budgeting and facilities planning committee; (5) the institutional advancement planning committee; and (6) the institutional effectiveness planning committee. The cabinet serves as a staff committee, receiving and integrating requests from all areas of the college and preparing reports and recommendations for other committees. The planning council must approve all actions from the six planning committees especially those needing board approval.

1.2.3.3 The Strategic Planning Council

The responsibilities, membership, and committees of the Strategic Planning Council are provided in Section 1.7 Committees of Voorhees College, Subsection 1.7.3 Strategic Planning Council and Committees.

1.2.3.4 Strategic Initiatives 2008-2013

Strengthen Teaching and Learning

Increase Enrollment

Improve Globalization Experiences

Build Institutional Advancement Capacity

Increase Technology Utilization

Foster a Culture of Healthy Campus Living

Increase Spiritual Development & Growth

1.2.3.4.1 Strategy 1.0: Strengthen Teaching and Learning

Goals:

1.1 To establish comprehensive communication (reading and writing) across the Curriculum Program.

1.2 To improve the academic quality of student body and strengthen the liberal arts tradition

1.3 To establish an accredited program in teacher education with a major in elementary education.

1.4 To implement a teaching effectiveness program through faculty development opportunities.

1.5 To improve the quality of education through the “Principles of Accreditation” and a Quality Enhancement Program thereby creating a culture of assessment on the campus.

1.4 To implement on-going program reviews, assessment plans and curriculum renewal in each academic program.

1.5 To establish majors and/or minors in Environmental Science, African American Studies, Sports Management, Elementary Education and English and create a Writing Center.

1.6 To expand the print and non print resources of the library.

1.7 To establish a viable co-curricular program that supports the academic mission of the college and increases the level of student engagement and leadership.

1.2.3.4.2 Strategy 2.0: Increase Enrollment

Goals:

2.1 Implement an aggressive recruitment and admissions program to generate a minimum of 250 first time students each year

2.2 Improve the capacity of the Admissions Office by implementing the objectives in the United Negro College Fund Enrollment Management Capacity Building Program

2.3 Increase enrollment through a retention program designed to improve student satisfaction and customer service.

2.4 To increase headcount enrollment in the Adult Education Program to 200

2.5 To increase traditional headcount to 1,100-1,200 by 2013

1.2.3.4.3 Strategy 3.0: Improve Globalization Experiences

Rationale: Globalization is the process of integration across societies and economies. Countries become interdependent with greater frequency of interactions between one another. Globalization requires cultural exchange and integration. In order to succeed in a globalized world, students and faculty need new skills and increased exposure to multiple cultures.

Goals:

3.1 To improve instruction through globalized experiences

- a. introduction of global perspectives course to prepare students for cross cultural travel and study
- b. additional foreign languages in French and Portuguese
- c. cross curriculum internationalization
- d. Creation of a Center of Excellence in International Education

3.2 To improve internship and exchange programs

- a. establish student and faculty exchange programs with Brazil, Liberia, Kenya, Ghana, China, and Nigeria and the Anglican Communion.
- b. international internships embedded in study abroad programs in cooperation with multi-national corporations and international agencies
- c. To use technology to collaborate with international colleges and Universities
- d. joint education programs with Brazilian partnering institutions via interactive two-way videoconferencing
- e. develop a program of international service learning opportunities
- f. provide service learning opportunities with colleges and universities of the Anglican Communion
- g. develop joint service learning projects with Cuttington College in Liberia

3.3 Cultural Immersion

- a. conduct an annual international week of activities
- b. establish international studies speakers series with visiting fellows/scholars
- c. establish seminars focusing on different foreign countries

1.2.3.4.4 Strategy 4.0: Build Institutional Advancement Capacity

Rationale: Establish a vigorous and productive institutional advancement organization that will: (1) strengthen the College's capacity to obtain investment from private sources, including alumni, friends, foundations, and corporations; and (2) increase the College's visibility among its alumni and a wide range of other constituencies and potential benefactors.

Goals:

1. Build institutional advancement infrastructure by June 2011 to support development efforts:
2. Upgrade advancement services and staffing: (1) complete data clean-up and conversion; and (2) hire new Institutional Advancement staff.
3. Commission electronic screening of College alumni and institute a donor identification and research function.

Implement a strong Alumni Annual Fund Campaign, a charitable giving (also known as planned giving) campaign, and major gifts function.

Implement a multiyear, comprehensive capital campaign by fall 2011:

1. Commission a capital campaign feasibility study to (1) assess institutional readiness; (2) test the support of major gift prospects; and (3) determine the duration and goal of the campaign by 2009.
2. Complete pre-campaign planning by fall 2010.
3. Develop a comprehensive capital campaign plan including structure, leadership, and institutional personnel and support.
4. Develop preliminary campaign case statement with specific goals and objectives based on institutional priorities.
5. Conduct lead giver and major donor prospect identification, research and cultivation.
6. Undertake “Quiet/Silent Phase” or “Lead and Major Gift Phase” of comprehensive campaign by fall 2009.
7. Publicly announce the campaign by fall 2011.

Build and implement a strong communications and marketing function:

1. Fully develop the Voorhees College Story.
2. Improve internal communication.
3. Develop and implement an integrated marketing/communication plan to support brand positioning of the College.
4. Use all College events to promote the brand, generate media coverage, and communicate key messages to target audiences.
5. Support student recruitment and retention programs, alumni outreach, and College fundraising efforts.

To strengthen partnerships with the local, county, and state governments:

1. Research and assist with funding opportunities to improve local infrastructure including the water system, sewage, drainage, lighting, and roads.
2. Partner in strategic planning for new venues to improve the quality of life of residents and students (i.e., Movie Theater, bowling alley, skating rink, gas stations, restaurants, etc.)
3. Enhance the existing partnership with the Southern Region Community Development Corporation by improving housing and economic development in Denmark Township and Bamberg County.

1.2.3.4.5 *Strategy 5.0: Increase Technology Utilization*

Goals:

- 5.1 To develop a five-year technology plan and disaster recovery plan.
- 5.2 To establish a center for document management to digitize the college’s vast paper records including transcripts.
- 5.3 To migrate the administrative system software to Web-based (JICS).

5.4 To implement document library system for sharing documents utilizing the SharePoint System.

5.5 To construct a technology center to increase the student: computer ratio and centralize all technology activities including smart classrooms.

5.6 To establish a comprehensive and on-going training program for faculty and staff on advising module, Learning Management System, Jenzabar, library databases and research.

5.7 To expand video conferencing technology to supplement instruction at the College and increase partnership efforts.

5.8 To develop a program of selling old laptops and desktops to faculty, staff and students.

5.9 To conduct streaming video training for faculty to incorporate into instruction and Learning Management System.

5.10 To establish additional “smart classrooms” to improve instruction.

5.11 To develop an instrument to assess information literacy among students and faculty.

1.2.3.4.6 Strategy 6.0: Foster a Culture of Healthy Campus Living

Initiatives:

6.1 To establish a steering committee for the Healthy Campus Living Initiative consisting of students, faculty, staff and community representatives.

6.2 To develop a Pilot Program of Health Assessments and Screenings for students.

6.3 To develop a Comprehensive Campus-wide Health Education and Wellness Program.

6.4 To develop a partnership with the Center of Excellence and Health and Recreation Program to improve teaching and learning.

1.2.3.4.7 Strategy 7.0: Increase Spiritual Development and Growth

Goals:

7.1 To develop and deepen the spirituality on the campus for students, faculty, staff and administrators by creating a “God Squad” to direct activities.

7.2 To develop a program to teach and demonstrate the “Golden Rule” among students, faculty and staff.

7.3 To establish an on-going program of customer service training for faculty and staff.

7.4 To develop and implement a campus creed/value statement for students.

1.3 Charter and Bylaws of Voorhees College

1.3.1 Charter and Amendments of Voorhees College

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

1.3.2 Bylaws of Voorhees College

1.3.2.1 Article I – Membership of the Board of Trustees

Section 1. Number, Election and Appointment of Members.

The Board of Trustees (Board) of Voorhees College (College) shall be composed of twenty-nine (29) members. Of this total, two persons from both the Diocese of South Carolina and the Diocese of Upper South Carolina shall be nominated by the Board and confirmed by each Diocesan Convention. In addition, the Bishop of the Diocese of South Carolina and the Bishop of Upper South Carolina shall be ex-officio members with seat, voice, and vote. The Presidents of the Episcopal Churchwomen of the two state dioceses shall be members and shall be elected at large. Twenty-one of the Board of Trustees shall be elected at large. Of these members, two must be alumni; one alumnus shall be President of the National Alumni Association and the other elected at-large by the Alumni Association and one each from the faculty and student body of the College, respectively. The proposed members shall be presented by the Trustee Committee and elected by the Board, with the exception of the student body representative shall not be less than nineteen years of age. The President of the College becomes a member of the Board upon appointment as President by the Board and remains a member of the Board until the appointment as President is terminated.

Section 2. Ex-Officio Members.

Since the Bishops and the Presidents of the Episcopal Churchwomen of the two state dioceses are members of the Board by virtue of their positions rather than their persons, if either 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; Attendance.

Trustees shall be eligible to serve for three-year terms of office. Terms of office shall be begin at an annual meeting and end at a winter meeting. Each trustee shall be eligible to succeed him/herself for an indefinite number of terms, provided that such trustee is re-elected by the Board when the term expires. Trustees who notify the Secretary of the Board that they will be absent from a meeting will be excused from such meeting. Trustees who miss three (3) consecutive meetings without prior notification to the Secretary of the Board of each pending absence will not be eligible to continue to serve as a trustee after the third consecutive absence. Trustees who miss four (4) consecutive meetings will not be eligible to continue to serve.

Section 4. Resignation and Removal.

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

Section 5. Executive Session.

The members of the Board of Trustees eligible to attend the Executive Session of any meeting are all members of the Board excluding faculty and student representatives.

Section 6. Removal Prior to End of Term.

No member of the Board of Trustees may be removed from office prior to the expiration of his term except by action of the Board of Trustees as set forth in Section 3 above, or in which cause for removal is clearly shown and in which procedures are in accordance with due process.

Section 7. President Ex-Officio.

The President of the College shall be an ex-officio member of the Board of Trustees.

Section 8. Vacancies.

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

Section 9. Trustee Emeritus.

The Office of Trustee Emeritus is and shall be reserved for former trustees of the College who have a record of unusual and distinctive service at the College 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 College functions and shall be entitled to receive notices of College activities. Trustees Emeriti are not subject to Board attendance requirements stated in Section 3.

1.3.2.2 Article II – Powers of the Board of Trustees

Section 1. College Governance. The governance of Voorhees College shall be vested in the Board of Trustees. The Board shall formulate and determine the College mission and broad institutional policies for the development and administration of the College 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 College. The Board selects, appoints, periodically evaluates, and may remove the Chief Executive Officer who is also the President of the College.

1.3.2.3 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 College and is responsible for the granting and conferring of academic degrees upon those who, in the judgment of the faculty of the College, merit such distinction and the awarding of honorary degrees.

Section 2. Fiscal Affairs. The Board shall annually establish and approve the budget of the College 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 College, 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 College.

Section 4. Institutional Advancement. The Board shall oversee the institution and promotion of, and all contributions to, major fund raising efforts of the College and shall authorize officers or agents of the College to accept gifts for the College.

Section 5. Faculty Members. The Board shall, on the recommendation of the President, approve the appointment, promotion, granting of tenure, or dismissal of faculty members; and formulate policies of remuneration, conditions of service, retirement provisions, and similar general policies pertaining to the faculty.

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 College prepared by the President. The College 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 by the Trustee Committee and it shall be reviewed at the first regular Board meeting after the evaluation is completed.

1.3.2.4 Article IV – Powers and Responsibilities of the President of the College.

Section 1. Chief Executive Officer. The President, elected by the Board of Trustees, shall be the Chief Executive Officer of the College 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 College derives from the Board of Trustees all authority to administer the affairs of Voorhees College. 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 College, shall exercise a general superintendence over the affairs of the College.

The President of the College 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 College intercollegiate athletics program; (iii) exercises ultimate control of all College fundraising activities; (iv) appoints a Board liaison to act as Corporate Secretary to the Board; and (iv) is an ex-officio member of all Board committees except the Audit Committee.

Section 4. Absence of the President. The President shall annually recommend to the Board for action, an administrative officer of the College 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. In all circumstances the President must be informed of such an occurrence.

1.3.2.5 Article V – Officers of the Board of Trustees.

Section 1. Election of Officers. At the annual Spring 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 all meetings of the Board and perform the usual duties of a presiding officer. The Chairperson shall appoint all members of standing committees and shall fill all vacancies in standing 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.

Section 4. Secretary (Board Liaison). The Secretary shall be responsible for giving proper 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. The Board Liaison shall not be a member of the Board.

Section 5. Treasurer. The Treasurer shall be responsible for financial management matters. The Treasurer shall not be a member of the Audit Committee.

1.3.2.6 Article VI – Meetings of the Board of Trustees

Section 1. Annual Meeting. The annual meeting of the Board of Trustees of Voorhees College shall be held at 8:00 a.m. on the day of Commencement in May.

Section 2. Regular Meetings. Regular meetings shall be held at 9:00 a.m. on the fourth Thursday of October and the fourth Thursday in February.

Section 3. Location of Meetings. All meetings shall be held on the campus at Voorhees College, Denmark, South Carolina unless the Chairperson of the Board of Trustees and the President of the College determine a need to meet elsewhere.

Section 4. Notice. Notice of all meetings shall be received by each member of the Board by the

Secretary at least seven (7) days prior to the date of each meeting.

Section 5. Special Meetings. Special meetings may be called at any time upon the request of the Chairperson of the Board (or, in the absence of the Chairperson by the Vice Chairperson) or any nine members of the Board. The call for special meetings shall be mailed at least five (5) days before the date of the meeting and shall state the business to be considered.

Section 6. Quorum. Nine members present at any official meeting shall constitute a quorum.

Section 7. Conduct of Meetings. The Chairperson of the Board of Trustees shall preside at all meetings of the Board. Robert's Rule 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.

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 all members 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 unanimous 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 unanimous written consent by the members of the Board or committee without a meeting, and that the Bylaws authorize the Board or committee to so act.

1.3.2.7 Article VII – Committees of the Board of Trustees

In addition to an Executive Committee, the Board shall be organized at the annual meeting by the Board Chairperson into the following standing committees:

Academic Affairs Committee

Athletic Affairs Committee

Audit Committee

Business and Finance Committee

Church Relations Committee

Institutional Advancement Committee

Physical Plant Committee

Student Affairs Committee

Trustee Committee

Section 1. 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 bylaws, (iii) to elect or dismiss officers or trustees, (iv) to elect or dismiss the President of the

College, and (5) to dispose of or encumber the principal of the Endowment Fund or real property of the corporation.

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

The Executive Committee shall meet as often as necessary to carry out its responsibilities but in no instance less than three times annually.

Section 2. Academic Affairs Committee.

The purpose of the Academic Affairs Committee is three-fold. It 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, and make appropriate reports and recommendations to the Board. The Executive Vice President & Academic Dean shall meet with this Committee.

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

Section 3. Athletic Affairs Committee.

The purpose of the Athletic Affairs Committee is to address the financial and academic integrity of the athletic program, with the primacy of the educational experience of the student-athlete, and with the interests of male and female student-athletes being served equitably. The Committee shall provide general oversight of such program to the end that its functioning shall be consonant with the values and traditions of the College. Additional specific responsibilities of this Committee and its Chairperson, as established by the Board, are described in the Board Manual maintained by the Voorhees College Board Liaison.

Section 4. Audit Committee.

The purpose of the Audit Committee is to provide assistance to 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 College. 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 College.

This Committee shall provide oversight of the College's financial practices, internal controls, financial management and standards of conduct. The Audit Committee shall select and appoint the College's external auditors and meet with them on at least an annual basis. The Audit Committee shall have three (3) members. It shall periodically appraise the financial control and accounting systems of the College 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 College 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 College, to appear before it to report on the financial condition of the College 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 Bylaws 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 College shall not be an ex officio member of the Audit Committee, but may, upon invitations, attend any meetings. The Audit Committee reports to the Vice President for Fiscal and Administrative Affairs but may, at its discretion, also report directly to the Board of Trustees.

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

Section 5. Business and Finance 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 College.

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 College and the Board in the areas of debt revenues, investments, expenditures and financial planning of the College. The Vice President for Fiscal and Administrative Affairs shall meet with this Committee.

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

Section 6. Church Relations Committee.

The Committee on Church relations is responsible for assisting the Chaplain in providing religious program and services to the end that liberal arts education in conjunction with a meaningful Christian ethos will develop, enhance and strengthen moral character and an abiding faith in God, the source of all truth and knowledge. Furthermore, this Committee works collaboratively with the Chaplain to provide spiritual nourishment and sustenance for the entire College community.

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

Section 7. Institutional Advancement Committee.

The Institutional Advancement Committee of the Board of Trustees has both oversight of and broad responsibility for the fundraising activities of the Institution. Unlike other Board Committees the Institutional Advancement Committee must be ever mindful that its members individually and collectively have an additional role that their colleagues on other committees do not have -- they must actively and directly participate in raising funds to: (i) ensure the financial health of the institution and (ii) fulfill the Institutional goals identified in the Mission of the College.

This Committee shall advise on policies and plans for a broad program of advancement between the College and its constituents and on any plans and programs designed to provide financial support for the College. The Vice President for Institutional Advancement shall meet with this committee.

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

Section 8. Physical Plant Committee.

The Physical Plant Committee is responsible for ensuring the reasonableness of the College's Master Facilities Plan, and its timely execution. The Committee also is responsible for reviewing, approving and monitoring procurement activities for physical plant-related expenditures that are \$100,000.00 and greater.

This Committee shall advise on policies and plans for the land, building and major equipment required by the College to accomplish its mission. The designee of the President shall meet with this group.

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

Section 9. Student Affairs Committee.

The Student Affairs Committee is responsible for monitoring the College's Services, programs, policies, and administrative procedures that relate to student life to ensure that they support the mission of the College and contribute to the students' learning and personal development.

Among other duties, this Committee shall work for a closer understanding and assessment of the non-academic aspects of student life, maintain continuing relationship with student groups, and report and make recommendations to the Board in student matters. The Vice President for Student Affairs and the Vice President for Enrollment Management & Director of Athletics and Special Events shall meet with the Committee.

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

Section 10. Trustee Committee.

The Committee on Trustees is responsible for identifying and recommending individuals for Board membership who will be committed to and supportive of the mission and goals of the College and annually nominating individuals to serve as officers of the Board. The Committee is also responsible for working in collaboration with the Board Chairperson and the President of the College to ensure that the individuals identified represent a broad spectrum of the various local and national constituencies.

The Trustee Committee shall consist of five trustees, one of whom shall be the President, two of whom shall be appointed by and serve at the pleasure of the Chair and two of whom shall be elected by and serve at the pleasure of the Board.

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

1.3.2.8 Article VIII – Indemnification

Trustees and Officers of the College will be indemnified to the fullest extent now or hereafter permitted by law in connection with any actual or threatened action or proceeding (including civil, criminal, administrative or investigative proceedings) arising out of their service to the

College or to another organization at the College's request. Persons who are not trustees or officers may be similarly indemnified in respect of such service to the extent expressly authorized at any time by the Board. The provisions of this Article shall be applicable to such actual or threatened actions or proceedings commenced after the adoption hereof, and extend to reasonable expenses incurred by trustees, officers and persons who are not trustees or officers in connection with such actions or proceedings, whether arising from acts or omissions occurring before or after the adoption hereof, and to persons who have ceased to be trustees, officers or employees and shall inure to the benefits of their heirs, executors and administrators.

The Trustees and Officers of the College shall not be personally liable for any debt, liability or obligation of the College. All persons, corporations or other entities extending credit to, contracting with, or having any claim against the College may look only to the assets of the College for the payment of any such contract or claim; or for the payment of any debt, damages, judgment or decree; or of any money that may otherwise become due or payable to them from the College.

No Trustee or Officer of the College shall be personally liable to the College or its membership for damages for breach of any duty owed to the College or its membership, except for liability for any breach of duty based upon an act or omission:

1. In a breach of such person's duty of loyalty to the College or its membership;
2. Not in good faith or involving a knowing violation of law; or
3. Resulting in receipt by such person of an improper personal benefit.

The College provides Officers and Directors Insurance for all Officers, Members, Trustees and agents of the College in an amount deemed appropriate by the College, renewable on an annual basis and/or updated as to amounts or names for coverage as the need arises.

1.3.2.9 Article IX Conflicts of Interest

In the absence of fraud, no contract or any other transaction between the College and any of its officers or trustees or between the College and any other corporation, firm, association or other entity in which any officer or trustee is also a member, officer, director or stockholder or a person with a financial or other interest shall be void or voidable for this reason alone. Neither shall a contract or transaction be void or voidable by reason of the fact that the officer or trustee was present at a meeting which approved such contract or transaction. The preceding two sentences are of force and effect only if the fact of such common membership, officership, directorship, financial or other interest is disclosed or known to the Board at the meeting and the contract or other transaction is approved by a vote sufficient for such purposes without the vote of such interested officer or trustee. Such officer or trustee may be counted in determining the presence of a quorum at such meeting. Additional information regarding Conflicts of Interest and a sample of the Conflict of Interest Disclosure Form that must be signed annually by all officers, members of senior management and trustees of the College is provided in Appendix A.

1.3.2.10 Article X – Discrimination Prohibited

In administering its affairs, the Board shall not discriminate against any person on the basis of age, sex, race, color, national origin, religion, political affiliation, sexual orientation, disabilities, or marital status,

1.3.2.11 Article XI – IRS Form 990

It is the policy of the Board of Trustees of the College 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.

1.3.2.12 ARTICLE XII – Fiscal Year

The Fiscal Year of the College 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.

1.3.2.13 ARTICLE XIII – 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 College for the Corporation and attested by the Vice President for Fiscal and Administrative Affairs. This method of signing and attesting by the President and Vice President for Fiscal and Administrative 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.

1.3.2.14 ARTICLE XIV– Seal of the Corporation

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

1.3.2.15 Article XV – Disposition of Assets

In the case of the dissolution of the College, 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 to in intent and purpose to that of Voorhees College.

1.3.2.16 Article XVI – Amendment of Bylaws

The Bylaws may be amended at any regular meeting of the Board at which a quorum is present with two-thirds majority vote required with 30 days notice and publication of the proposed amendment(s). With the adoption of these Bylaws, all previous Bylaws are null and void.

1.4 Organizational Structure of Voorhees College

1.4.1 The President

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

1. Serves as Chief Executive Officer of the College and is responsible to the Board of Trustees.

2. Responsible for all relationships of the College 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 College Committees.
4. Directs, supervises, and coordinates the activities of all departments and divisions of the College and promotes their efficiency.
5. Presides at all public academic occasions and represents the College before the public generally.
6. Is responsible for the discipline of the College and for executing such measures concerning the internal administration of the College as the Board of Trustees may enact.
7. Makes an annual report to the Board of Trustees on the work and condition of the College, and on occasion, present to the Board of its consideration measures that are deemed necessary or expedient for the welfare of the College.
8. Has authority to accept resignations, grant temporary leaves of absence and initiate action to suspend or dismiss any employee of the College in accordance with the College's official personnel policies.
9. Recommends all promotion of members of the faculty to the Board of Trustees through its Student Affairs Committee.
10. Signs or countersigns all checks, contracts, or other instruments of the College as authorized by the Board of Trustees, and performs all other duties that are incidental to the Office of the President.

1.4.2 Executive Vice President & Academic Dean

The Executive Vice President & Academic Dean serves as Chief Academic Officer for the College and serves as second-in-command during the President's absence. The Executive Vice President & Academic Dean is the most senior member of the President's Executive Cabinet. This office is responsible for the implementation of the College's instructional programs and the direct supervision and development of the faculty.

The Executive Vice President & Academic Dean reports to the President.

1. Provides compelling leadership for the personnel and academic program of an undergraduate college in the liberal arts tradition.
2. Recruits and develops a high quality faculty committed to the mission of the College, to their professional guild and to the task of teaching and mentoring students, and to their own personal growth.
3. Supervises curricular development and program review in both on-and off-campus educational programs.
4. Works with the President to develop and execute an annual budget process within the academic areas that is linked to program goals and assessment.
5. Mediates effectively and appreciatively the worlds of faculty and administration.

6. Works with the faculty to maintain a strong and coherent system of faculty governance, designed to ensure faculty input and accountability within an institutional framework of shared governance.
7. Chairs the faculty and leads its meetings.
8. Works with the Academic Affairs Committee of the Board of Trustees to ensure that the Board is well informed and appropriately involved in the academic life of the College.
9. Chairs appropriate faculty committees, including, but not limited to, the Rank and Long Term Contract Committee and the Academic Policies Committee of Planning Council.
10. Ensures the development of a lively extra-curricular intellectual environment on campus--- one that invites engagement with international world of higher education and the global church; one that invites engagement with contemporary issues and encourages linkages between learning and the cultural and controversial issues of our world in this time.
11. Represents Voorhees in the larger community of higher education both inside and outside of the Christian community.
12. Ensures the development of the faculty as bearers of the College vision and mission, both collectively and individually.
13. Supervises academic divisions, associate academic dean, adult and continuing education degree program (A.C.E.), off-campus programs, library, student academic services, and Academic Records Office.

1.4.2.1 Division Chairpersons

Responsible for assisting the Executive Vice President & Academic Dean with the supervision of divisional faculty and established programs of instruction. Division Chairpersons are also responsible for planning for the future development of their respective divisions. They report directly to the Executive Vice President & Academic Dean. The divisions of the College are Division of the General College, Division of Business and Professional Studies, Division of Arts and Sciences, and in the future the Division of Education.

1.4.2.1.1 Duties of Division Chairpersons

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

1. Primary Responsibilities
 - a. To organize the division, taking the initiative in developing divisional policies and procedures for instruction, life-long learning, and applied research.
 - b. To recommend to the Executive Vice President & Academic Dean the coordinators of majors areas within the division.
 - c. To recruit capable faculty members, with the concurrence of the Executive Vice President & Academic Dean.

- d. To encourage excellence in teaching, and to develop instruments for its evaluation and improvement.
- e. To encourage faculty in efforts to engage in research, community service, writing, and other creative endeavors.
- f. To organize and supervise appropriate faculty seminars and divisional conferences.
- g. To recommend individuals for the honors faculty.
- h. To make effective recommendations to the Executive Vice President & Academic Dean relative to hiring, promotions, tenure, salary adjustments, contracts, leaves of absence, transfer, suspension, discipline and termination.
- i. To serve as a channel of communication between the faculty and the Academic Dean's Council, Executive Vice President & Academic Dean, and general College office.
- j. To administer the divisional budget, supervise the divisions secretarial and support staff, and supervise physical facilities under the jurisdiction of the division.
- k. To prepare schedules of course offerings based on projected student enrollment for the semester.
- l. To devise a plan for advising students in their major field of study.
- m. To ensure that division advisors prepare and approve programs of study (check sheets) for students in their major field.
- n. To encourage the organization and operation of appropriate student seminars, conferences, student groups, and clubs within the division.
- o. To participate in teaching and research, and to maintain relationships with the technical, scientific, and scholarly organizations in his or her field.
- p. To cooperate with the development office in the preparation of proposals for funding opportunities for instruction, research, life-long learning, and community service.
- q. To develop and maintain appropriate contacts with professional organizations, foundations, business, professional, advisory, and community groups.
- r. To serve as liaison between the division and other academic divisions of the College.

1.4.2.1.2 Duties of Division Coordinators

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

1. Primary Responsibilities

The duties and responsibilities of a division coordinator are:

- a. To assist the division chairperson in organizing the division and maintaining divisional and institutional policies and procedures.
- b. To assist in recruiting capable faculty members for the division.
- c. To organize and supervise appropriate faculty seminars and divisional conferences.

- d. To serve as the channel of communication between the faculty in the division and the division chairperson.
- e. To prepare schedules of course offerings and submit to division chairperson;
- f. To coordinate student advisement in the major field of study.
- g. To advise students in the major.
- h. To ensure that division advisors prepare and approve programs of study (check sheets) or students in their major field.
- i. To teach at least nine (9) semester hours each semester.
- j. To keep regular posted office hours (10 per week).
- k. To participate in campus activities.
- l. To attend faculty meetings and faculty institutes.
- m. To keep abreast of technological changes and infuse in instruction.
- n. To write or assist in writing proposals for improving the division.
- o. To participate on faculty committees.
- p. To participate in community service.
- q. To serve as an ambassador for the College
- r. To fulfill other duties as assigned by the division chairperson.

1.4.2.2 Executive Director of the Center of Excellence in Rural and Minority Health

The Executive Director of the Center of Excellence in Rural and Minority Health (COE) reports to the Executive Vice President & Academic Dean and serves on the Executive Cabinet.

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 President of Voorhees College.
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 College 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 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 Institutional Advancement

The Vice President for Institutional Advancement reports to the President and serves on the Executive Cabinet.

1. Supervises the work of the Offices of Development, Alumni Relations, Communications and Marketing, the Campus Radio Station, Sponsored Programs & Research, and Capital Projects.
2. Serves as Chief Development Officer for the College 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 goals of the College in keeping with the larger mission and goals of the institution.
5. Assists the President in organizing and implementing the College's program of fundraising from private foundations, corporations, churches and individuals.
6. Responsible for the preparation of all reports on gifts and grants received by the College.
7. Maintains records concerning prospective sources of gift income and uses these records in planning fundraising activities.
8. Insures all gifts received by the College are properly received and acknowledged.
9. Gives overall guidance and direction to the College's program of public relations, alumni relations, church relations, community and government relations, planned giving and the annual fund.
10. Assists the President in all activities relating to the College's participation in the UNCF, Inc.
11. Prepares proposals that assist the President, Trustees and others in cultivating potential donors, securing gifts and promoting general support for the College.
12. Responsible for the compilation of edits and distribution of publications that assist the College's overall Institutional Advancement program.
13. Assists the President in designing and arranging special events that promote the College's overall Institutional Advancement program.

14. Performs any other duties that may be assigned by the immediate supervisor. E.g.: Supervisor of the College's Radio station.

Designated Administrator, Title III B Historically Black Colleges and Universities Strengthening Institutions Program, U.S. Department of Education for Voorhees College.

1.4.4 Vice President for Student Affairs

The Vice President for Student Affairs reports to the President.

1. Serves as Chief Student Affairs Officer of the College, and serves as a member of the President's Executive Cabinet.
2. Serves as Staff Assistant to the Student Affairs Committee of the Board of Trustees.
3. Coordinates all College activities that affect the health, housing and welfare of students including guidance, counseling and placement services.
4. Supervises the work of the Director of Housing and Residential Life, Director of Health services (Nurse), Director of Student Activities, Director of Career Planning and Placement, College Chaplain, and the Administrative Assistant for the Division.
5. Promotes improved relations between the College, its students and their parents that all three may understand each other better.
6. Supervises and coordinates all general aspects of the Student Government Association.
7. Supervises the formulation of all general policies pertaining to the social and extracurricular activities of the College.
8. Supervises the preparation and issuance of student identification cards.
9. Conducts research to evaluate the effectiveness of student personnel policies and programs.
10. Serves as Chairman of the College's Committee on Student Affairs.
11. Performs any additional duties that may be requested by the President of the College.

1.4.5 Vice President for Planning and Information Management

The Vice President for Planning and Information Management reports to the President.

1. Supervises the work of the Offices of Institutional Research, Information Technology, and Institutional Effectiveness.
2. Provides leadership in the development and evaluation of the College's Strategic Long Range Plan, Factbook, and Facilities Master Plan.
3. Provides leadership to all units in the development of annual unit assessment plans and annual reports.
4. Serves as staff to the Strategic Planning Council of the College.
5. Provides leadership in the development and evaluation of the College's Institutional Effectiveness Model.
6. Provides oversight and final decision-making authority over all matters related to Technology and the development of a Technology Plan for the College.

7. Serves as the Accreditation Liaison Officer to the Southern Association of Colleges and Schools.
8. Works closely with Institutional Research Associate to respond to internal and external request for data and information for planning and decision-making.
9. Conducts an annual review of the College's Mission Statement and Organizational Structure.
10. Other duties as assigned by the President of the College.

1.4.6 Vice President for Fiscal and Administrative Affairs

The Vice President for Fiscal and Administrative Affairs reports to the President.

1. Serves as Chief Financial Officer of the College.
2. Serves as Staff Assistant to the Business & Finance, Physical Plant and Audit Committees of the Board of Trustees.
3. Responsible for control of all College financial and physical resources.
4. Responsible for the preparation of financial statements and recommends corrective action regarding financial matters.
5. Provides oversight of College facilities services and management which includes construction and renovations projects.
6. Provides oversight of the Campus security force and serves as emergency management coordinator.
7. Provides oversight of Human Resources functions.
8. Provides oversight of Financial Aid functions and reporting requirements.
9. Responsible for all Risk Management functions and analysis.
10. Supervises and coordinates preparation of the College's annual budget.
11. Collects financial data and prepares necessary financial reports that allow the budget to be effectively controlled.
12. Coordinates the activities of college personnel in assisting all external auditors (public and private) of the College, and implement recommendations contained in the management letter associated with the audit.
13. Interfaces with appropriate personnel in incorporating the budget process in the College's Long-Range Plan.
14. Performs any other duties that may be requested by the President.

1.4.7 Vice President for Enrollment Management & Director of Athletics and Special Events

The Vice President for Enrollment Management & Director of Athletics and Special Events reports to the President.

1. Provides leadership and direction to an evolving enrollment management division of the College combining the functions of the Offices of Admissions & Recruitment, Records & Registration and Student Financial Aid.
2. Oversees planning and implementation of integrated processes, and procedures for traditional students, adult learners, and international student recruitment and enrollment.
3. Directs the development and implementation of enrollment plans to meet the College's growth objectives.
4. Collaborates in the development of a comprehensive, integrated marketing plan for the College in consultation with Vice President of Institutional Advancement.
5. Oversees the utilization of information systems and technology to create a more robust computer environment to lead the development of student recruitment and retention.
6. Develops programs and creative initiatives to engage others faculty, staff, students, alumni, trustees, and parents; in efforts to attract, enroll and retain students.
7. Collaborates with faculty, staff and the President's Executive Cabinet members in the establishment and oversight of enrollment management policies, systems and procedures.
8. Works with Executive Vice President & Academic Dean and the Director of the VC-CENTS Program in the development of new initiatives for the recruitment of adult learners.
9. In conjunction with the Division Office of Planning and Information Management, identifies institutional and external data and research to support effective marketing and recruitment initiatives.
10. Works closely with President's Executive Cabinet, the Vice President for Fiscal Affairs and the Office of Student Financial Aid in the leveraging of financial aid, pricing, and related issues to optimize the use of federal, state, and institutional resources in the recruitment of new students.
11. Works closely with Executive Vice President & Academic Dean and the Registrar to ensure compliance with academic policies and procedures administered through the Office of Records & Registration.
12. Assures adequate and appropriate annual and long range budget preparation of the Division; administers funds allocated through the approved annual budget within established limits; receives for review and recommendation the items of the annual budget of the Division.
13. Arranges for the preparation of new and/or revised management guidelines and procedures, job evaluations and professional development initiatives; modifies the organizational structure of the Division when appropriate; employs personnel for or appoints employees to position of management within the Division.
14. Recommends promotion, demotion, disciplinary action and release of personnel within the Division.
15. Represents the College at events on and off the campus.
16. Chairs the Matriculation Committee.
17. Other duties assigned by the President.

1.5 Organizational Chart

See the appendix for the organizational chart.

1.6 Internal Governance of Voorhees College

1.6.1 Faculty Senate Constitution

1.6.1.1 Article I. The General Faculty

The General Faculty of Voorhees College consists of all full- and part-time faculty members including administrative officers holding faculty appointments. The General Faculty is the legislative body of the College 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 College President on behalf of the General Faculty. Major changes in educational policy approved by the General Faculty must be presented by the College 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 college as set forth in more detail below.

The General Faculty is responsible to, and is chaired by, the College President or the Executive Vice President & Academic Dean. All full- and part-time members of the General Faculty are automatically 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 College 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 College President.

1.6.1.2 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.

Article II. Section 1. Name and Character

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

Article II, Section 2. Purposes

The Faculty Senate will:

- have legislative responsibility for general academic policy for the college;
- 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;
- facilitate communication among faculty, staff, students, and the administration and assist in the resolution of conflicts.

Article II, Section 3. Responsibilities and Functions

The Faculty Senate speaks for the faculty of the College. It will confine its activities to matters directly concerning the College, its administration, its faculty, its staff, and its students.

Because shared governance operates best in an atmosphere of mutual trust and respect, communication and cooperation between the college administration and the Faculty Senate are expected and encouraged.

The principal functions of the Faculty Senate are the following:

1. **Legislative** The Faculty Senate will have legislative responsibility for proposing, reviewing, and modifying the academic policies and procedures of the College. 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 College 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 College. In the formation and review of academic policies and procedures, the Senate will work collaboratively with the College administration and with all faculty members. Policies and procedures approved by the Senate must be submitted to the College President for review and to the Board of Trustees for final approval. In the event that the College 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 College President of its final decision. If the differences cannot be resolved, the College President will present to the Board of Trustees the recommendation of the administration with respect to the issue in question. The College 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 College as they relate to academic matters or to the general welfare of the faculty, staff, and students of the College. On its own initiative or in response to expressed concerns of faculty members, the Senate may conduct studies and may make recommendations to the College President, to the Executive Vice President & Academic Dean, or to others.

In the event that the College President does not approve a recommendation made by the Senate, the College 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 College 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.

Article II, 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 Senate. The officers of the Senate will consist of a President, a Vice-president, a Member at-large, a Parliamentarian, a Secretary, and a representative to the Voorhees College Board of Trustees. Collectively, they will constitute the Secretariat of the Faculty Senate.

Article II, Section 5. Membership

All non-officers of the Senate will represent the College as members of the Faculty Senate.

Article II Section 6. 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 at its next plenary meeting.

The voting members of the Secretariat will be the Senate President, Vice-President, Member-at-Large, Parliamentarian, Secretary and a Representative to the Voorhees College Board of Trustees. The Senate President will chair the Secretariat. The Executive Vice-President and Academic Dean will be an ex officio member of the Secretariat.

Article II Section 7. Removal of Officers

The Faculty Senate may establish procedures for the removal of an officer from the Secretariat.

Article II Section 8. Voting

Each full-time faculty member is entitled to one vote per resolution.

Article II, Section 9. Term of Office

The term of office of members of the Secretariat of the Faculty Senate will be one year except when the Senate establishes a shorter term to comply with the provisions of Section 6. 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 at the last regular meeting of the spring semester.

Article II, Section 10. Staggering of Elections for Officers

The Officer's election will occur as followed:

President and Secretary even numbered years all other officers in odd numbered years.

Article II, Section 11. Self-Perpetuating Body

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

Article II, Section 12. Definitions

College President and Executive Vice-President and Academic Dean: The Executive Vice President & Academic Dean is the principal representative of the College 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 College President, the Executive Vice-President and Academic Dean or another appropriate administrator may represent the President at his or her option.

Division and College Faculty: The terms, “division faculty” and “college faculty”, include all full- and part-time faculty members employed by Voorhees College.

Article II, Section 13. Affiliations

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

Article II, Section 14. Eligibility for Membership of the Secretariat of the Faculty Senate

All faculty members are eligible for election to the Secretariat with the following exceptions: (1) those who are part-time faculty members and (2) those whose duties are judged by the Secretariat to be primarily administrative. In all questions of eligibility, the Secretariat will be the final authority. Only full-time faculty members may be counted towards establishment of a quorum for the purpose of holding a plenary meeting of the Faculty Senate. Eligibility will be determined by members contractual agreement with the college.

Article II, Section 15. Nomination and Election of Officers

The officers composing the Secretariat will be individually elected by the full membership of the Faculty Senate once each year during the spring term. 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 he or she is eligible to vote. All elections will be by secret ballot. The times and procedures for conducting elections and counting votes will be specified in the Senate governance documents.

Article II, Section 16. 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.

Article II, Section 17. Absences and Temporary Vacancies

In the event an officer is unable to attend a meeting of the Faculty Senate, he or she will designate a substitute from among the voting Senate membership

Article II, Section 18. 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.

Article II, Section 19. Meetings

The Faculty Senate will schedule and hold monthly plenary meetings on the last Thursday of each month from 4:00 to 5:00pm 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 a meeting of the Faculty Senate to take place, there must be a quorum of at-least two thirds of those Senate members who are full-time members of the Voorhees College faculty. The Faculty Senate Membership and the Secretariat may invite any person to meet with them at any of their meetings.

1.6.1.3 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.

1.6.1.4 Article IV. Amendments Article IV, Section 1. Procedures

Amendments to the Constitution may be proposed by written petition signed by at least 20 percent of the membership of the Faculty Senate. 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 College President for presentation to the Board of Trustees.

Article IV, 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.

1.6.1.5 Article V. 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, (a) the College President will convene a public meeting of the General Faculty to discuss and debate the proposed dissolution, and (b) written ballots will be prepared and distributed to faculty members eligible to vote. Ballots received by the Office of the College 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.

1.6.2 Constitution the Student Government Association of Voorhees College

We, the students of Voorhees College, in order to maintain and strengthen democratic leadership among the college students; to give students opportunities for participation in the formulation, guidance, and execution of the College'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 College; to develop intelligent leadership and fellowship to uphold the standards of the College; 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 College, consistent with the policies of the institution, do ordain and establish this Constitution of the Student Body of Voorhees College. This Constitution supersedes all previous Constitutions.

1.6.2.1 Article I - Name of Organization and Membership

Section 1. Name. The name of the organization shall be the Student Government Association of Voorhees College (the SGA).

Section 2. The Student Body. All registered students of Voorhees College 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.

1.6.2.2 Article II - Student Body Representation

The SGA is the governance body of the students of Voorhees College. 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 College.

1.6.2.3 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 elected from each of the four (4) classes of Voorhees College. Student Senators shall be elected as prescribed in Article VI.

Section 2. Senate Officers. The Student Senate shall have the following officers:

- A. The Vice President of the SGA is a nonvoting ex-officio member of the Senate.
- B. 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.

- C. 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.
- D. 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.
- E. 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.
- F. 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:

- A. Enact, by majority vote, rules and regulations governing the Student Body.
- B. Propose, by two-thirds vote, amendments to this Constitution.
- C. Provide for the compilation and publication of legislation in order that the Student Body be informed.
- D. Confirm all appointments by the President of the SGA by a two-thirds vote.
- E. 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-thirds of the total membership of the Senate.
- F. 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.
- G. If necessary, override the veto of the SGA President by a two-thirds veto of the membership.
- H. Establish its own meeting time and rules of procedure.

Section 4. Vice President for Student Affairs. All legislation passed by the Student Senate must be approved by and bear the signature of the Vice President for Student Affairs to become effective.

1.6.2.4 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 2.7. 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 2.5.

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 election, candidates for the offices of SGA Secretary, Assistant Secretary, and 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 2.5.

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:

- A. To keep a careful and authentic record of the proceedings of the SGA meetings and Executive Board Meetings.
- B. To be able to furnish the exact wording of a motion that is pending before the assembly.
- C. To furnish information from the minutes, that may be requested by officers or members.
- D. To preserve all records, reports and documents of the organization which are not assigned to other officers or members.
- E. 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:

- A. Assisting in planning the budget of the Student Government Association.
- B. Seeing that all monies are spent according to budget.

- C. Working with the President in developing contractual agreements that involve the commitment of finance, which are to be approved by the Vice President of Student Affairs or his or her designee.
- D. Keeping records of financial transactions of the Student Government Association.
- E. Providing the Student Government Association with an up-to-date financial report, when needed.
- F. Keeping an accurate account of all funds from Student Government Association's budget.
- G. Submitting all paperwork and documentation to the Office of Fiscal and Administration of the College as needed based on the policies and procedures of the College.
- H. Receipts shall be kept on file by the Business Manager.

Section 10. Miss Voorhees College. Miss Voorhees College candidates shall enter into a pageant (in April) from which only judges will select 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 College will be crowned by the previous "Miss Voorhees College" with the Coordinator of Student Activities and SGA President serving as Co-Chair organizers for this affair. An Advisory Committee to the Miss Voorhees College Pageant will be appointed by the Coordinator of Student Activities.

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

- A. Formal wear
- B. Casual wear
- C. Talent
- D. Impromptu question
- E. A short speech

The election of Miss Voorhees College shall be by the popular vote of the Student Body and crowned at a coronation with the SGA President and Coordinator of Student Activities being the chief organizers for this affair.

- A. Qualifications
 1. Must have attended Voorhees College 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 2.5 cumulative average.
 4. Must be a young lady whose moral image is above reproach and in record with the standards that benefit a Voorhees College student.
 5. Must be single and if elected, remain single throughout her reign as Miss Voorhees College. She should not have been married nor have conceived a child.
 6. 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.
 7. Must participate in the Voorhees College Pageant for the election year.
- B. Filing for Miss Voorhees College 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 candidate receiving the greatest number of votes cast shall be named Miss Voorhees College. The College may or may not elect attendants to Miss Voorhees College. In the event they are not elected, Miss Senior and Miss Junior will serve as attendants.
- D. Miss Voorhees College shall be the official student hostess for the College.
- E. The Student Senate shall have the power to appoint a person to the position of Miss Voorhees College 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 College. Mr. Voorhees College candidates shall enter into a pageant (in April) from which only judges will select 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 College will be crowned by the previous “Mr. Voorhees College” with the Coordinator of Student Activities and SGA President serving as Co-Chair organizers for this affair. An Advisory Committee to the Mr. Voorhees College Pageant will be appointed by the Coordinator of Student Activities.

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

- A. Formal wear
- B. Casual wear
- C. Talent
- D. Impromptu question
- E. A short speech

The election of Mr. Voorhees College shall be by the popular vote of the Student Body and crowned at a coronation with the SGA President and Coordinator of Student Activities being the chief organizers for this affair.

A. Qualifications

1. Must have attended Voorhees College 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 2.7 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 College student.
5. Must be single if elected; remain single throughout his reign as Mr. Voorhees College. He should not have been married nor have fathered a child.
6. 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.
7. Must participate in the Voorhees College pageant for the election year.

- B. Filing for Mr. Voorhees College 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 College. The College may or may not elect attendants to Mr. Voorhees College. In the event they are not elected Mr. Senior and Mr. Junior will serve as attendants.
- D. Mr. Voorhees College shall be the official student host for the College.
- E. The Student Senate shall have the power to appoint a person to the position of Mr. Voorhees College 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 14. 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 Coordinator of Student Activities. The initial requirements for qualifying are:

- A. Must have at least a 2.5 cumulative grade point average.
- B. Must be a junior or senior.
- C. Should have demonstrated leadership ability, good character, emotional stability, be active in curricular and extracurricular activities, possess individual initiative, a service contribution to the College, 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 15. 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 16. The Executive Board.

- A. 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 Student Affairs.
- B. 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 17. The Election Board.

- A. 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 Coordinator of Student Activities or another person designated by the Vice President for 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.
- B. The Election Board shall be responsible for the enforcement of the following rules:
 - 1. Voting shall be according to prescribed procedure.
 - 2. The polls shall be open for a minimum of nine (9) hours on the day of election.
 - 3. The counting and tabulation shall be made by the Election Board with the supervision of the Coordinator of Student Activities or another person designated by the Vice President for Student Affairs immediately after the polls are closed, and no vote shall be counted before that time.
 - 4. No election official, while on duty, shall attempt to influence a voter.
 - 5. No one shall attempt to solicit votes for a candidate within the immediate vicinity of the polls.
 - 6. A majority of the Election Board shall be present when the votes are counted.
 - 7. If ballots are used, said ballots shall be placed in the Office of Student Activities 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. 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. In case of a tie in the run-off election, the Student Senate shall elect a President or Vice President in closed session.
 - 8. The result of all student elections shall be posted within twenty-four (24) hours after the polls have been closed.

Section 18. The Central Spirit Committee.

- A. 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.
- B. The Chairman of the Central Spirit Committee shall be selected by the SGA President from among those persons enumerated in Section A.
- C. 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.

- D. 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 19. 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.

1.6.2.5 Article V - Judicial Powers

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

Section 1. The College Judicial System. It is in the best interest of the College and members of the College community for the College, 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 College preserve order. The College Judicial System is designed to help the College 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. Judicial Council. The Judicial Council is composed of four members from the faculty, two members appointed by the President of the College, and three students appointed by the SGA. In addition, two students, one faculty member, and one College 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 any other hearing boards or committees intended to address matters of student discipline are established at the College, there will be student representation on such hearing board or committee. These students will also be appointed by the SGA.

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

1.6.2.6 Article VI - Nominations and Elections

Section 1. Campaign Process. From the fifteenth of February until the fifteenth of April 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 College Pageant or Mr. Voorhees College Pageant, respectively or a combined pageant. Three (3) finalists for Miss Voorhees College and three (3) finalists for Mr. Voorhees College 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 College and/or Mr. Voorhees College 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 College.

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:

- A. There shall be no more than four (4) candidates for president, vice president, secretary, or business manager of each class.
- B. 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 shall 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 College and Mr. and Miss Homecoming must also maintain a minimum cumulative grade point average of 2.5 during their tenure in office.

1.6.2.7 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 Student Affairs to become effective.

The Student Government Association may override the disapproval of the Vice President for 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 College for approval. The decision of the President of the College 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 Student Affairs.

1.6.3 Governance of the Voorhees College National Alumni Association

1.6.3.1 Constitution of the Voorhees College National Alumni Association

1.6.3.1.1 Article I - Name

The name of this organization shall be the VOORHEES COLLEGE NATIONAL ALUMNI ASSOCIATION (VCNAA).

1.6.3.1.2 Article II - Purpose

The general purpose of the Voorhees National Alumni Association shall be to provide support in the form of time, talent and finances to promote and perpetuate the philosophy and educational goals as set by the college, and to provide and maintain a medium of viable communication mutually beneficial to the college, its alumni and the community.

1.6.3.1.3 Article III – Membership

1.6.3.1.3.1 Section 1 - Regular Membership

The regular membership of this Association shall be composed of all graduates (two and four year), former students, honorary degree recipients and individuals who subscribe to the purpose of the Association and those recommended by the alumni chapters.

1.6.3.1.3.2 Section 2 - Associate Membership

Associate membership may be granted to husbands, wives, parents, faculty, and staff members and to such persons who exhibit interest by support to, and participation in the program of the Voorhees College National Alumni Association or an alumni chapter.

1.6.3.1.4 Article IV- Chapters

1.6.3.1.4.1 Section 1 - Definition

A chapter shall be any organized group of members as defined in Article III, and accepted into the VCNAA. Chapters will be organized with the assistance and guidance of the Alumni Affairs Officer.

1.6.3.1.4.2 Section 2 - Requirements and Powers

To maintain in good standing, a chapter shall be committed to the purpose and spirit of the VCNAA and shall cooperate with its program. Chapter constitutions shall not be contrary to that of the national constitution.

1.6.3.1.5 Article V - Regions

1.6.3.1.5.1 Section 1 – Definition

A region shall be composed of any regular group of three or more chapters and shall be so designated by the VCNAA or by the Executive Committee if such designation is desired before the next scheduled meeting of the National Association.

1.6.3.1.5.2 Section 2 - Functions and Powers

A region shall coordinate the activities of the chapters within its jurisdiction, and shall aid them carrying out their program to the fullest possible extent. A region shall have the power to adopt rules and plans to these ends. A regional constitution shall not be contrary to that of the VCNAA constitution.

1.6.3.1.6 Article VI - Finances

1.6.3.1.6.1 Section 1 - Budget

The annual operating expenses of the VCNAA shall be met by proceeds received from National Member Dues and special projects sponsored by the national organization. A budget shall be agreed upon by the Executive Committee of the VCNAA.

1.6.3.1.6.2 Section 2 - Contributions and Fund Raising Activities

1. All contributions to Voorhees College and all funds raised by alumni chapters in the name of the College shall be sent (less expenses) directly to the College. All expenses should be documented and a copy along with proceeds.
2. All gifts, contributions and funds sent to the College shall be nonrestrictive unless allocated by document for a particular purpose. The use of the nonrestrictive funds shall be placed in the general operating budget of the college.

1.6.3.1.6.3 Section 3 - Dues

National dues shall be sent directly to the national treasurer. Individual alumni chapters will determine the chapter dues. This decision should always be made with the college's best interest in mind.

1.6.3.1.7 Article VII – Officers and Officials

1.6.3.1.7.1 Section 1 - Officers

Nominees for national offices should be active and in good financial standing with his her local chapter. There shall be a president, first vice president, second vice president, third vice president, secretary, assistant secretary, treasurer, financial secretary, business manager, journalist, chaplain, and parliamentarian. The duties of these officers shall be defined in the Bylaws.

1.6.3.1.7.2 Section 2 - Alumni Affairs Officer

There shall be an Alumni Affairs Officer appointed by the administration of the college, whose duties and responsibilities to the college and VCNAA shall be determined by the college's administration.

1.6.3.1.7.3 Section 3 - Alumni Trustees

There shall be alumni trustees who shall be recommended by the national alumni association and elected by the Board of Trustee, in accordance with the criteria set up by said Board.

These shall be two alumni trustees, one position shall be filled by the national president and one shall elected from the membership of the national association. They shall be recommended by the National Association and elected by the Board of Trustees in accordance with the criteria set up by said Board.

1.6.3.1.7.4 Section 4 - Executive Committee

The executive committee shall consist of the national officers, the immediate past national president, alumni trustees, alumni affairs officer, and chapter presidents; and have the power to act for the national organization between meetings. The meetings of the executive committee shall be called at the request of the president or a majority of the members of the committee. Special assistant(s) may be appointed by the president to assist the committee.

1.6.3.1.8 Article VIII – Elections and Terms of Officers

1.6.3.1.8.1 Section 1 - Nominations and Elections

Nominations will be taken from the floor during the annual meeting. When a person is unable to attend the annual meeting and you wish to nominate him/her, you must have the nominee's prior approval.

1.6.3.1.8.2 Section 2 - Financial Standing

The National Treasurer and/or a chapter representative should be prepared if a nominee is financially active in the alumni association.

1.6.3.1.8.3 Section 3 - Terms of Office

Officers designated in Article XII, Section 1, shall be elected at the annual meeting in the same election year and shall serve for a term of two years. Officers are eligible for re-election however they cannot serve more than two consecutive terms (4 years).

1.6.3.1.8.4 Section 4 - Vacancies

A vacancy in an office, except that of the president, shall be filled by the executive committee until the next election is held. In the case of a vacancy in the office of president, the first vice president shall serve until the next election for that office.

1.6.3.1.9 Article IX – Standing Committees

1.6.3.1.9.1 Section 1 - Designation of Committees

1. Credentials Committee - First vice president serves as chairman
2. Lost Alumni Committee - Second vice president serves as chairman
3. Homecoming Committee - Third vice president serves as chairman
4. Voice Committee - Chairman may volunteer or is appointed by the president
5. Student Body Alumni Awareness - Chairman may volunteer or is appointed by the president
6. Constitution Committee - Chairman may volunteer or is appointed by the president
7. Fund Raising Committee-- - Chairman of the Annual Fund Campaign is the chairman
8. Awards and Honorarium Committee - Chairman may volunteer or is appointed by the
9. President

The purpose of these committees should be explained in the Bylaws

1.6.3.1.10 Article X - Amendments

1.6.3.1.10.1 Section 1 - Constitution

This constitution may be amended by two-thirds vote of the members present at any annual meeting. Proposed amendment must have been sent to the executive committee at least 60 days before a meeting at which said amendment is sought to be passed. The proposed amendment

shall then be sent to each chapter at least 30 days before the annual meeting. Chapters should be prepared to vote or amendment at the annual meeting.

1.6.3.1.10.2 Section 2 - Bylaws

The Bylaws may be amended by a majority vote of members at any annual meeting.

1.6.3.2 Bylaws of the Voorhees College National Alumni Association (Revised June 2007)

1.6.3.2.1 Article I – Name

1.6.3.2.1.1 Section 1

The name of this organization shall be The Voorhees College National Alumni Association. Section I.

The Alumni Association is a permanent organization.

1.6.3.2.2 Article II – Purpose

1.6.3.2.2.1 Section 1

The purpose of the National Alumni Association is to aid Voorhees in the following ways.

1. Try to induce worthwhile young people to attend Voorhees.
2. To perpetuate the philosophy of the college
3. To aid the college financially whenever possible through student scholarships and direct contributions.

1.6.3.2.3 Article III – Membership

1.6.3.2.3.1 Section 1

A graduate or a former student of Voorhees may be a regular member of the Alumni Association.

1.6.3.2.3.2 Section 2

The National Alumni Association may have associate members.

All regular and associate members are required to pay dues as provided for in the Standing Rules.

1.6.3.2.3.3 Section 3

It shall be the privilege of any person to become a regular or associate member by meeting the requirements in section 1 of this Article III.

1.6.3.2.4 Article IV – Officers

1.6.3.2.4.1 Section 1

The officers of the National Alumni Association shall be President, First, Second, and Third Vice President, Secretary, Assistant Secretary, Corresponding Secretary, Treasure, Business Manager, Financial Secretary, Journalist, Chaplain, Parliamentarian, and Representative on the Board of Trustees as specified in Standing Rule No 11. Others may be added as this organization finds it necessary.

1.6.3.2.4.2 Section 2

To be eligible to hold office in the Voorhees College National Alumni Association, a candidate must meet the qualifications as stated in Article III, Sections 1 and 2.

1.6.3.2.4.3 Section 3

An officer shall hold office for one term of two years. No officer shall be eligible for more than two consecutive terms in the same office.

1.6.3.2.5 Article V – Meetings

1.6.3.2.5.1 Section 1

Unless otherwise ordered by the Alumni Association, one regular meeting shall be held each year. The alumni chapters will take turns hosting the National meeting every other year. The host chapter shall indicate its desire to host the national meeting one advance.

1.6.3.2.5.2 Section 2

A special meeting may be called if it is found necessary by the President and a majority of the elected officers.

1.6.3.2.5.3 Section 3

At least ten members must be present in order to hold a regular or special meeting.

1.6.3.2.6 Article VI – Standing Committees

Credentials Committee - Chairman - 1st Vice President

Must certify that a nominee for national office meets all qualifications as set forth Bylaws and Constitution.

Lost Alumni Committee -.Chairman - 2nd Vice President

Must aggressively identify and locate alumni-that are not currently listed in the call-directory.

Homecoming Committee - Chairman - 3rd Vice President

Must work closely with the college committee to plan Homecoming activities to ensure success of the event.

Voice Committee - Chairman - May volunteer or be appointed by the President

Must work closely with the Public Relations Officer to ensure the "VOICE" is reflective of 'alumni achievement' and involvement (personal, professional, college related).

Student Body Alumni Awareness Committees - Chairman may volunteer or be appointed by the President.

Must ensure the students of Voorhees 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.

Constitution Committee - Chairman may volunteer or be appointed by the President

Must be responsible for reviewing the Constitution and Bylaws each year and updated when appropriate (with alumni approval).

Fund Raising Committee- Chairman - Annual Fund Campaign Chairman

Must work diligently with coordinators to raise funds for the college's annual fund and capital campaign.

Awards and Honorarium Committee- Chair may volunteer or be appointed by the President

Responsible for establishing rules/guidelines for award recipients.

1.6.3.2.6.1 Section 1

The rules contained in Robert's Rules of Order as of the current edition shall govern the Voorhees National Alumni Association in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the special Rules of Order of the National Alumni Association.

1.6.3.2.7 Article VII – Amendments

1.6.3.2.7.1 Section 1

These Bylaws may be amended by a majority vote of all qualified members present at the annual meeting.

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 have been distributed to Presidents of all chapters.
3. The Alumni, through a committee appointed for the purpose, may give advice to local chapter if advice is asked for by a delegate. 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 special committee shall be appointed to bring in details on banking the Treasurer and also recommend a bank to make deposits:

7. Traveling expenses for delegates shall be an optional responsibility, of local chapters. Traveling expenses for the National President on official business shall be paid by the National Association.
8. An auditing committee shall be appointed immediately, and at the beginning of term hereafter. The auditing committee shall be appointed by the President prior to a national meeting so that a report can be given at the national meeting.
9. To be considered a regular or associate member each person must pay the national association ten (\$10) dues each year. Payment is to be made to the local chapter before October 1st. These dues shall be turned over to the National Treasurer within 10 days of receipt.
10. The Treasurer shall make a report whenever it is called for at a regular meeting. The auditing committee shall report at every national meeting.
11. The National Alumni Association shall elect an Alumni Representative to serve on the Board of Trustees as provided by the College Board of Trustee Regulations. The elected alumnus shall serve for a period of two years or until a successor has been elected.
12. The Secretary shall mail a copy of the minutes to the Presidents of all chapters within 60 days of the national meeting.

1.7 Committees of Voorhees College

1.7.1 Committees of the Board of Trustees

The Committees of the Board of Trustees are described in the Board Bylaws (See Section 1.3)

1.7.2 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 College in an advisory capacity. Faculty members, students and other College community stakeholders may be appointed to bring different perspectives and diversity of experience to the committees on which they serve.

1.7.2.1 President's Executive Cabinet

The Administrative Organization of the College is that part of the College 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 College areas. They are the Executive Vice President & Academic Dean, Vice President for Institutional Advancement, Vice President for Student Affairs, Vice President for Planning and Information Management, Vice President for Fiscal and Administrative Affairs, the Executive Director of the Center of Excellence in Rural and Minority Health and the Vice President for Enrollment Management & Director of Athletics and Special Events.

The President, as Chairperson, and the chief 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 college-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 College community. The President's Executive Cabinet meets weekly and also has the responsibility for the administration of policies.

1.7.2.2 Academic Dean's Council

The Executive Vice President & Academic Dean is responsible for appointment to the Academic Dean's Council, which includes all Division Chairpersons and Major Coordinators that report directly to the Executive Vice President & Academic Dean. The Academic Dean's Council is comprised of the Chairs of the Division of Arts and Sciences, Division of Business and Professional Studies, Education, and General Studies. It also includes the Director of Library, and Major Coordinators. The Academic Dean's Council reviews and recommends all changes in course(s), curriculum and academic policy and is responsible for the publication of new catalogs. The Academic Dean's Council also advises the Executive Vice President & Academic Dean on all matters related to academic integrity. The Academic Dean's Council meets weekly.

The Academic Dean's Council is advisory to the Executive Vice President & Academic Dean on all matters pertaining to policy and managerial/academic programs, and student academic support and development programs.

1.7.3 Strategic Planning Council and Committees

The responsibilities of the strategic planning council are as follows:

1. The council will annually review and revise the College'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 college 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 college's mission statement to the president and the board of trustees.
7. The strategic planning council is responsible for coordinating and integrating the plans and budgets of each committee. The strategic planning council is chaired by the president and staffed by the Vice President for Planning and Information Management.

1.7.3.1 Members of the Strategic Planning Council

President & CEO-Chairman

Vice President for Planning & Information Management-Vice Chairman

All Members of the President's Executive Cabinet

All Academic Division Chairpersons

All Academic Major Coordinators

Chief of Security

Chief Technology Officer

College Chaplain and Vicar

Coordinator of Institutional Research & Assessment

Coordinator of the Academic Success Center

Director of Admissions

Director of Alumni Relations

Director of Career Planning and Placement

Director of Communications

Director of Financial Aid

Director of Freshman Year Experience Program

Director of Housing and Residential Life

Director of Human Resources

Director of Physical Plant

Director of Sponsored Programs

Director of Student Activities

Director of Student Support Services

Director of the Library

Director of Upward Bound

Director of VC-CENTS

Executive Assistant to the President

Registrar

Others as appointed by the Vice Chairman and/or Chairman

1.7.3.2 Academic Planning Committee

The Academic Dean's Council will serve as the academic planning committee of the Strategic Planning Council and will be responsible for coordinating all planned activities in the academic area, including curriculum revisions and academic program reviews. The academic programs are

the core of the college's mission of teaching and research. The committee is Chaired by the Executive Vice President & Academic Dean.

1.7.3.3 Student Affairs Planning Committee

The Student Affairs Staff will serve as student affairs planning committee is responsible for coordinating and planning all student services and co-curricular activities. The Vice President for Student Affairs chairs the committee.

1.7.3.4 Technology Planning Committee

The IT Staff will serve as the technology planning committee of the strategic planning council and will develop and monitor a comprehensive technology plan for the college 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 college's campus-wide network. Chaired by the Chief Technology Officer and Vice President for Planning.

1.7.3.5 Budgeting and Facilities Planning Committee

The Business Affairs Staff will serve as the budgeting/facilities planning 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 Vice President for Fiscal and Administrative Affairs.

1.7.3.6 Institutional Advancement Planning Committee

The IA Staff will serve as the institutional advancement planning committee and will design plans and programs to develop understanding, acceptance, and support of the College among all its constituencies. The college'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 Vice President for Institutional Advancement.

1.7.3.7 Institutional Effectiveness Committee

The institutional effectiveness planning committee is responsible for assessing the conditions for effective planning and evaluation processes. This committee monitors the College's assessment model plan. Chaired by Vice President for Planning.

1.7.4 Institution-wide Committees

Institution-wide Committees address matters that cut across various segments of the College 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 College are organized annually and involve participation by faculty, staff, and students. The committees are appointed by the President of the College 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

1.7.4.1 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 Executive Vice President & Academic Dean.

1.7.4.2 Matriculation Committee

The Matriculation Committee is composed of Vice President of Enrollment Management & Director of Athletics and Special Events, Registrar, Director of Admissions, Director of Housing, Director of Student Support Services, and Vice President for Student Affairs, Director of Career Planning and Student Placement, Comptroller, Vice President for Planning and Information Management, and three Faculty Representatives. The Committee is chaired by the Vice President of Enrollment Management & Director of Athletics and Special Events 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 College is served. This Committee reports to the President.

1.7.4.3 Athletic Committee

The Athletic Committee is composed of three Faculty members, one staff member, and two students, the Registrar, Director of Admissions and the Athletic Director. The Chairperson of the Committee is appointed by the President. The function of this committee is to ensure that the athletic program of the College is properly organized and implemented in accordance with the mission and goals of the College. 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 for Enrollment Management and all coaches serve as staff to the Committee.

1.7.4.4 Special Events Committee

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

1.7.4.4.1 Homecoming Subcommittee of the Special Events Committee

The Homecoming Subcommittee of the Special Events Committee is composed of Faculty, staff, and Student Government Association representatives and is responsible for planning all activities related to Homecoming for students and alumni. The President appoints the Chairman and this Committee reports to the Special Events Committee.

1.7.4.5 Lyceum Committee

The Lyceum Committee is composed of Faculty from the arts (music, drama, art) and selected staff and functions to plan and coordinate lyceum and cultural activities on the campus. The committee reports to the President.

1.7.5 Faculty Committees

The Faculty Senate is the Representative body of the General Faculty of Voorhees College. (See Subsection 1.6.1).

1.7.5.1 Institutional Review Board (IRB)

In accordance with the IRB Guidelines set forth in Volume II, 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 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 aren't 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.

1.7.5.2 Diversity Plan Monitoring Committee

The Voorhees College Diversity Plan Monitoring Committee monitors and reviews priorities and procedures of the College with respect to diversity issues. It recommends action steps and policy to effect the objectives of the Strategic Diversity Plan to the Vice President of Institutional Advancement. The members of the committee shall consist of: (i) one faculty member from each Division of the College appointed by the respective Division Chairpersons; (ii) two administrative staff members appointed by the President; (iii) two undergraduate student representatives appointed by the Student Government Association, one of whom is a junior or senior, one of whom is a sophomore; (iv) the EEO/AA Officer; and (v) the Director of Human Resources who is the Committee Chairperson. Members shall serve one year terms and may be reappointed.

1.7.6 Judicial Committees

Because these committees make decisions that can effect an individual's employment or attendance at the College, persons who serve on these committees are covered by the liability policies of the College 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.

1.7.6.1 College Judicial Council

The College Judicial Council consists of at least 12 members: 5 faculty, 4 staff, and 3 students (elected by the Student Body). Students are appointed for one year terms, faculty and staff members are appointed for two year terms. The committee hears disciplinary cases in seven member panels selected by lot. There is a presiding officer for each hearing, selected by the Vice President for Student Affairs. (See Volume V Subsection 5.7.2 for additional information regarding the College Disciplinary System.)

1.7.6.2 Judicial Council Appeals Committee

The Judicial Council Appeals Committee consists of at least 12 members: 5 faculty, 4 staff, and 3 students (elected by the Student Body). Students and staff members are appointed for one year terms, faculty members are appointed for two year terms. The committee hears disciplinary cases in seven member panels selected by lot. There is a presiding officer of each hearing, selected by the Vice President for Student Affairs. (See Volume V Subsection 5.7.2 for additional information regarding the College Disciplinary System.)

1.7.6.3 Academic Review Committee

The Academic Review Committee is composed of three faculty, Vice President of Enrollment Management & Director of Athletics and Special Events and two staff members. The Committee functions to review all discrepancies reported by students on grades as well as to review the Policy on Satisfactory Academic Progress. The committee reports to the Executive Vice President & Academic Dean.

1.7.6.4 Committee on Tenure and Promotion

The Committee is composed of five faculty members, two of whom must already have multi-year agreements or tenure. The Student Government Association shall annually appoint a nonvoting student representative to the Committee on Tenure and Promotion. The committee functions to review and make recommendations regarding all applications for tenure and promotion. It reviews faculty credentials and faculty qualifications. The Committee makes its recommendations to the Executive Vice President & Academic Dean. The Committee reports to the Executive Vice President & Academic Dean.

1.7.6.5 Faculty Grievance Committee

The Faculty Grievance Committee facilitates the resolution of grievances for all faculty members and hears grievances regarding matters described in Sections 4.8 (Separation) and 4.13 (Faculty Grievance Procedures). This committee reports to the Vice President for Academic Affairs; its chair will be elected by the members of the committee.

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 first four. Members of this committee may not be on the Tenure and Promotion Committee or be officers of the Faculty Senate.

1.7.7 Student Governance Committees

The Committees of the Student Government Association are described in the Constitution of the Student Government Association (See Subsection 1.6.3)

1.7.8 Alumni Association Committees

The following Committees of the Alumni Association are described in the Bylaws of the Alumni Association (See Subsection 1.6.4):

Credentials Committee

Lost Alumni Committee

Voice Committee

Student Body Alumni Awareness Committees

Fund Raising Committee

Awards and Honorarium Committee

1.7.9 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 College as applicable.

1.8 General Policy Manual Revision Policy

Volumes II, III, V and VI are revised as appropriate by the administration of the College 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 Bylaws) and 1.6 (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 rest of Volume I follows the procedures in the first paragraph of this Section 1.8 above.

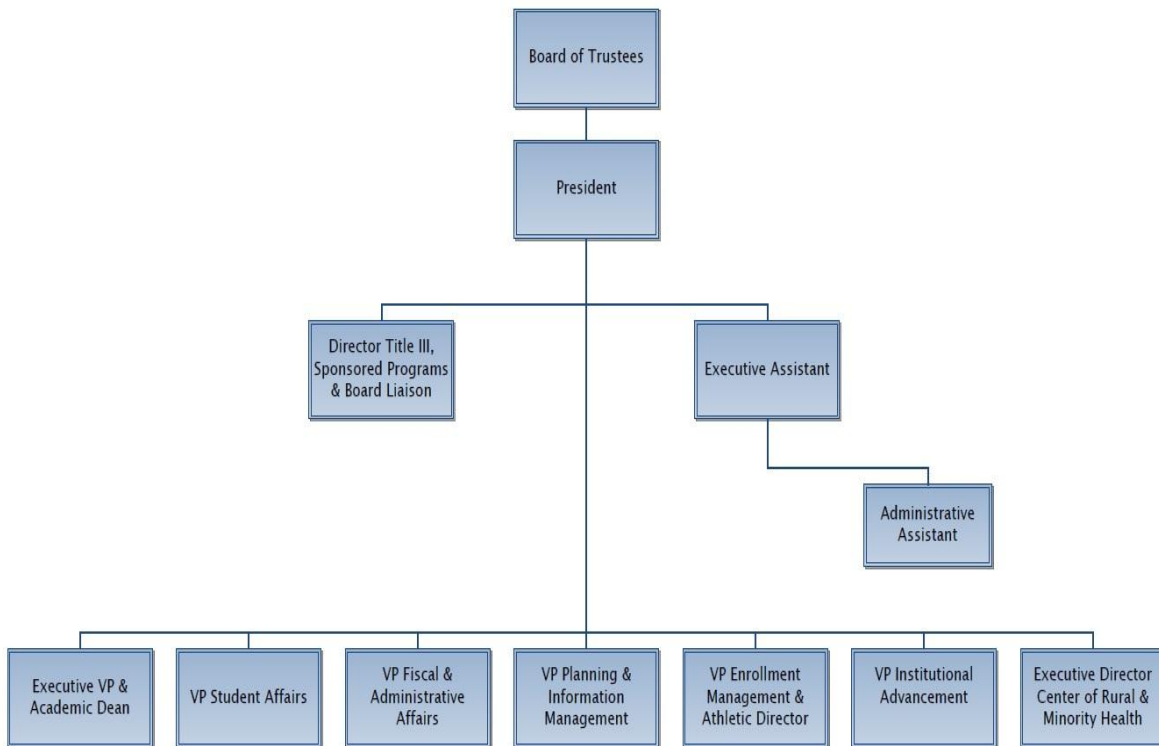
Volume IV, Faculty Policies, follow the amendment provisions found in Volume IV, Section 4.14.

The President and the Board of Trustees reserve the rights laid out in Volume IV, paragraphs 4.14.1.1 through 4.14.1.3 with respect to the entire Policy Manual of the College.

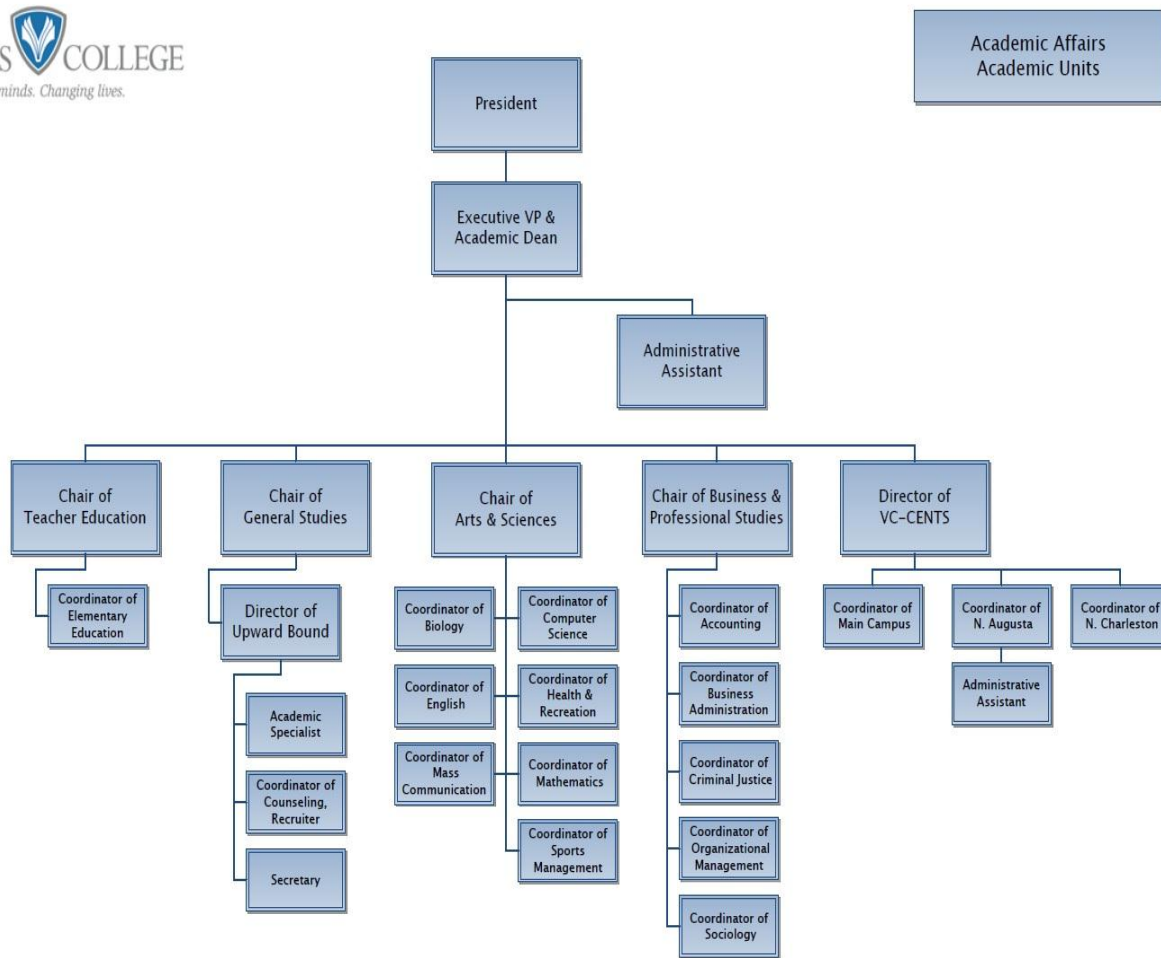
Appendix A: Central Administration Organizational Chart



Central Administration



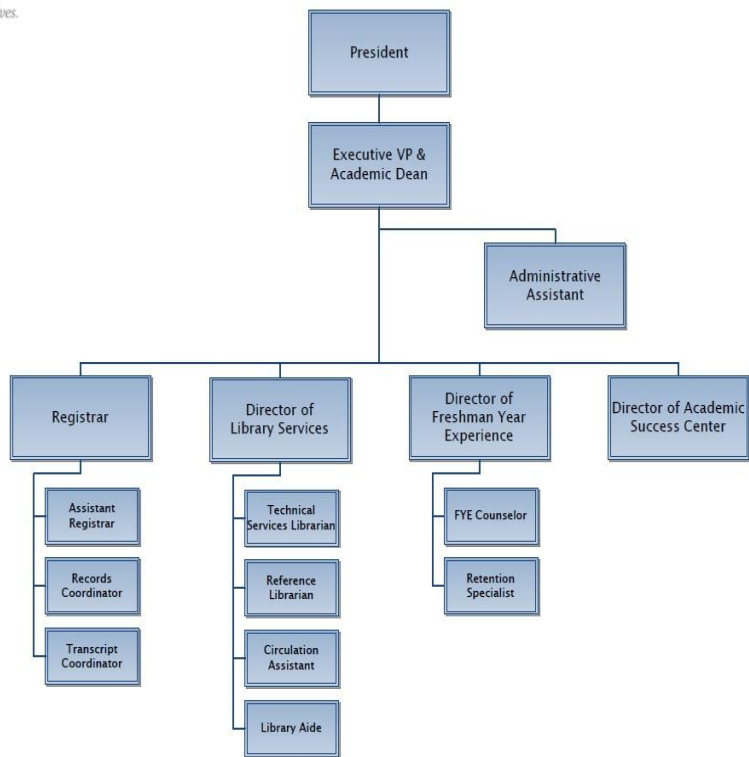
Appendix B: Academic Affairs (Academic Units) Organizational Chart



Appendix C: Academic Affairs (Administrative Units) Organizational Chart



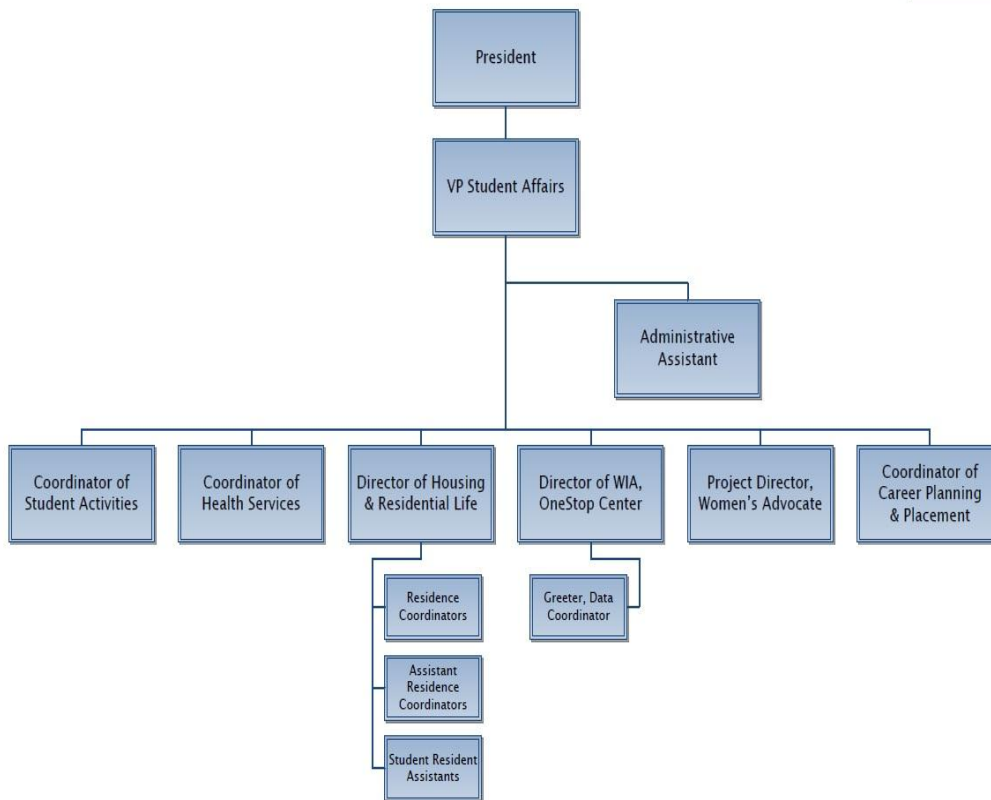
Academic Affairs
Administrative Units



Appendix D: Student Affairs Organizational Chart



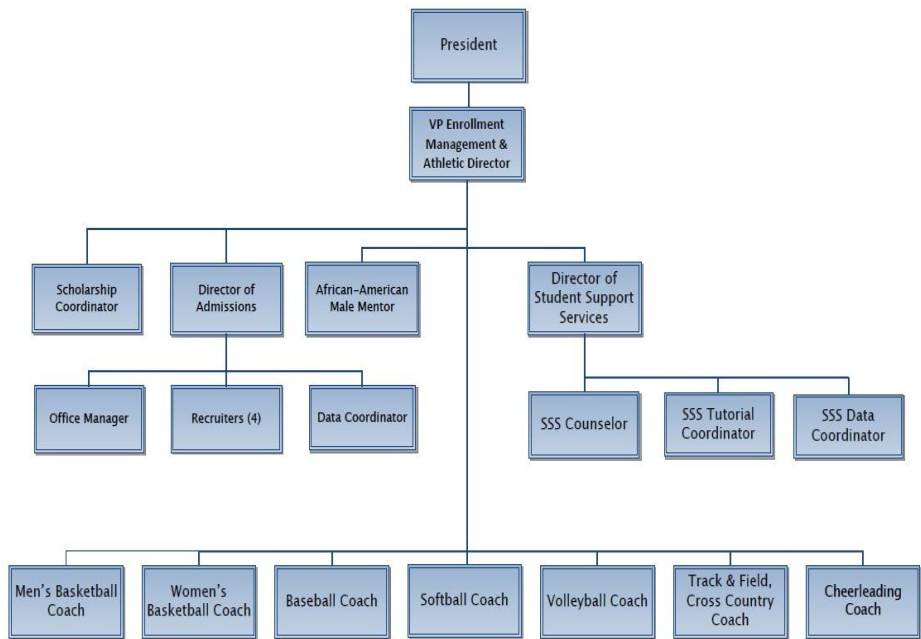
Student Affairs



Appendix E: Enrollment Management/Athletics Organizational Chart



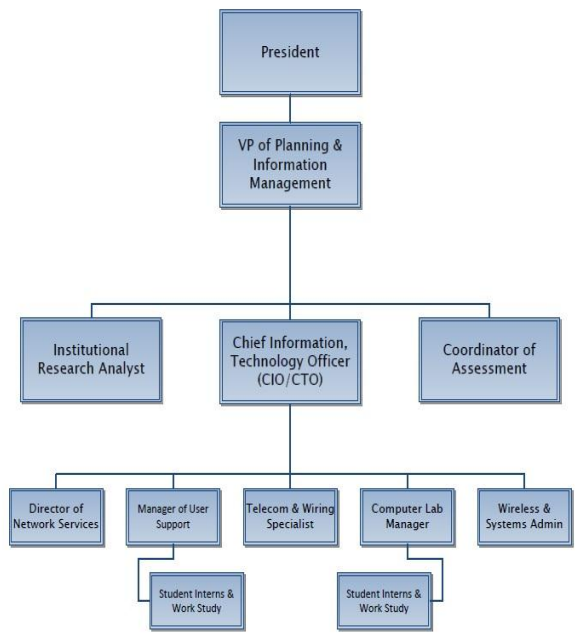
Enrollment Management & Athletics Program



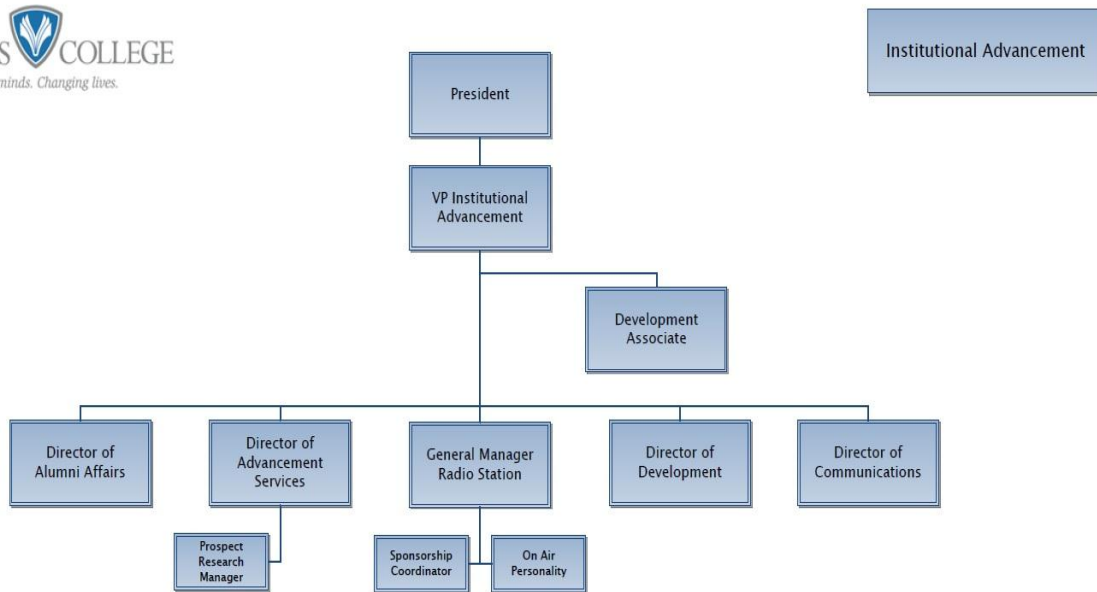
Appendix F: Planning and Information Management Organizational Chart



Planning and Information Management



Appendix G: Institutional Advancement Organizational Chart



Appendix H: Fiscal and Administrative Affairs Organizational Chart



Fiscal and Administrative Affairs

