

Georgia State University
College of Arts and Sciences
UNDERGRADUATE STUDENT ADVISORY BOARD
BYLAWS

I. Mission

The mission of the Undergraduate Student Advisory Board (USAB) is to advise the College of Arts and Sciences (CAS) on matters pertaining to undergraduate learning and student services. Additionally, the USAB will provide input on undergraduate CAS programs, policies and practices and facilitate broader dialogue between CAS majors and CAS staff, faculty and administrators.

II. Structure and Membership

- a. The membership of the USAB will consist of the following individuals:
 - i. Dean of the College of Arts and Sciences
 - ii. Board chair(s), appointed by the dean
 - iii. Designated faculty and staff
 - iv. Student Advisory Board Members
 1. No more than thirty undergraduate students and no fewer than 15 will be permitted to serve on the Advisory Board at any given time.
- b. USAB members may serve a maximum term of two years with no option for extension.
- c. Terms for members will begin on the first day of fall semester classes (late August).

III. Eligibility

- a. Students eligible to serve on the Undergraduate Advisory Board must meet the following minimum requirements:
 - i. Classification of “Junior” or “Senior” at the start of their term.
 - ii. Applicants must possess a minimum of one semester of GSU residency prior to applying.
 - iii. Minimum GPA of 2.5.

IV. Application Process

- a. In the selection process, every effort will be made to select a board that is representative of the disciplinary breadth of the college.
- b. Incoming Board members will be selected by the college Dean’s Office.

V. Attendance

- a. A quorum will be determined by 1/2 USAB membership.
- b. USAB members are expected to attend meetings regularly.
- c. USAB meetings will be open to the GSU community and will be included in the A&S program calendar.

VI. Voting

- a. USAB members must be present at meetings in order to vote. Exceptions for electronic votes will be made at the discretion of the board chair(s).
- b. Motions are carried with a simple majority of those in attendance except as specified in these bylaws and as determined by Robert Rules of Order.

VII. Committee Structure

- a. The Membership Committee is the only standing committee within the advisory board.
 - i. The Membership Committee will facilitate the application process for new USAB members including, but not limited to: recruitment, application consultation, and on-boarding.
- b. Ad hoc committees will be established on a year-to-year basis as determined by the goals of USAB and needs of the Arts and Sciences Dean's Office.
 - i. Ad Hoc committees will be established by a simple-majority vote.

VIII. Rules

- a. The USAB will use Roberts Rules of Order to manage all official meetings.
- b. The board may recommend amendments to these bylaws to the college dean by a 2/3rds vote of members present. The dean has final authority for the board bylaws.

IX. Board Membership Changes

- a. The board chair(s) will have the power to remove board members for one or more of the following reasons:
 - i. Changing a major or specialization outside of the College of Arts and Sciences.
 - ii. Violation of university academic policy.
 - iii. Failure to attend meetings regularly.
 - iv. Dropping below the required minimum GPA of 2.5.
- b. The board chair(s) will have the power to appoint a new board member in the event of a vacancy. The determination as to whether a vacant seat should be filled or not will be made at the discretion of the chair.