

Bylaws of the Eberly Student Advisory Board (ESAB)

Eberly College of Arts and Sciences, West Virginia University

— 1st Edition —



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ARTICLE I. BOARD NAME & PURPOSE

/ SECTION 1.1 - NAME.

The official name of this organization shall be the *Eberly College Student Advisory Board* (hereinafter referred to as “ESAB”).

/ SECTION 1.2 - PURPOSE.

The ESAB shall be required to:

- a. Formally represent and act as the official liaison between Eberly College students and the Eberly College Dean, faculty, staff, and administration, ensuring clear and consistent communication.
- b. Enhance the Eberly College’s brand and identity, foster a unified Eberly College student community, and promote student engagement and involvement.
- c. Identify, document, and present Eberly College student concerns, feedback, and proposals to the Eberly College Dean, faculty, staff, and administration.
- d. Strengthen academic, professional, and social experiences through structured Eberly College events and initiatives.
- e. Promote and integrate the Eberly Edge program, ensuring Eberly College students are informed and engaged with its opportunities.
- f. Support student mentoring and advising initiatives in collaboration with the Center for Learning, Advising, and Student Success (hereinafter referred to as “CLASS”).

ARTICLE II. ASSEMBLY MEMBERS

/ SECTION 2.1 - ELIGIBILITY.

The ESAB Assembly Members shall be required to:

- a. Be limited to undergraduate students currently enrolled in a major or minor within the Eberly College of Arts and Sciences.

- b. Maintain good academic standing (GS), as defined by the West Virginia University Academic Standing Codes. Assembly Members who violate the West Virginia University Academic Standing Codes shall be subject to review by the Oversight & Accountability Committee and, upon its recommendation, require a simple majority vote of the total membership of the ESAB at the next regular meeting.
- c. Maintain good conduct standing, as defined by the West Virginia University Campus Student Code of Conduct, and be free from all unresolved disciplinary sanctions. Assembly Members who violate the West Virginia University Campus Student Code of Conduct shall be subject to review by the Oversight & Accountability Committee and, upon its recommendation, require a simple majority vote of the total membership of the ESAB at the next regular meeting.

/ SECTION 2.2 - APPLICATION / SELECTION PROCESS.

The ESAB Assembly Members shall be required to:

- a. Complete all components of the ESAB membership application as a condition of membership eligibility. Membership applications shall open at the beginning of each fall semester. The ESAB Chair and ESAB Vice Chair shall review all membership applications and determine which applicants to present to the ESAB for consideration. An applicant shall be confirmed upon receiving the approval of at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB. Applicants will be notified in writing of the Board's decision. All new ESAB assembly members must be recruited and confirmed no later than October 1 of the fall semester.
- b. Commit to serving the full duration of one (1) membership term. A membership term shall be defined as one (1) academic year, comprising the consecutive fall and spring semesters.
- c. Be eligible to reapply for membership in subsequent academic years.

/ SECTION 2.3 - DUTIES OF MEMBERS.

The ESAB Assembly Members shall be required to:

- a. Actively serve on at least one (1) standing ESAB committee.

- b. Attend and support ESAB-sponsored events when such events are held.
- c. Submit reports, assignments, and related materials by deadlines established by the ESAB Chair and/or committee chairs.
- d. Represent the interests of Eberly students by providing feedback and raising concerns.
- e. Maintain professionalism and uphold the values of West Virginia University and the Eberly College of Arts and Sciences.
- f. Be subject to removal for failure to fulfill any of the above duties. Removal for such violations shall require review by the Oversight & Accountability Committee and, upon its recommendation, require a simple majority vote of the total membership of the ESAB at the next regular meeting.

/ SECTION 2.4 - ATTENDANCE REQUIREMENTS.

The ESAB Assembly Members shall be required to:

- a. Attend all ESAB regular and special meetings, as well as all ESAB-sponsored events.
- b. Be subject to removal after more than two (2) unexcused absences within one (1) semester, or more than four (4) unexcused absences within one (1) academic year.
- c. Absences shall be excused only in cases of illness, family emergency, religious observance, or academic obligation. Any other reason for absence must receive prior approval from the ESAB Chair at least twelve (12) hours in advance.
- d. Removal for such violations shall require review by the Oversight & Accountability Committee and, upon its recommendation, require a simple majority vote of the total membership of the ESAB at the next regular meeting.

ARTICLE III. EXECUTIVE OFFICERS

/ SECTION 3.1 - COMPOSITION.

The Executive Officers of the ESAB shall be the Chair, Vice Chair, Secretary, and Treasurer. Officers are elected internally by at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB at the final meeting of the spring semester. Officers' terms last for one (1) academic year. Officers

may stand for reelection. Executive Officers shall be required to comply with the attendance requirements outlined in Article III § 3.1.1 of these bylaws.

3.1.1 - Attendance Requirements.

The Executive Officers of the ESAB shall be required to:

- a. Attend all ESAB regular and special meetings, as well as all ESAB-sponsored events.
- b. Be subject to removal from office after more than two (2) unexcused absences within one (1) semester, or more than four (4) unexcused absences within one (1) academic year.
- c. An absence shall be excused only for illness, family emergency, religious observance, academic obligation, or another reason approved by the Chair (or Vice Chair, if the Chair is the officer in question), no later than twelve (12) hours in advance.
- d. Removal for such violations shall require review by the Oversight & Accountability Committee and, upon its recommendation, require a simple majority vote of the total membership of the ESAB at the next regular meeting.

/ SECTION 3.2 - ESAB CHAIR.

3.2.1 - Duties.

The ESAB Chair shall be required to:

- a. Accept ESAB membership applications and oversee the membership selection.
- b. Attend the West Virginia University Student Government Association (hereinafter referred to as “SGA”) regular and special meetings, as well as all SGA-sponsored events, in accordance with Article III § 3.1 (Attendance) of the **SGA Bylaws**.
- c. Call, attend, and preside over all ESAB regular and special meetings, as well as all ESAB-sponsored events, in accordance with the attendance requirements outlined in Article III § 3.1.1 of these bylaws.
- d. Lead the ESAB in identifying, developing, and executing at least two (2) tangible projects to be completed within the course of a single (1) academic year. A new project shall be undertaken each (1) academic year.
- e. Lead the ESAB in hosting events that strengthen the Eberly College’s brand and identity, foster a unified student community, and promote student engagement and involvement.

- f. Support and promote peer mentoring programs in collaboration with the CLASS liaison.
- g. Actively serve on at least two (2) standing ESAB committees, including serving ex officio as Chair of the College Projects Committee.
- h. Appoint committee chairs, confirmed by at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB.
- i. Ensure that all ESAB committees are fully staffed, meeting regularly, and functioning in accordance with their stated purposes.
- j. Serve as the primary point of contact and official liaison to the Eberly College Dean, faculty, staff, and administration.
- k. Be subject to removal for failure to fulfill any of the foregoing duties, in accordance with the accountability procedures outlined in Article III § 3.2.2 of these bylaws.

3.2.2 - Accountability.

The ESAB Chair shall be required to:

- a. Hold office contingent upon the confidence of the ESAB.
- b. A vote of no-confidence may be initiated by a written petition of at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB. The removal of the ESAB Chair from office shall require the vote of at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB at a regular or special meeting duly convened for that purpose.
- c. In cases of alleged violations of duties, misconduct, or failure to comply with these bylaws, removal shall require review by the Oversight & Accountability Committee and, upon its recommendation, a simple majority vote of the total membership of the ESAB at the next regular meeting.
- d. In the event of the ESAB Chair's removal, the Vice Chair shall immediately assume the role of Acting Chair. The Acting Chair shall serve in that capacity until the next regular election of ESAB officers at the final meeting of the spring semester, at which time a new Chair shall be elected, in accordance with these bylaws.

/ SECTION 3.3 - ESAB VICE CHAIR.

3.3.1 - Duties.

The ESAB Vice Chair shall be required to:

- a. Assist the ESAB Chair in executing all applicable duties and responsibilities outlined in Section 3.2.1.
- b. Call, attend, and preside over all ESAB regular and special meetings, as well as ESAB-sponsored events, in the absence of the Chair, in accordance with the attendance requirements outlined in Article III § 3.1.1 of these bylaws.
- c. Serve as the Acting Chair in the event of the Chair's removal, resignation, incapacitation, or inability to serve, and shall remain Acting Chair until the next regular election of ESAB officers at the final meeting of the spring semester, at which time a new Chair shall be elected, in accordance with these bylaws.
- d. Ensure that all committee chairs submit written reports for inclusion in meeting minutes.
- e. Lead the coordination of internal leadership development, orientation, and training for new ESAB members.
- f. Monitor the attendance of ESAB members in collaboration with the Secretary and recommend action to the Chair when attendance policies are violated.
- g. Actively serve on at least two (2) standing ESAB committees, including serving ex officio as Chair of the Oversight & Accountability Committee. In cases where the Vice Chair is the subject of review by the Oversight & Accountability Committee, the Vice Chair shall recuse themselves, and the committee shall elect an interim chair from among its members for the duration of the review.
- h. Serve as the primary point of contact and official liaison to the Eberly College Dean, faculty, staff, and administration when the ESAB Chair is unable to attend.
- i. Perform any additional duties delegated by the ESAB Chair or prescribed by these bylaws.
- j. Be subject to removal for failure to fulfill any of the foregoing duties, in accordance with the accountability procedures outlined in Article III § 3.3.2 of these bylaws.

3.3.2 - Accountability.

The ESAB Vice Chair shall be required to:

- a. Hold office contingent upon the confidence of the ESAB.
- b. A vote of no-confidence may be initiated by a written petition of at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB. The removal of the ESAB Vice Chair by a vote of no-confidence shall require the vote of at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB at a regular or special meeting duly convened for that purpose.
- c. In cases of alleged violations of duties, misconduct, or failure to comply with these bylaws, removal shall require review by the Oversight & Accountability Committee and, upon its recommendation, a simple majority vote of the total membership of the ESAB at the next regular meeting. If the Vice Chair is the subject of such a review, they shall recuse themselves from all Oversight & Accountability Committee proceedings, and the committee shall elect an interim chair from among its members for the duration of the review.
- d. In the event of the ESAB Vice Chair's removal, a new Vice Chair shall be elected by at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB at the next regular meeting.

/ SECTION 3.4 - ESAB SECRETARY

3.4.1 - Duties.

The ESAB Secretary shall be required to:

- a. Record complete and accurate minutes of all ESAB regular and special meetings, including attendance, motions, votes, decisions, and discussions.
- b. Distribute meeting minutes to the membership within five (5) business days following each meeting.
- c. Maintain an official record archive that includes minutes, attendance records, and committee reports for the duration of each academic year.
- d. Track member attendance at all ESAB meetings and events, while collaborating with the Vice Chair and the Oversight and Accountability Committee to monitor attendance violations and recommend action when members violate attendance policies.
- e. Comply with the attendance requirements outlined in Article III § 3.1.1 of these bylaws.

- f. Collect, organize, and preserve committee reports from committee chairs for inclusion in meeting minutes and records.
- g. Manage official ESAB correspondence, including the distribution of announcements and formal communications to the membership.
- h. Ensure that all records and documents are properly and efficiently transferred to the incoming Secretary at the conclusion of the academic year.
- i. Actively serve on at least two (2) standing ESAB committees, including serving ex officio as Chair of the Student Outreach & Recruitment Committee.
- j. Distribute all meeting agendas to the membership at least twelve (12) hours in advance of each scheduled meeting.
- k. Record, distribute, and archive all proposed amendments to these bylaws, in accordance with Article V §§ 5.1–5.3, ensuring that proper notice is given to the membership and that adopted amendments are preserved in the official ESAB record.
- l. Perform any additional duties delegated by the ESAB Chair or prescribed by these bylaws.
- m. Be subject to removal for failure to fulfill any of the foregoing duties, in accordance with the accountability procedures outlined in Article III § 3.4.2 of these bylaws.

3.4.2 - Accountability.

The ESAB Secretary shall be required to:

- a. Hold office contingent upon the confidence of the ESAB.
- b. A vote of no-confidence may be initiated by a written petition of at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB. The removal of the ESAB Secretary by a vote of no-confidence shall require the vote of at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB at a regular or special meeting duly convened for that purpose.
- c. In cases of alleged violations of duties, misconduct, or failure to comply with these bylaws, removal shall require review by the Oversight & Accountability Committee and, upon its recommendation, a simple majority vote of the total membership of the ESAB at the next regular meeting.

- d. In the event of the ESAB Secretary's removal, a new Secretary shall be elected at the next regular meeting of the ESAB by at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB.

/ SECTION 3.5 - ESAB TREASURER

3.5.1 - Duties.

The ESAB Treasurer shall be required to:

- a. Maintain accurate and up-to-date financial records of all ESAB funds, including balances, revenues, and expenditures.
- b. Prepare and present a proposed operating budget for the academic year to the ESAB membership no later than the third (3) regular meeting of the fall semester.
- c. Submit a financial report at every regular ESAB meeting, including current account balance, expenditures since the last report, pending reimbursements, and the remaining budget.
- d. Collect and review all receipts, invoices, and documentation for reimbursement.
- e. Oversee and authorize all ESAB expenditures, with approval from the Chair and confirmation by a simple majority vote of the total membership of the ESAB at the next regular meeting.
- f. Maintain a system for tracking event and project expenses in collaboration with committee chairs.
- g. Comply with the attendance requirements outlined in Article III § 3.1.1 of these bylaws.
- h. Coordinate with the West Virginia University SGA Bureau of Finance for all ESAB financial submissions, reimbursements, transfers, and allocations, in accordance with Article VI §§ 6.6-6.8 of the **SGA Bylaws**.
- i. Ensure ESAB requests comply with SGA grant categories, limits, and per-diem rules, in accordance with Article VI §§ 6.6-6.8 of the **SGA Bylaws**.
- j. Ensure ESAB expenditures meet SGA grant policy requirements, including recognized organization status, fiscal-year timing, invoiceable costs, and approval, under Article VI §§ 6.6-6.8 of the **SGA Bylaws**.

- k. Operate the ESAB's checking and/or savings account(s), ensuring that all deposits, withdrawals, and transfers are accurately recorded, approved by the Chair and Vice Chair, and reported to the ESAB at the next regular meeting.
- l. Actively serve on no fewer than two (2) standing ESAB committees, including serving ex officio as Chair of the Finance & Fundraising Committee.
- m. Prepare and submit an end-of-semester financial report to the ESAB membership and a final year-end financial report to the Dean of the Eberly College.
- n. Ensure all financial records, receipts, and reports are organized and transferred to the incoming Treasurer at the conclusion of their term.
- o. Perform any additional duties delegated by the ESAB Chair and ESAB Vice Chair or prescribed by these bylaws.
- p. Be subject to removal for failure to fulfill any of the foregoing duties, in accordance with the accountability procedures outlined in Article III § 3.5.2 of these bylaws.

3.5.2 - Accountability.

The ESAB Treasurer shall be required to:

- a. Hold office contingent upon the confidence of the ESAB.
- b. A vote of no-confidence may be initiated by a written petition of at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB. The removal of the ESAB Treasurer by a vote of no-confidence shall require the vote of at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB at a regular or special meeting duly convened for that purpose.
- c. In cases of alleged violations of duties, misconduct, or failure to comply with these bylaws, removal shall require review by the Oversight & Accountability Committee and, upon its recommendation, a simple majority vote of the total membership of the ESAB at the next regular meeting.
- d. In the event of the ESAB Treasurer's removal, a new Treasurer shall be elected at the next regular meeting of the ESAB by at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB.

ARTICLE IV. STANDING COMMITTEES

/ SECTION 4.1 - DESCRIPTION.

ESAB shall operate through standing committees. These committees shall be required to:

- a. Be comprised of no fewer than three (3) ESAB members.
- b. Be chaired by an Assembly Member, assigned by the ESAB Chair, and confirmed by a simple majority vote of the total membership of the ESAB at the next regular meeting.
Certain standing committees shall be chaired ex officio by designated Executive Officers, as specified in Article III of these bylaws.
- c. Hold scheduled meetings as needed, subject to stricter requirements as dictated by each committee.
- d. Include at least two (2) additional ESAB Members, either voluntarily joining or assigned by the committee chair.
- e. Operate with flexibility, provided that the ESAB may, by a simple majority vote of the total membership of the ESAB at the next regular meeting, approve an alternative composition where necessary to accommodate the size and capacity of the Board.
- f. Collaborate with any relevant West Virginia University entities.
- g. Generate discussion and ideas regarding legislation relevant to their assigned committee.
- h. Ad hoc committees may be formed by a simple majority vote of the total membership of the ESAB at the next regular meeting.

/ SECTION 4.2 - COMMITTEE CHAIRS.

4.2.1 - Duties.

These committee chairs shall be required to:

- a. Call, attend, and preside over all meetings of their respective committees.
- b. Prepare and distribute committee meeting agendas and ensure accurate minutes are recorded and submitted to the ESAB Secretary within five (5) business days following each meeting.
- c. Assign tasks to committee members and ensure active participation in committee business.

- d. Report regularly on committee activities, progress, and recommendations to the ESAB at regular meetings.
- e. Collaborate with other committee chairs, Executive Officers, and any relevant West Virginia University entities.
- f. Ensure that the committee fulfills its stated responsibilities outlined in these bylaws.
- g. Be subject to removal for failure to fulfill any of the foregoing duties.

4.2.2 - Accountability.

These committee chairs shall be required to:

- a. Hold office contingent upon the confidence of their respective committee.
- b. A vote of no-confidence may be initiated by a written petition of at least two-thirds ($\frac{2}{3}$) of the total membership of the committee.
- c. The removal of the committee chair from office shall require the vote of at least two-thirds ($\frac{2}{3}$) of the total membership of that committee at its next regular meeting.
- d. In the event of the committee chair's removal, the ESAB Chair shall assign an interim chair, to be confirmed by a simple majority vote of the total membership of the ESAB at the next regular meeting.

/ SECTION 4.3 - OVERSIGHT & ACCOUNTABILITY COMMITTEE

4.3.1 - Duties.

The Oversight & Accountability Committee shall be required to:

- a. Operate in accordance with, and be governed by Article IV § 4.1 of these bylaws.
- b. Be chaired ex officio by the ESAB Vice Chair as established in Article III § 3.3.1(g) of these bylaws. In cases where the Vice Chair is the subject of review by the Oversight & Accountability Committee, the Vice Chair shall recuse themselves, and the committee shall elect an interim chair from among its members for the duration of the review.
- c. Review and investigate all alleged violations of Assembly Member eligibility, duties, and attendance requirements under Article II §§ 2.1-2.4 of these bylaws.
- d. Review and investigate all alleged violations of Executive Officer duties and attendance requirements under Article III §§ 3.1-3.5.2 of these bylaws.

- e. Make recommendations to the ESAB regarding disciplinary actions, ensuring that due process is followed.
- f. Ensure that all votes of removal, whether for Assembly Members or Executive Officers, occur only after the committee has completed its review and submitted a written and logged recommendation.
- g. Maintain written records of all investigations, findings, and recommendations, and provide these records to the ESAB Secretary for inclusion in the official archive.
- h. Ensure compliance with all provisions of the ESAB Bylaws and recommend amendments when recurring issues or ambiguities are identified.
- i. Perform any additional duties delegated by the ESAB Vice Chair or prescribed by these bylaws.

4.3.2 - Accountability.

The Oversight & Accountability Committee shall be required to:

- a. Hold office contingent upon the confidence of the ESAB.
- b. Be subject to oversight by the ESAB Vice Chair, who serves ex officio as committee chair, in accordance with Article III § 3.3.1(g) of these bylaws.
- c. Be subject to reorganization, replacement of members, or dissolution by a simple majority vote of the total membership of the ESAB at the next regular meeting.
- d. Be subject to removal of its chair, in accordance with Article IV § 4.2.2 of these bylaws.

/ SECTION 4.4 - EBERLY COLLEGE PROJECTS COMMITTEE

4.4.1 - Duties.

The Eberly College Projects Committee shall be required to:

- a. Operate in accordance with, and be governed by Article IV § 4.1 of these bylaws.
- b. Be chaired ex officio by the ESAB Chair as established in Article III § 3.2.1(g) of these bylaws.
- c. Coordinate all project-based activities of the ESAB, including but not limited to events, campaigns, and initiatives, in tandem with the Finance & Fundraising Committee, the

Student Outreach & Recruitment Committee, and any relevant West Virginia University entities.

- d. Develop, propose, and oversee the execution of at least two (2) tangible projects each academic year, ensuring that such projects are completed within the duration of that academic year.
- e. Align projects with the mission of the ESAB, including strengthening the Eberly College's brand and identity, fostering a unified student community, and promoting student engagement and involvement.
- f. Perform any additional duties delegated by the ESAB Chair and ESAB Vice Chair or prescribed by these bylaws.

4.4.2 - Accountability.

The Eberly College Projects Committee shall be required to:

- a. Hold office contingent upon the confidence of the ESAB.
- b. Be subject to oversight by the ESAB Chair, who serves ex officio as committee chair, in accordance with Article III § 3.2.1(g) of these bylaws, and the Oversight & Accountability Committee.
- c. Be subject to reorganization, replacement of members, or dissolution by a simple majority vote of the total membership of the ESAB at the next regular meeting.
- d. Be subject to removal of its chair, in accordance with Article IV § 4.2.2 of these bylaws.

/ SECTION 4.5 - FINANCE & FUNDRAISING COMMITTEE

4.5.1 - Duties.

The Finance & Fundraising Committee shall be required to:

- a. Operate in accordance with, and be governed by Article IV § 4.1 of these bylaws.
- b. Be chaired ex officio by the ESAB Treasurer, as established in Article III § 3.5.1(l) of these bylaws.
- c. Coordinate all fundraising activities of the ESAB, including but not limited to events, campaigns, merchandise sales, and sponsorship efforts, in tandem with the Eberly

College Projects Committee, the Student Outreach & Recruitment Committee, and any relevant West Virginia University entities.

- d. Coordinate with the West Virginia University SGA Bureau of Finance for all ESAB financial submissions, reimbursements, transfers, and allocations, in accordance with Article VI §§ 6.6-6.8 of the SGA Bylaws.
- e. Ensure ESAB requests comply with SGA grant categories, limits, and per-diem rules, in accordance with Article VI §§ 6.6-6.8 of the SGA Bylaws.
- f. Ensure ESAB expenditures meet SGA grant policy requirements, including recognized organization status, fiscal-year timing, invoiceable costs, and approval, under Article VI §§ 6.6-6.8 of the SGA Bylaws.
- g. Execute no fewer than two (2) major fundraising initiatives per academic semester.
- h. Perform any additional duties delegated by the ESAB Chair, ESAB Vice Chair, ESAB Treasurer or prescribed by these bylaws.

4.5.2 - Accountability.

The Finance & Fundraising Committee shall be required to:

- a. Hold office contingent upon the confidence of the ESAB.
- b. Be subject to oversight by the ESAB Treasurer, who serves ex officio as committee chair, in accordance with Article III § 3.5.1(I) of these bylaws, and the Oversight & Accountability Committee.
- c. Be subject to reorganization, replacement of members, or dissolution by a simple majority vote of the total membership of the ESAB at the next regular meeting.
- d. Be subject to removal of its chair, in accordance with Article IV § 4.2.2 of these bylaws.

/ SECTION 4.6 - STUDENT OUTREACH & RECRUITMENT COMMITTEE

4.6.1 - Duties.

The Student Outreach & Recruitment Committee shall be required to:

- a. Operate in accordance with, and be governed by Article IV § 4.1 of these bylaws.
- b. Be chaired ex officio by the ESAB Secretary, as established in Article III § 3.4.1(i) of these bylaws.

- c. Develop, coordinate, and oversee outreach initiatives designed to promote Eberly College programs, opportunities, and brand and identity, in tandem with the Eberly College Projects Committee, the Finance & Fundraising Committee, CLASS, and any relevant West Virginia University entities.
- d. Design, maintain, and update the official ESAB membership application form in consultation with the ESAB Chair and ESAB Vice Chair, ensuring that all required components for eligibility, as outlined in Article II § 2.2 of these bylaws, are included.
- e. Ensure the membership application is distributed and made accessible to Eberly students at the beginning of each fall semester, and provide administrative support to the ESAB Chair and ESAB Vice Chair in collecting and organizing submitted applications for review.
- f. Create and distribute outreach materials, including digital, print, and social media content, to increase awareness of ESAB initiatives and Eberly College programs.
- g. Perform any additional duties delegated by the ESAB Chair, ESAB Vice Chair, ESAB Secretary or prescribed by these bylaws.

4.6.2 - Accountability.

The Student Outreach & Recruitment Committee shall be required to:

- a. Hold office contingent upon the confidence of the ESAB.
- b. Be subject to oversight by the ESAB Secretary, who serves ex officio as committee chair, in accordance with Article III § 3.4.1(i) of these bylaws, and the Oversight & Accountability Committee.
- c. Be subject to reorganization, replacement of members, or dissolution by a simple majority vote of the total membership of the ESAB at the next regular meeting.
- d. Be subject to removal of its chair, in accordance with Article IV § 4.2.2 of these bylaws.

/ SECTION 4.7 - AD HOC COMMITTEES

4.7.1 - Establishment.

Ad hoc committees may be created by a simple majority vote of the total membership of the ESAB at the next regular meeting. Such committees shall be established for a specific, limited purpose not otherwise addressed by a standing committee.

4.7.2 - Composition.

Each ad hoc committee shall be comprised of no fewer than three (3) ESAB members. The ESAB Chair shall appoint the ad hoc committee chair, subject to confirmation by a simple majority vote of the total membership of the ESAB at the next regular meeting.

4.7.3 - Duties.

Ad hoc committees shall be required to:

- a. Operate only within the scope of authority granted at the time of their creation.
- b. Submit regular progress reports to the ESAB through the ESAB Secretary for inclusion in the official record.
- c. Dissolve automatically upon completion of their assigned task, or by a simple majority vote of the total membership of the ESAB at the next regular meeting.
- d. Perform any additional duties delegated by the ESAB Chair and ESAB Vice Chair or prescribed by these bylaws.

4.7.4 - Accountability.

Ad hoc committees shall be required to:

- a. Hold office contingent upon the confidence of the ESAB.
- b. Be subject to oversight by the ESAB Chair, ESAB Vice Chair, and the Oversight & Accountability Committee.
- c. Be subject to reorganization, replacement of members, or dissolution by a simple majority vote of the total membership of the ESAB at the next regular meeting.

ARTICLE V. AMENDMENT PROCEDURES

/ SECTION 5.1 - PROPOSAL.

Amendments to these bylaws may be proposed by any Executive Officer, by written petition of no fewer than three (3) Assembly Members, or by recommendation of the Oversight & Accountability Committee. All proposed amendments must be submitted in writing to the ESAB Secretary for distribution to the membership.

/ SECTION 5.2 - NOTICE.

The ESAB Secretary shall distribute written notice of all proposed amendments to the full membership within five (5) business days prior to the meeting at which the amendment will be considered.

/ SECTION 5.3 - ADOPTION.

An amendment to these bylaws shall be adopted upon receiving the approval of at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB at the next regular meeting. All adopted amendments shall take immediate effect unless the amendment itself specifies otherwise.

ARTICLE VI. RATIFICATION PROCEDURES

/ SECTION 6.1 - RATIFICATION.

These bylaws shall be considered ratified and take full effect upon their approval by at least two-thirds ($\frac{2}{3}$) of the total membership of the ESAB present at a regular meeting duly convened for that purpose. Ratification shall further require formal recognition by the Dean of the Eberly College of Arts and Sciences, or their designated representative, to ensure alignment with the mission, policies, and vision of the Eberly College of Arts and Sciences. Once ratified, these bylaws shall serve as the governing document of the ESAB until amended, in accordance with Article V of these bylaws.