

Wells School of Music

Student Advisory Board Bylaws

Purpose/Mission Statement:

The purpose of the Student Advisory Board shall be to act as a liaison between the students and the School's faculty and administrators in order to create a better learning environment within the Wells School of Music (WSOM). In that capacity, the Student Advisory Board will meet monthly with the Dean of the School.

Objectives:

The Board shall assist the Wells School of Music Administration by accomplishing the following specific objectives:

- Provide the best available advice and counsel for the continuing development of higher education for students at West Chester University by serving in an advisory capacity to the Dean of the WSOM, and the WSOM Executive Committee.
- Assist in developing a positive image for the School, and promoting good relations between the faculty, administration, and students of the School.
- Provide advice and counsel to the Dean and faculty on all pertinent matters affecting the School, internal as well as external, so as best to relate the School and its programs to the changing needs of the student body.
- Inform students of new and existing educational opportunities.

Members:

The Student Advisory Board shall consist of five (5) undergraduate students and one (1) graduate student. A term refers to both the fall semester and the following spring semester. Current members may serve multiple consecutive terms. Once a member is voted into the Student Advisory Board, they do not need to reapply for their seat for following terms. If they choose to step down, they may do so before applications are circulated. If they choose to continue to serve on the Student Advisory Board, they must continue to meet the qualifications listed in the Bylaws.

Qualifications:

- Students must be declared as a Major in one of the music degree programs at West Chester University.
- Minimum GPA of 3.0.
- Undergraduate students must have completed a full year at West Chester University to be eligible.
- Students may not serve if they plan to student teach during the fall or spring of their term.
- Students may not serve if they are expected to graduate before the end of their term.

Application Process:

Undergraduates will apply in the Spring semester preceding the new academic year. The Wells School of Music Executive Committee will narrow that list of applicants down to approximately ten (10) students. The final slate of applicants will be voted upon by the students of the WSOM. The representing graduate student will be appointed by the Dean of the School in consultation with the WSOM Executive Committee. This process should be completed by March 31st each year. The term for these newly elected members will begin the following fall semester.

Officers:

Officers will be chosen at the first meeting at the beginning of each academic year by the Dean of the WSOM.

Responsibilities of the Recording Chair of the Student Advisory Board:

- Take notes (Meeting Minutes) at each meeting
- Work with Corresponding Chair to edit Meeting Minutes after each meeting
- Circulate the Meeting Minutes to all Board members within 48 hours of the conclusion of each meeting
- Meeting Minutes will be stored on Google Docs

Responsibilities of the Corresponding Chair of the Student Advisory Board:

- Serves as mediator for discussions and directs discussions appropriately
- Ensures topics stay focused and timely
- Develops an agenda for each meeting in cooperation with the Dean
- Handles all correspondence between members of the committee and the Dean

Meetings:

The students of the Board will meet bi-weekly throughout each fall and spring semester to discuss matters from an agenda developed by the Corresponding Chair and the Dean. The Dean will attend at least one of these meetings each month. The exact days and times should be decided upon at the beginning of each semester based on availability of the students and the Dean.

Attendance and Responsibilities:

Students are expected to attend all meetings and must provide a valid excuse for meetings they cannot attend. Two unexcused absences will result in removal from the Board. All members will serve as the eyes and ears of Swope Music Building and regularly reach out to organizations to understand the current issues and needs of the community. Members must come to meetings prepared to contribute to discussion. Members are also expected to advocate for the Wells School of Music and work to increase engagement through the programs we present.

Amendments:

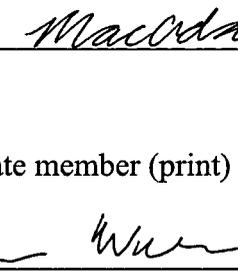
All amendments to these Bylaws are to be made by the 4th meeting of the fall semester. This is the only time each year these Bylaws are to be amended. Amendments to these Bylaws may be made by a majority vote of the Student Advisory Board.

The Wells School of Music Student Advisory Board Bylaws have been ratified by all of the Board Members.

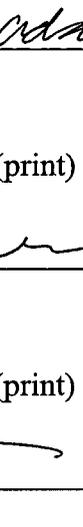
Ratified by undergraduate member (print) Darby MacAdams

Signature:  Date: 4-1-2019

Ratified by undergraduate member (print) Kendra Woywod

Signature:  Date: 4-1-2019

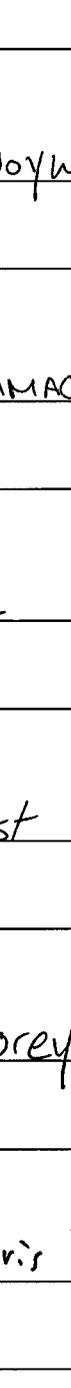
Ratified by undergraduate member (print) SPENCER CAMACHO

Signature:  Date: 4-1-2019

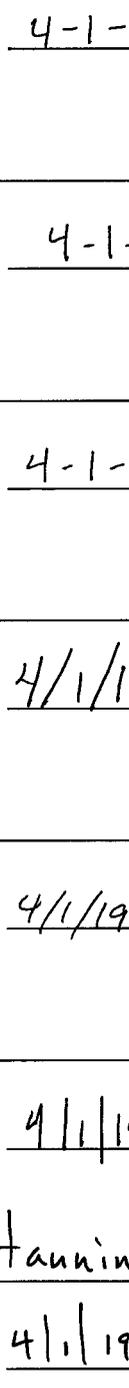
Ratified by undergraduate member (print) Kevin Scheetz

Signature:  Date: 4/1/19

Ratified by undergraduate member (print) Leanne Frist

Signature:  Date: 4/1/19

Ratified by graduate member (print) Adrianna Korey

Signature:  Date: 4/1/19

Ratified by Dean of the Wells School of Music (print) Chris L. Hanning

Signature:  Date: 4/1/19