

ATHLETIC POLICIES & PROGRAMS COMMITTEE
MISSION AND BYLAWS

KUTZTOWN UNIVERSITY
Kutztown, PA 19530

MISSION

The Athletic Policies & Programs (APP) Committee reports to the University Senate and is responsible for the following:

- Consider and/or recommend all matters affecting the operation of the University's Athletic Programs.
- Consider and/or recommend the development of policies and procedures for determining academic accountability regarding student-athlete eligibility.
- Consider and/or recommend policies concerning the financial management of the University's Athletic Programs.
- Consider and/or recommend policies for the use of the University's Athletic program facilities.
- Consider and/or recommend policies concerning gender equity.

BYLAWS

I. COMPOSITION AND TERMS OF APPOINTMENT

A. Composition

- A faculty representative from each of the four colleges is appointed by the Committee on Committees.
- One coach representative of a women's sport is appointed by the coaches.
- One coach representative of a men's sport is appointed by the coaches.
- One student representative from an intercollegiate athletic team is appointed by the Student Athlete Advisory Committee.
- The Treasurer of the Student Government Board.
- The Director of Athletics.
- The Faculty Athletic Representative, who is the APP Chairperson.

B. Terms of Appointment

- Appointed representatives serve for staggered three-year terms.
- The student representatives have one-year appointments.
- The Director of Athletics serves an indefinite term of office.
- The Faculty Athletic Representative serves an indefinite term of office.

II. DUTIES

A. Duties of Committee Members

- Review the APP Mission and Bylaws on an annual basis.
- Assist the APP Chairperson with the completion of NCAA reports and surveys, as needed.
- If serving as a representative of a college or organization (e.g., coaches, student-athletes, student government board), direct academic and athletic concerns from the appropriate constituency to the Chairperson.
- Attend meetings on a regular basis.
- Inform chair if you are unable to attend a meeting.
- Perform committee duties as assigned.
- If serving as a representative of a college or organization (e.g., coaches, student-athletes, student government board), provide regular feedback to the appropriate constituency.

B. Duties of Chairperson

- Distribute APP Mission and Bylaws to members at the first meeting of the year for information and review.
- Submit any revisions of the APP Mission and Bylaws to the University Senate for approval.
- Call the meetings on a regular basis.
- Set the agenda for meetings and distribute at least one week prior to the meeting.
- Record the minutes at the meetings, and the names of those attending and those not attending at each meeting.
- Present an interim report to the University Senate as requested.
- Write letters about committee members' service at the end of each academic year.

III. MEETINGS

A. Meeting frequency

- The APP will meet twice per semester.
- Additional meetings may be held on an as-needed basis.

B. Meeting attendance requirements

- Members who cannot attend a meeting for whatever reason shall find a qualified substitute from their constituency.
- Members with unexcused reasons for missing both meetings in any semester may be assumed to have withdrawn from the committee.
 - In the case of a faculty appointee, the Chairperson will request the Committee on Committees to identify an appropriate replacement.
 - In the case of a coach appointee, the Chairperson will request the coaches to identify an appropriate replacement.

IV. AGENDA

A. The agenda shall consist of the following order of priority:

- Call to Order
- Approval of Minutes
- Announcements
- Old Business
- New Business
- Adjournment

B. A call for agenda items will be sent out to all members of the committee with a copy of the minutes and a draft agenda at least one week prior to the meeting.

C. The final agenda for the meeting will be available for the members of the committee on the day of the meeting.

V. RULES OF ORDER

A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this committee or University Senate may adopt.