

**ADMINISTRATIVE
BOARD REGULATIONS
UNIVERSIDAD DEL SAGRADO CORAZÓN**

A. Nature and Powers

The Administrative Board is a body that brings together representatives from the administrative, faculty, non-faculty, and student sectors of the Universidad del Sagrado Corazón. It acts as a body that reviews, approves, and submits recommendations regarding the institution's strategic planning as it pertains to administrative and financial matters, within the current institutional framework.

B. Functions

The functions of the Administrative Board shall be:

1. To participate in the review, approval, and formulation of recommendations regarding the institutional development plan in collaboration with the Academic Board before submitting the final report to the Board of Trustees.
2. To examine the general budget and ensure, prior to its approval, that it supports the implementation of the Institutional Development Plan.
3. To evaluate and make recommendations regarding the creation of new positions and the elimination of positions, in both the teaching and administrative areas, in a manner consistent with the Institutional Development Plan.
4. Review and propose changes to the policies and regulations governing administrative procedures and propose new regulations as necessary.
5. Draft and approve the Internal Regulations of this Administrative Board.
6. Submit a semiannual report (August and January) to the university community that includes all resolutions adopted and inform the community of its annual work plan (October).

C. Composition

The Administrative Board shall be composed as follows:

1. Ex officio members:
 - a. President of the Institution, who will chair the Board
 - b. Officer in Charge of Finance and Operations
 - c. Officer in Charge of University Relations and Development
 - d. Officer in Charge of Planning and Institutional Research
 - e. Officer in Charge of Academic Affairs
 - f. Officer in Charge of Student Affairs

- g. Officer in Charge of Organizational Development and Human Resources
- h. President of the Student Council or designated representative
- i. Representative designated by the Student Council, preferably a student residing in the University Residences

2. Elected representatives:

- a. One (1) faculty representative from each academic department and two (2) faculty representatives elected by the Faculty Senate
- b. Two (2) administrative representatives from the academic area
- c. Two (2) administrative representatives from the student affairs area
- d. Two (2) representatives from the administrative area
- e. One (1) administrative representative selected by the entire staff

3. Election of Faculty and Administrative Representatives:

- a. The representatives of each Academic Department shall be tenured faculty members elected by the faculty of their department for a term of two (2) years. The faculty shall use the direct election process, either at a departmental meeting or by secret ballot.
- b. Non-faculty representatives will be elected by the staff assigned to the areas as defined in Article C, Section 2 of these regulations for a term of two (2) years. The Office of Organizational Development and Human Resources is responsible for conducting the election process, using the direct electronic voting system.
- c. All elected representatives must meet the following requirements:
 - 1. Two (2) years of service or more
 - 2. Hold a regular position at the time of nomination
 - 3. May not hold a managerial or executive position
- d. Elected representatives may be reelected for up to one additional term of two (2) years.
- e. Elected representatives will remain in office until their successor is elected.

4. Vacancies on the Administrative Board

Any member of the Administrative Board shall cease to serve, and their position shall become vacant, if:

- a. They are appointed to an administrative position that carries the status of ex officio member of the Board.
- b. They cease to be an administrative employee, faculty member, or regular student at USC.

- c. They are transferred from the administrative or academic unit they represent to another unit within the institution.
 - d. They cease to be an employee, faculty member, or active student for more than one academic semester.
 - e. They are absent from three (3) regular meetings of the Board or three (3) meetings of the Standing Committee to which they belong during their term of office.
 - f. Submits a written resignation to the Chair of the Board.
5. In the event of a vacancy, the person who replaces the member will serve for the remainder of the term and will be elected using the procedure established in point 3.

D. **Board Meetings**

1. The Administrative Board shall meet in regular session at least two (2) times during each academic semester. The first regular meeting of the academic year shall be held no later than the last week of September. The work plan for the year shall be defined and communicated no later than the end of October.
2. Meetings shall be convened by the President of the Institution, who shall preside over them. In the absence of the President, the Officer in Charge of Finance and Operations shall preside, and in the absence of both, a Board member designated by the President. Notices of regular meetings must be circulated no fewer than five (5) business days prior to the meeting date. Meetings shall be governed by the Rules of Parliamentary Procedure. At least one meeting must be convened at the beginning of each semester to establish work plans or follow up on ongoing work.
3. A quorum shall consist of half plus one of the Board members.
4. The Board shall meet in special session at the initiative of the President, by resolution of the Board, or upon the request of 50% of the Board members. Such a session must be convened within 15 days of the submission of the request.
5. The Agenda Committee shall set the agenda for Board meetings.
6. The agenda for regular Board meetings shall follow the order below:
 - a. Verify quorum
 - b. Opening Prayer
 - c. Approval of the agenda
 - d. Reading and approval of the previous minutes
 - e. President's Report
 - f. Committee Reports
 - g. Pending Business
 - h. New Business
7. The institutional legal counsel will be invited to participate in Board meetings.

E. **Board Resolutions**

1. Board resolutions shall be adopted by an absolute majority (more than half of the members of the Administrative Board) in an open vote, unless otherwise provided in these Bylaws.
2. Board resolutions shall be certified by the Chair, and those requiring such action shall be forwarded to the appropriate agency or official for their information, approval, and corresponding action.

F. **Reconsideration of Resolutions Adopted**

1. Any member of the Board who believes that a decision of the Board adversely affects a significant component of the Institution may request, in writing, that the President reconsider the decision within twenty (20) calendar days following the decision. The request for reconsideration must specify the decision in question, contain a brief summary of the facts or principles involved, set forth the grounds on which the request for reconsideration is based, and indicate the requested change.
2. The Chair of the Board shall forward the request for reconsideration to the Agenda Committee within ten (10) days of receiving it, for inclusion in the Board's deliberations.

G. **Responsibilities of Board Members**

Members of the Administrative Board shall have the following responsibilities:

1. To attend meetings of the Administrative Board and its committees on a regular basis until a replacement member is elected in accordance with the established bylaws.
2. Serve as a liaison between their faculty, the administrative staff, and the students. In addition, they shall bring to the Board's attention those matters, ideas, and issues from the university community that fall within the Board's purview.

H. **Standing Committees of the Board**

The committees will operate in accordance with the general functions of the Administrative Board as described in its charter and the established Institutional Development Plan. Each committee will consist of no fewer than three (3) Board members.

1. Institutional Planning Committee:
 - a. It will participate in the review of the Institutional Strategic Plan and make recommendations for its approval.

2. Fiscal Affairs Committee

The areas it will evaluate are as follows:

- a. It will evaluate and make recommendations regarding the budget .

3. Human Resources Committee:

- a. Will evaluate and make recommendations regarding Human Resources functions, strategies, and policies, in accordance with the University's Mission.

4. Policies and Bylaws Committee:

- a. The Bylaws Committee, as directed by the Board, will review and propose recommendations on amendments submitted to the Administrative Board's bylaws.
- b. Review and propose changes to the regulations governing administrative procedures and propose new regulations as necessary.

5. Committee Reports:

- a. Reports from standing committees or ad hoc committees will be classified into two groups:
 - 1) Progress reports, which will be acknowledged without being subject to discussion or a vote.
 - 2) Final reports, which shall be presented upon completion of a task but may not be discussed or put to a vote by the Board until at least the next meeting.

If the committee's recommendation or resolution has been included in advance with the notice of meeting, and the Board decides that its consideration is urgent, it may be discussed and put to a vote in the order designated for new business. For this purpose, a motion to that effect must be presented, and its approval will require a simple majority.

- 3) Members of the university community who are not members of the Board may address the Board when requested to do so by way of a motion from a Committee or one of its members; approval of such a motion requires a simple majority.

6. Work Plan

Once the committees are established each year, a work plan will be drawn up and submitted to the Board for approval.

I. **Structure and Functions of the Agenda Committee**

1. The Agenda Committee shall consist of the Chair of the Administrative Board, the Officer in Charge of Finance and Operations, and the Chairs of the Board's standing committees.
2. The meetings of this Committee shall be chaired by the Chair of the Board. In the absence of the Chair, the Officer in Charge of Finance and Operations shall preside, and in the absence of both, a member of the Committee designated by the Chair.
3. The Agenda Committee will prepare the agendas for the meetings. Any Board member wishing to bring a matter to the attention of this body shall submit it to the Chair or another member of the aforementioned Committee for consideration for inclusion on the agenda. It may also be raised directly during the "New Business" segment of the Administrative Board meeting, at which time the full Board will decide whether to consider it immediately or refer it to a future meeting. For the matter to be considered at that time, an affirmative vote by an absolute majority of the Board is required.
4. The agenda may be amended, both in content and order, upon a motion to that effect by a member and approved by no fewer than two-thirds (2/3) of those present. For the purposes of this article, an amendment to the agenda shall be understood to mean the discussion by the Administrative Board of any matter not previously included.
5. At the Board's first regular meeting, the Chair shall present a list of the most important issues that should be studied and considered by the Board.

J. **Submitting Proposals to the Board**

Any proposal submitted to the Board by one of its members shall be deemed received, and the Board shall proceed in one of the following ways:

1. It shall be referred to the appropriate committee for review, in which case the proposer may be asked to provide additional information to supplement the proposal.
2. The Board will be asked to consider the proposal at that meeting, without putting it to a vote.
3. It will be included on the agenda of an upcoming regular meeting.
4. It will be returned to the proposer for convenient revision, if it is deemed that the proposal is not properly documented.

K. **Amendments to the Bylaws**

Any member of the Administrative Board may recommend amendments to these Bylaws. Motions for amendments must be submitted in writing and will be referred by the Board to the Bylaws Committee for review. The

amendments will require the approval of an absolute majority. The amendment will take effect after it is approved by the Board of Trustees.

Amendments to these Bylaws that affect the composition of the Board shall take effect as of the new academic year following their approval by the Board of Trustees.

Approved: June 2017