

## Administrative Senate Constitution and By-Laws Committee

### 2013-2014 Yearly Report

#### Committee Members:

Larry Back	Chair
Ingrid Lindy	Vice-Chair
Michael Szakaly	
Eugenia Russelburg	
Carmen Stoen	

#### Purpose of the Constitution and By-Laws Committee

Reviews the constitution and by-laws of the Senate and proposes changes based on input from senate membership annually.

#### Summary of the 2013-2014 Committee Activities:

At the first Administrative Senate meeting of the new year the committee was tasked with drafting a Policy Manual for the Senate. The committee reported back to the Executive Committee that we recommended drafting a Procedure Manual to go along with the Policy Manual.

Committee members interviewed the Executive Officers for input on their positions. An initial rough draft was submitted to the Executive Committee with permission to proceed with that format. An initial first draft will be presented to the Executive Committee at the final Senate Committee meeting of the year.