

# IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION

## BYLAWS

### **PURPOSE OF THE COUNCIL**

The main function of the Council is to provide an effective means of voluntary cooperation and coordination among the various boards and institutions which are ultimately responsible for post-high school education in Iowa. Its principal responsibilities are to:

1. Provide for review of all proposals for new academic programs and the offering of existing programs at new locations. The authority of the Council to review new academic program proposals may be delegated by the chairperson to the executive committee or a special subcommittee with approval of executive committee, with reporting to all council members of their actions.
2. Provide a forum for the systematic gathering of data and conducting studies of issues pertaining to post-high school education in Iowa and making recommendations to governing boards, institutions, and to the public which will aid in the development of statewide coordination.

### **MEMBERSHIP**

The general membership of the Council shall consist of all colleges and universities in Iowa that participate in State-supported student financial aid programs administered by the Iowa College Aid Commission and constituent agencies, boards, and associations.

#### ❖ Representatives:

Voting members shall be distributed as follows:

1. Appointed by the Board of Regents, State of Iowa:
  - A. One representatives appointed by the Board of Regents, State of Iowa
  - B. The president of the University of Iowa, Iowa State University and the University of Northern Iowa.

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2. Appointed by the State Board of Education:
  - A. One representative of the State Board of Education
3. Appointed by the Iowa Association of Community College Presidents:
  - A. Three representatives from the community colleges
4. Appointed by the Iowa Association of Independent Colleges and Universities:
  - A. One representatives of boards of trustees of IAICU institutions; and
  - B. Three presidents from independent colleges and universities.
5. Appointed by College Aid Commission:
  - A. One representative from the Commission, or their designee.
6. Appointed by the Iowa Private for Profit Schools:
  - A. Three representatives of Iowa private for profit schools;
7. Appointed by the Chairperson of the Council:

On an ad hoc basis, up to three student representatives may be appointed for up to a one-year term each. The student representatives shall be full-time students in good standing at colleges or universities in the sectors represented by the current Chair, Vice Chair, or immediate past Chair of the Council.

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There shall also be non-voting (ex officio) representatives as follows:

1. Director of Department of Education, or a designee of the Director.
2. President of the Iowa Association of Independent Colleges and Universities, or a designee of the President.
3. Executive Director or designee from the Board of Regents staff who shall serve as the Permanent Secretary.
4. Executive Director of the Iowa Association of Community College Trustees.

An official alternate representative shall be named by each appointing body to serve in the absence of the appointed representative. This alternate shall be kept fully informed of all work of the Council. Only the official alternate can vote.

The Council shall follow Robert's Rules of Order. A quorum shall be 50% plus one of the total appointed members, which must include at least one member from three of the six segments of the Council.

❖ Terms of Council Members:

At the pleasure of the appointing body.

❖ Advisory Committees:

The Council may establish such Advisory Committees as it deems desirable.

❖ Officers:

The Council shall elect a chairperson and vice-chairperson and other officers, and for terms as it may determine. There shall be a recording secretary, a treasurer, and a permanent secretary who may be a Council member or may be a staff member.

The officers serving as Executive Committee of the Council shall select staff and appoint subcommittees as may be necessary.

❖ Meetings:

Meetings shall be held at least two times each year at time and place determined by the Council.

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### ❖ Policies and Procedures:

The Council shall develop ~~a manual of~~ policies and procedures to assist the Council and its members to achieve the Purpose of the Council.

### ❖ Reports:

The Council shall generate such studies, reports, and recommendations as are deemed necessary to assist post-high school educational institutions in better serving the needs of lowans.

### ❖ Finance:

The Council, as a voluntary association of all facets of post-high school education in Iowa, shall be financed by an assessment of its own members. Each assessment of members shall be shared on a per vote proportionate basis, excluding only the votes of student members.

The Council shall be authorized to accept contributions, gifts, and grants from other sources when available, unless such involve commitments which are inconsistent with the Purpose of the Council.

The Council shall pay expenses of its members and staff as authorized by the Council.

Adopted on April 6, 2020