

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 and provide advice and counsel to the Iowa College Aid Commission on those proposals. 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:

There shall be 25 voting members distributed as follows:

1. Appointed by the Board of Regents, State of Iowa:
 - A. Three 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. Three representatives of the State Board of Education
 - B. Three representatives from the community colleges
3. Appointed by the Iowa Association of Independent Colleges and Universities:
 - A. Three representatives of boards of trustees of IAICU institutions;
and
 - B. Three presidents from independent colleges and universities.
4. Appointed by College Aid Commission:
 - A. One representative from the Commission, or the Executive Director.
5. Appointed by the Iowa Public Broadcasting Board:
 - A. One representative from the IPTV Board
6. Appointed by the Iowa Private for Profit Schools:
 - A. One president of a private for profit school;
 - B. One administrative representative of Iowa Private for Profit Schools.
7. Appointed by the Chairperson of the Council:

Three student representatives – 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 five non-voting (ex officio) representatives as follows:

1. Director of Department of Education. (If the Director is named a member of the Council, then the Director may designate an assistant to serve in this capacity of consultant.)
2. President of the Iowa Association of Independent Colleges and Universities.
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.
5. Executive Director of Iowa Public Television, if not appointed as the IPTV representative.

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 twelve members, which must include at least one member from three of the seven 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.

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❖ Meetings:

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

❖ 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 make an annual report containing a summary of the work of the Council, its accomplishments, its problems, its recommendations, and such factual data as seems appropriate. This report shall be available to the public.

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.