



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

Bylaws of Commission for Faculty Services

ARTICLE I: PURPOSE OF THE COMMISSION

- 1.01. To enhance opportunities for Consortium members to interact about faculty services, faculty practice, and operational issues. To identify shareable resources and to promote the advancement of adult higher education through planned activities.

ARTICLE II: MEMBERSHIP

- 2.01. Each Institutional Representative in the Executive Council shall appoint a Faculty Services person to serve on the Commission. The appointee will attend meetings and represent his or her Institution until the Institutional Representative deems otherwise. Each member shall have one vote.

ARTICLE III: OFFICERS AND DUTIES

- 3.01. Officers
 - A. The Commission Chair initially will be appointed by the Executive Board.
 - B. The Vice-Chair will be elected at the Annual Meeting and shall automatically succeed to the office of Chair at the conclusion of the next Annual Meeting.
 - C. The Secretary shall be elected at each Annual Meeting.
- 3.02. Duties
 - A. The Chair will coordinate and preside at meetings. He or she will also report on the Commission agenda and action items to the Executive Council and Consortium.
 - B. The Vice-Chair will perform the duties of the Chair in the absence of the Chair. In the event that there is a vacancy in the office of the Chair, the Vice-Chair will be acting Chair until the Annual Meeting when the Commission can designate a Chair.
 - C. The Secretary will attend to the minutes, distributing them to the Commission members.

ARTICLE IV: CONDUCT OF THE MEETING AND SPECIAL COMMITTEES

- 4.01. The meetings shall be called together by the Chair, who will announce the general purpose of the meeting. The membership will note topics for the agenda. The Chair will determine the order of business. Different strategies for conducting the meetings may be employed with membership approval, e.g., free flowing discussion, Delphi technique, small groups, etc.
- 4.02. The Commission may authorize special committees. Minutes of meetings shall be kept filed with the Secretary.

ARTICLE V: CHANGING BYLAWS

- 5.01. Any bylaws can be adapted by a majority vote of the Commission membership after discussion about the adaptation has occurred.