



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

Bylaws of Commission for Financial Aid

ARTICLE I: DESCRIPTION AND STATEMENT OF PURPOSE

- 1.01. To establish effective methodologies for communicating Financial Aid information among CAAHE Member Institutions, thereby raising the level of awareness of Title IV impact on the non-traditional education process.
- 1.02. The purposes of the Commission shall be:
 - A. To promote compliance with Title IV and applicable state regulations.
 - B. To identify impact of Title IV regulatory updates on all functional areas and advise appropriate institutional staff of such impact.
 - C. To establish a forum for the sharing of best practices and identification of issues common to all Member Institutions.
 - D. To establish presence in the educational community as the premier group of experts in non-traditional methodology.

ARTICLE II: MEMBERSHIP

- 2.01. Each Institutional Representative shall appoint a Financial Aid staff member from the Member Institution to serve on the Commission. The appointee shall represent the Institution at Commission meetings and shall serve until removed or replaced at the Institutional Representative's discretion. Each Commission member shall have one vote.

ARTICLE III: OFFICERS, ELECTION, TERMS, AND DUTIES

- 3.01. The officers of the Financial Aid Commission are the Past Chair, Chair, Vice-Chair, and Secretary.
- 3.02. Election of Officers
 - A. The Commission Chair will be initially elected by the inaugural Commission.
 - B. Upon conclusion of the term (one year), the Chair succeeds to the office of Past Chair.
 - C. 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.
 - D. The Secretary shall be elected at each Annual Meeting.
- 3.03. The officer's term shall be approximately one year. Officers shall be elected at the Annual Meeting and serve in their position until the next Annual Meeting.

3.04. Duties

- A. The Chair will coordinate and preside at meetings. The Chair will also prepare an agenda and report on activities since the last meeting. He or she will also report on the Commission agenda and action items to the Executive Council and Consortium.
- B. The Past Chair shall serve in an advisory position for the current Chair.
- C. 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 office of the Chair, the Vice-Chair will be Acting Chair until the Annual Meeting when the Commission can designate a Chair.
- D. The Secretary will maintain minutes for all commission meetings and distribute them to the Commission members. The Secretary shall preserve the official record of the commission, including all official documents pertaining to the business of the Commission and its subcommittees.

ARTICLE IV: MEETING, SPECIAL COMMITTEES, VOTING, AND QUORUM

- 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 and publish an agenda prior to each meeting.
- 4.02. The Commission may authorize special committees as deemed necessary. Minutes of meetings shall be kept filed with the Secretary.
- 4.03. Each Member Institution's appointee attending any Commission meeting is entitled to one vote.
- 4.04. Twenty-five percent of the Commission appointees shall constitute a quorum for purposes of voting on agenda items.

ARTICLE V: CHANGING BYLAWS

- 5.01. Bylaws can be adapted or amended by a majority vote of the Commission membership present at the meeting for which bylaws is an agenda item. Notice of proposed changes must be sent to Member Institutions, accompanied by the agenda calling the changes in bylaws as an action item, prior to the occurrence of the meeting.