



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

Bylaws of Commission for Student Services

ARTICLE I: DESCRIPTION AND STATEMENT OF PURPOSE

- 1.01. The role of the Student Services Commission is to function in an advisory capacity on issues related to Student Services. The Commission is comprised of appointed Student Services staff members from each Member Institution.
- 1.02. The purposes of the Commission shall be:
- A. To provide a forum for the identification and discussion of common issues. Student Services-related issues requiring a vote by Consortium members will be referred first to the Commission for discussion. The Commission will prepare a position paper to be presented to the Institutional Representatives prior to a Consortium vote.
 - B. To facilitate the sharing of innovative ideas, information, techniques, practices, and resources among Commission members.
 - C. To provide networking and professional growth opportunities.
- The purpose and activities of the Commission shall not supersede the mutual contractual relationship between the Institute of Professional Development and its contract institutions.

ARTICLE II: COMMISSION MEMBERSHIP

- 2.01. Each Institutional Representative shall appoint a Student Services staff member from his or her 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.

ARTICLE III: MEETINGS, QUORUM, AND VOTING

- 3.01. The Commission shall hold an Annual Meeting during the Consortium Fall Conference.
- 3.02. The majority of the Commission appointees shall constitute a quorum for the transaction of business.
- 3.03. Each Member Institution represented at any meeting of the Commission is entitled to one vote, cast by its appointee. If an appointee is also an officer, he or she shall have only one vote. In the event that the appointee cannot attend, the Institutional Representative may designate an alternate voting appointee.

ARTICLE IV: OFFICERS, TERMS, AND DUTIES

- 4.01. The officers of the Commission shall include the Immediate Past Chair, Chair, Vice-Chair, and Secretary.

- 4.02. The Vice-Chair shall be elected at the Annual Meeting and shall automatically succeed to the office of Chair at the conclusion of the next Annual Meeting. The Chair succeeds to the office of immediate Past Chair.
- 4.03. The officers shall perform the following duties:
- A. The immediate Past Chair shall appoint and chair a Nominating Committee three (3) months prior to the regular Annual Meeting and shall present a slate of officers at the Annual Meeting for membership voting.
 - B. The Chair of the Commission shall call and preside at all meetings of the Commission and shall prepare an agenda for these meetings, shall report on Commission activities since the last meeting, shall name the appointive members of all committee, and shall be an ex-officio member of all Commission meetings with power to vote. The Chair shall report activities and present recommendations of the Commission at meetings of the Consortium Executive Committee. In the intervals between meetings of the Commission, the Chair shall represent the Commission.
 - C. In the absence of the Chair, it shall be the duty of the Vice-Chair to perform all the duties of the Chair. The Vice-Chair shall assist the Chair as requested. The Vice-Chair shall be the Chair-Elect and shall succeed the Chair in office. In the event that there is a vacancy in the office of the Chair, the Vice-Chair shall serve as Acting Chair until the full Commission, at its next regularly scheduled meeting, can take formal action to designate the Chair.
 - D. It shall be the duty of the Secretary to keep minutes of all meetings of the Commission and to send copies of the minutes to all members and Institutional Representatives. The Secretary shall preserve the official records of the Commission including all minutes, papers, and documents pertaining to the business and proceedings of the Commission and its committees. The Secretary shall provide Commission information for publication in the CAAHE Newsletter.

ARTICLE V: SPECIAL COMMITTEES

- 5.01. At any meeting, the Commission may authorize the creation of such special committees as it deems necessary and appropriate and may fix their size, duties, membership, and tenure. Minutes of all special committee meetings shall be kept and filed with the Secretary.

ARTICLE VIII: CHANGING BYLAWS

- 6.01 Any bylaw may be adopted, amended, or repealed by the affirmative vote of a majority of the voting membership of the Commission, provided, however, that notice of the proposed action shall be included in the call for the meeting at which they are to be considered and that copies of all proposed changes shall be sent with the call to all members of the Commission.