



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

## **Bylaws of Curriculum Commission**

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### **ARTICLE I: PURPOSE OF THE COMMISSION**

- 1.01. The Curriculum Commission provides a forum to examine common issues, problems, and concerns related to the development, delivery, and evaluation of curriculum and academic materials across the Consortium. The Commission facilitates the sharing and dissemination of innovative ideas, techniques, resources, and best practices among Member Institutions. The Commission also provides opportunities for networking and professional growth and development.

### **ARTICLE II: MEMBERSHIP AND MEETINGS**

- 2.01. Each Institutional Representative shall appoint a person to serve on the Curriculum Commission. Persons appointed should have responsibilities that include such areas as curriculum development and/or production, academic materials, outcomes assessment, delivery systems management, or other related functions. The appointees will attend meetings and represent their respective institutions until and unless the Institutional Representative deems otherwise. Each member shall have one vote.
- 2.02. The Commission shall hold a meeting during the biennial Consortium Conference and the annual Academic Services conference.

### **ARTICLE III: OFFICERS AND DUTIES**

#### **3.01. Officers**

The officers of the Curriculum Commission will include the Immediate Past Chair, Chair, Vice-Chair, and Secretary.

- A. The Commission Chair will initially be appointed by the Executive Council. At the end of the biennial Curriculum Commission meeting following that appointment, the Commission will elect a Chair who will immediately assume office. Thereafter, the Commission Chair will assume office at the conclusion of the biennial meeting.
- B. The Vice-Chair will be elected at the biennial meeting and shall automatically succeed to the office of Chair at the conclusion of the next biennial meeting.
- C. The Secretary will be elected at the biennial meeting and will assume office at the conclusion of the biennial meeting.

#### **3.02. Duties**

- A. The Immediate Past Chair will be responsible for assembling and presenting a slate of officers at the biennial meeting and for conducting a vote of the membership. All past Chairs retain membership on the Commission with power to vote.
- B. The Chair of the Commission will coordinate and preside at meetings. The Chair will report on the Commission agenda and action items to the Executive Council and Consortium. In the intervals between meetings of the Commission, the Chair represents

the Commission and serves as the liaison between the Commission and the Executive Council and Consortium.

- C. The Vice-Chair will assist the Chair as requested and will perform the duties of the Chair in the absence of the Chair. The Vice-Chair will be the Chair-Elect and will succeed the Chair in office. In the event that there is a vacancy in the office of the Chair, the Vice-Chair will serve as Acting Chair until the full Commission can take formal action to designate the Chair.
- D. The Secretary will keep minutes of all meetings of the Commission and will send copies of the minutes to Commission's IPD representative to post on the Curriculum Commission Web page. The Secretary will preserve and retain the official records of the Commission, including all minutes, papers, and documents pertaining to the business and proceedings of the Commission. The Secretary will send a copy of the approved minutes to the Secretary/Treasurer of the Consortium for its permanent records.

#### **ARTICLE IV: CONDUCT OF THE MEETINGS AND SPECIAL COMMITTEES**

- 4.01. The meetings will be called by the Chair, who will develop the general purpose of the meeting; the preliminary agenda for the meeting; and the order of business incorporating suggestions from the Commission Officers, the Executive Council, and the membership.
- 4.02. 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 will be kept and filed with the Secretary.

#### **ARTICLE V: CHANGING BYLAWS**

- 5.01. Any bylaw may be adopted, amended, or repealed by a majority vote of the Commission membership after appropriate notice and discussion has occurred.