

**BYLAWS FOR THE  
ASSOCIATION FOR SENIOR COLLEGES AND UNIVERSITIES**

Approved by the Association Membership, April 2001

Passed by the Board of Directors, June 2001

**ARTICLE I**

**PURPOSE**

SECTION 1. **Name.** The name of this Association shall be the Association for Senior Colleges and Universities. It shall be referred to throughout these Bylaws as the "Association."

SECTION 2. **Purpose.** The purposes of the Association shall be to select the members of the Accrediting Commission for Senior Colleges and Universities (referred to throughout these Bylaws as the "Senior College Commission") and to hold an annual meeting of its constituent institutions as a forum for the discussion of issues of current interest concerning accreditation (as described in Article V).

**ARTICLE II**

**ACCREDITED INSTITUTIONS**

SECTION 1. **Constituency Institutions.** The constituent institutions of the Association shall consist of all of the accredited institutions of the Senior College Commission. Institutions with the title of a "candidate for accreditation" shall be entitled to notice of all meetings of the Association and shall be entitled to attend Association meetings but shall not be entitled to a vote on any matter before the Association. In the event an institution loses its accreditation, for any reason, its representative status shall cease immediately.

SECTION 2. **Representatives.** The Chief Executive Officer (referred to herein as the "President") of each constituent institution shall be entitled to one vote on all matters before the Association and shall be entitled to attend and participate in all meetings of the Association. Each constituent institution shall be obligated to notify the Senior College Commission of the individual who is the current President.

**ARTICLE III**

**SELECTION OF THE NOMINATING COMMITTEE**

SECTION 1. **Nominating Committee.** There shall be a Nominating Committee, the purpose of which shall be to nominate persons to serve on the Senior College Commission. The Nominating Committee shall consist of eight (8) persons, selected annually. Four (4) of the members shall be selected as follows: the Senior College Commission shall ask all of the Presidents to submit the names of persons to serve on the Nominating Committee. Persons may

nominate themselves. Each President may submit up to four (4) nominations. All names submitted within the time frame established by the Senior College Commission shall be placed on a ballot for subsequent mailing to all of the Presidents. The Presidents shall thereafter vote for up to four (4) of the names on the ballot and return the ballots within the time frames established by the Senior College Commission. The Senior College Commission executive staff shall thereupon tabulate the number of votes for each name on the ballot. The four (4) persons receiving the highest number of votes shall be seated on the Nominating Committee. In the event there is a tie which prevents any four (4) persons from receiving the highest number of votes, the Senior College Commission executive staff shall draw lots to determine which of the tied candidates shall be seated on the Nominating Committee.

**SECTION 2. Senior College Commission Selection.** The persons elected by the Association to the Nominating Committee shall be reported to the Senior College Commission by the Senior College Commission executive staff in writing. Thereafter, the Senior College Commission shall select four (4) additional persons to serve on the Nominating Committee. At least one such appointee shall be a current or former public member of the Senior College Commission. The Senior College Commission shall select the Chair of the Nominating Committee.

## **ARTICLE IV**

### **SELECTION OF SENIOR COLLEGE COMMISSION MEMBERS**

**SECTION 1. Notice of Vacancies.** The Senior College Commission shall notify the Nominating Committee of the number of Senior College Commission members to be selected and of any special considerations pertaining to such vacancies.

**SECTION 2. Preparation of a Slate.** The Nominating Committee shall write to all of the Presidents, members of the Senior College Commission, and the Executive Directors of the Accrediting Commission for Community and Junior Colleges (ACCJC) and the Accrediting Commission for Schools (ACS), listing the number and nature of any positions to be filled and soliciting nominees for the projected vacancies. To be considered, the Presidents of Commission accredited institutions, members of the Commission, and the Executive Directors of ACS and ACCJC for Commission nominees representing the segments served by their Commissions, must return their nominations by the date and the time established by the Commission. Members of the Nominating Committee are ineligible for nomination to the Commission while serving on the Nominating Committee. The Nominating Committee shall review the nominees' relative qualifications, and shall prepare a slate of candidates, with one candidate being recommended for each position. In preparing such slate, the Nominating Committee shall consider the need to maintain on the Senior College Commission:

- a. At least three (3) public members;
- b. A representative who is or has served on the Accrediting Commission for Community and Junior Colleges and a representative who is or has served on the Commission for

Schools or persons who are or have served in an administrative or faculty position for institutions accredited by such bodies, preferably with accreditation experience;

c. Representation from the area served by the Senior College Commission in the Pacific Basin (Hawaii, the territories of Guam, American Samoa, Federated States of Micronesia, Republic of Palau, and the Commonwealth of the Northern Marianas Islands) and from outside the Western region from the governing boards, administration, and faculty of accredited institutions;

d. Diversity in institutional characteristics such as mission, size, geography and location; personal characteristics such as ethnicity and gender;

e. A balance of public and private institutions.

SECTION 3. **Nominations at Large.** The notice to the Presidents informing them of the slate of the Nominating Committee shall also include a notice of the right of the Presidents to nominate candidates on an at-large basis within the time frame established by the Commission. To be added as an at-large candidate, a candidate must have the written endorsement of ten (10) or more Presidents.

SECTION 4. **The Ballots.** The Senior College Commission shall send a ballot to each President, which shall include the slate of the Nominating Committee and any candidates at large. To be considered, ballots must be returned to the Senior College Commission offices within the time frame established by the Senior College Commission. Ballots received after the cutoff date will not be counted. Ballots shall be handled by Senior College Commission executive staff in a manner to preserve, insofar as practicable, the privacy of the persons voting and the institutions that they represent. Measures shall be taken by Senior College Commission executive staff to assure the validity of all ballots. Senior College Commission executive staff shall be responsible for the preservation of the ballots. Ballots and tally sheets shall be preserved for a period of one hundred and eighty (180) days after the election is announced, absent a challenge to an election in which event the ballots shall be preserved until the challenge is resolved. Any challenge to the election results must be received by the Chair of the Senior College Commission within fourteen days after the announcement of the election results. The Chair shall refer the challenge to the Nominating Committee which shall have the authority to take whatever steps it considers appropriate to finally decide the matter.

SECTION 5. **Counting the Ballots.** The Counting of the Ballots shall take place at the Senior College Commission offices and shall be conducted by Senior College Commission executive staff. The persons receiving the highest number of votes shall be elected to the Senior College Commission. In the event of a tie which prevents the seating of all positions vacant, there shall be a runoff between those persons who tied. All persons receiving more votes than those who tied shall be considered seated and shall not participate in the runoff. The runoff shall be by mail and shall be conducted according to time frames established by the Senior College Commission. The results of the balloting shall be announced by mail as soon as practicable thereafter. Every effort shall be made to complete the process by mid-May.

SECTION 6. **Vacancies**. If the position of a Commissioner becomes vacant, whether through resignation, separation from his or her institutional affiliation, death, removal or otherwise, the Nominating Committee shall be promptly notified. The Nominating Committee, shall, in its sole discretion, either select a person to serve out the remainder of the term of the position vacated or shall have the position filled at the next regularly scheduled election described in this Article IV. In selecting a person to fill a vacancy, the Nominating Committee should consider, but shall not be limited by, the list of those persons previously proposed by the presidents of constituent institutions.

## ARTICLE V

### THE ANNUAL MEETING

SECTION 1. **The Time and Place**. The Association shall have one (1) annual meeting each year. The annual meeting shall be held at a time, date, and place designated by the Senior College Commission. Written notice of the time and place of the annual meeting shall be mailed to the President of each constituent institution not less than sixty (60) days prior to the date of such meeting.

SECTION 2. **The Agenda**. The Senior College Commission will, at the annual meeting, report on its financial condition, past year's activities, and discuss its plans for the coming year. The constituent institutions shall have the opportunity to discuss issues of current interest in the area of accreditation. The Chair of the Senior College Commission (or if he or she is unavailable the Vice Chair) shall preside at the Annual Meeting.

## ARTICLE VI

### AMENDMENTS

Section 1. **Amendment Process**. The Bylaws may only be amended according to the following process:

- a. The Chief Executive Officers from any twenty (20) constituent institutions may by letter or petition to the Chair of the Senior College Commission request amendments;
- b. The Senior College Commission may request amendments; or
- c. The Bylaws Committee may request amendments.

When amendments have been received or developed by the Bylaws Committee, the Bylaws Committee shall publish the proposed amendments to all of the constituent institutions and provide them an opportunity to comment thereon.

After receiving comments from the constituent institutions and considering the proposed amendments, the Bylaws Committee may recommend modifications to originator(s) of the amendments. If those modifications are acceptable to the originator(s), the provisions, as

modified, shall be considered further as provided below. If unacceptable to the originator(s), then the amendments, without modification, shall be considered further as provided below.

The Bylaws Committee may provide the constituent institutions with a recommendation regarding their adoption.

The proposed amendments shall be voted on as follows:

a. First, all of the constituent institutions shall be given an opportunity to vote on the proposed amendments, either by mail or at the annual session of the Association as determined by the Senior College Commission.

b. If the amendments are approved by a majority of the constituent institutions voting, the amendments shall be sent to the Senior College Commission. If the amendments do not receive the necessary vote, they shall be considered disapproved, and the process shall cease.

c. If the Senior College Commission approves the amendments, they shall be forwarded to the Board of Directors of the Western Association of Schools and Colleges for final ratification; however, if deemed necessary by the Senior College Commission, they may be implemented prior to such ratification.

d. If the Senior College Commission rejects the amendments, they will be returned to all of the constituent institutions for further vote. In the event they are approved either by two-thirds (2/3) of the constituent institutions voting or by a majority of the public institutions and a majority of the private institutions voting thereon, the amendments will be forwarded to the Board of the Western Association of Schools and Colleges for final ratification without the Senior College Commission's approval. In the event the amendments fail to receive the required vote from the constituent institutions, the process for their consideration shall end.

Section 2. **The Bylaws Committee**. As necessary, the Senior College Commission shall appoint an Association Bylaws Committee, consisting of three (3) or more Presidents.

## ARTICLE VII

### CONFIDENTIALITY OF RECORDS

Section 1. **Minutes of Meetings**. The Senior College Commission shall maintain minutes of all of its meetings. Such minutes are maintained in two categories: (1) minutes of Executive Sessions; and (2) minutes of Public Sessions. The Commission shall designate those subjects which are to be discussed in Executive and Public Sessions.

The strictest standards of confidentiality shall be observed for the maintenance of all Executive Session minutes. The Senior College Commission shall, by policy or resolution, delineate the circumstances under which Executive Session minutes or reports of matters discussed and actions taken shall be disclosed. Public Session minutes shall be available upon request to constituent institutions and to the public.

Section 2. **Files of Constituent Institutions.** The files maintained by the Senior College Commission staff on applicants for accreditation, candidates for accreditation, and accredited institutions shall be preserved on a confidential basis and shall be made available only to those persons within the Senior College Commission's structure who have a need to have access to such information to fulfill their responsibilities. Such information shall be disclosed only to third parties if required by law, with the consent of the institution affected, or for legitimate research, provided individual institutions will not be publicly named.

## ARTICLE VIII

### GENERAL PROVISIONS

SECTION 1. **Notices.** Whenever, under the provisions of these Bylaws, notice is required to be given to any President or to any constituent institution, such notice may be given in writing, by mail, by depositing the same in the United States Post Office or letter box, in a postpaid, sealed wrapper, addressed to such President or constituent institution, at such address as appears on the books of the Senior College Commission.

SECTION 2. **Time Limits.** The Senior College Commission shall establish time limits and deadlines for conducting the activities described in these Bylaws and shall make those time limits and deadlines known to the constituent institutions. The time limits and deadlines so established are intended as internal guidelines only and are not intended to establish a basis for challenging any action of the Association or of the Senior College Commission.

**Amendments to the Constitution of the  
Western Association of Schools and Colleges**

The Constitution of the Western Association of Schools and Colleges shall be amended as follows:

1. Article III, Section 3.a. shall be deleted in its entirety. In its place, the following shall be substituted:

a. *Accrediting Commission for Senior Colleges and Universities.*

This Commission shall consist of up to twenty-five (25) members, but no less than 18 members, with the exact number set by the Commission from time to time. Commission members shall serve overlapping three (3) year terms, with a maximum of two terms (plus any partial term served as the result of the member being selected to fill a vacancy), as established by the Commission. The Commission shall elect one of its members to serve as Chair for a three (3) year term and one of its members to serve as Vice-Chair for a one (1) year term. In the event the Chair has served for the maximum two terms on the Commission prior to the expiration of his or her term as Chair, the Chair shall continue to serve on the Commission until his or her term as Chair shall have expired. Commission members shall be elected by the presidents of the institutions accredited by the Commission, according to Bylaws approved by the Commission.

Members of the Commission shall be allowed to complete their terms upon retirement from their institutions. Non-public Commissioners who lose their institutional base for any reason shall be ineligible to serve beyond the end of the academic year.