

**South Coast Higher Education Council**  
**By-Laws**  
**(Revised November, 2013)**

**I. NAME AND PURPOSE**

**Section 1.01 – Name**

The full name of the organization is the South Coast Higher Education Council, and the organization may be referred to as SCHEC.

**Section 1.02 – Purpose**

The major purposes of SCHEC are: (1) to share information; and (2) to provide channels of communication among the segments of higher education in the California South Coast Region, including both public and private institutions, to help facilitate successful student transfer.

**II. MEMBERSHIP**

**Section 2.01 – Membership**

SCHEC membership is on an institutional, not individual basis. There shall be two types of membership, full and grant.

Full (voting) membership status is open to institutions which: (1) have a campus in the South Coast region, as defined in the geographical boundaries map shown in Appendix A; (2) are regionally accredited by one of the six regional accrediting bodies as shown in Appendix B; (3) meet 6 out of the 10 listed requirements where classes are taking place (see below); and (4) agree to support the purposes of SCHEC by participating proactively in the responsibilities as specified in Section 2.02.

1. Classrooms
2. Financial aid counseling\*
3. Academic advising\*

4. Registration services\*
5. Preference of IGETC/CSU Certification
6. Faculty Office Hours (can be virtual)
7. Business office (can be virtual)
8. Bookstore/Supply Shop (can be virtual)
9. Library/Resource Center (can be virtual)
10. Crucial Basic Support Personnel

\*Must have a live person available for support in these areas.

Grant membership status is available for those SCHEC members whose institution is suffering due to financial hardship, failing budgets, etc. Each year there will be three Grant memberships awarded (if needed). Institutions who wish to apply for Grant membership can do so by submitting a formal request to the board. **Section 2.02 – Responsibilities**

Responsibilities of both Full and Grant membership include; attending and actively participating in meetings, offering to host SCHEC meetings at both 2- and 4-year SCHEC school campuses, voting on issues brought before the membership, receiving and reviewing announcements and minutes of meetings, holding elected office, and paying dues.

### **Section 2.03 – Voting Rights**

Each Full member institution is allowed one vote. If several representatives from the same institution attend meetings and participate in SCHEC activities, it is the responsibility of that institution to annually designate the voting representative from its college and to communicate that to the current SCHEC officers in writing.

### **Section 2.04 – Member Dues**

The current annual full member dues per institution are \$50 per year. The annual dues payable to SCHEC by member institutions shall be determined by resolution of the general membership. Dues notices will begin to be sent out beginning August 1<sup>st</sup>.

### **Section 2.05 – Termination of Membership**

Active membership shall terminate: (a) upon receipt of the institution's written or typed resignation; (b) if payment in full is not received by the start of the second SCHEC meeting or a letter of hardship from the institution is not submitted to the Treasurer; (c) upon the member

institution's lack of support in the purposes of SCHEC, as defined in section 1.02, or lack of participation in the responsibilities of membership, as defined in Section 2.02; or (d) upon confirmed loss of an institution's accreditation.

Delinquent institutions shall be notified by the Treasurer and copy of notice sent to all SCHEC officers named in Section 4.01. Those institutions that fail to become current shall forfeit their membership.

Reinstatement to active membership, upon the correction of the issue(s) which originally caused the loss of membership will require payment of current membership dues in full and written request to the membership outlining institution's recommitment to SCHEC purposes and responsibilities.

### **Section 2.06 – New Membership**

Institutions seeking new membership in SCHEC shall be referred to the Chair. The Chair will determine if the institution meets the guidelines discussed in Section 2.01. If qualified, the institution will make an oral presentation at a SCHEC general meeting. Voting will take place immediately following the presentation. The prospective member institution must receive a minimum 2/3 vote of approval from the voting membership in attendance. The results will be announced to the institution by a formal letter written by the Chair.

### **Section 2.07 - Articulation**

An additional responsibility of all members is to exercise a good faith effort to develop and maintain campus-specific major and general education articulation with member community colleges.

## **III. MEETINGS**

### **Section 3.01 – Meetings**

Member institutions shall meet a minimum of three (3) times a year. There shall be two (2) general meetings, one each in fall and spring.

### **Section 3.02 – Agendas**

Notices and agendas for general meetings shall be sent to the membership at least seven days prior to the meeting date.

### **Section 3.03 – Locations**

Locations for meetings shall be arranged by the officers and agreed upon by membership.

**Section 3.04 – General Meetings**

General meetings shall be open to all members of SCHEC.

**Section 3.05 – Special Meetings**

Special meetings may be called by the Executive Officers or whenever deemed necessary by at least ten of the member institutions.

**Section 3.06 – Meeting Rules**

Meetings shall be conducted in accordance with rules established by the Executive Officers, so long as such rules are not inconsistent with, or in conflict, with SCHEC by-laws.

**Section 3.07 – Quorum**

Fifty (50) percent of the voting membership shall constitute a quorum.

**IV. EXECUTIVE OFFICERS and ELECTIONS**

**Section 4.01 – Executive Officers**

The Executive Officers of SCHEC shall consist of a Chair, Vice Chair, Secretary, Treasurer, Fair Coordinator and Director of Communications. These six positions shall be elected by the SCHEC voting membership, and be known as the Executive Officers and/or the Executive Committee. The Executive Officers shall exercise the mission of SCHEC, control its funds, and conduct its affairs, except as otherwise provided for in these by-laws.

No person shall hold office if the institution they represent is not in “good standing” and no institution shall be represented in more than one office at a time. Each Executive Officer shall perform the duties as outlined in the following sections:

**Section 4.02 – Chair**

The Chair shall be the chief executive officer of SCHEC and subject to the approval of the general body and shall control the affairs of the organization. He/She will preside at all SCHEC meetings and serve on committees and councils when asked to do so, or designate a representative to serve in her/his place. He/She shall perform all duties incident to his/her office and such other duties as provide in these by-laws, or as prescribed by the Executive Committee and the general membership.

#### **Section 4.03 – Vice Chair**

The Vice Chair shall perform all duties and exercise all responsibilities of the Chair when the Chair is absent or otherwise unable to carry out his/her responsibilities. He/She will serve as Chair of the SCHEC scholarship committee.

#### **Section 4.04 – Secretary**

The Secretary shall record and distribute minutes of all general, special, and the executive committee meetings, be the custodian of the organization's records, give all notices as required by the organization and maintain a comprehensive official SCHEC contact list. The Secretary shall perform all duties and exercise all responsibilities of the Chair and the Vice Chair when either are absent or are otherwise unable to carry out their responsibilities.

#### **Section 4.05 – Treasurer**

The Treasurer shall have charge and custody of all funds of the organization's bank account(s), deposit such funds as required by the organization, keep and maintain adequate and correct accounts of such funds and membership dues, and perform all other duties incident to the office of the Treasurer.

#### **Section 4.06 – Fair Coordinator**

The Fair Coordinator shall have charge of the scheduling and coordination of the spring, summer and fall mini-fairs. Responsibilities will include: Request mini-fair dates from the 2-year colleges; ensure no duplicate requests are confirmed for the same dates; and distribute each semester a final fair schedule to only those 2-year and 4-year designated members on the official SCHEC contact list.

#### **Section 4.07 – Director of Communications**

The Director of Communications shall be responsible for maintaining SCHEC's official website, [www.schec.net](http://www.schec.net), and any other online presence, such as social media pages, with information that is representative of SCHEC's major purposes. A stipend may be made available to a SCHEC institution's student or student group which assists with the development of SCHEC web pages.

#### **Section 4.08 – Officer Compensation**

Officers shall serve without compensation.

#### **Section 4.09 – Officer Terms**

The term of each Executive Officer shall be two full academic years beginning in September. An Officer may be re-elected by approval of the membership for up to four consecutive terms of office.

#### **Section 4.10 – Regular Elections**

The regular election for Executive Officers shall be conducted at the last general meeting of the academic/organization year (spring). Each election will be conducted with a hand vote at the meeting. Election to office will be determined by simple plurality.

#### **Section 4.11 – Staggered Elections**

To maintain stability and consistency in the organization's leadership, the terms of the Executive Officers shall be staggered. The election of the Chair, Secretary, and Fair Coordinator will occur every even-numbered year. The election of the Vice Chair, Treasurer, and Director of Communications will occur every odd year.

#### **Section 4.12 – Transition of Officers**

Terms of Office shall begin upon adjournment of the last general meeting of the year. Vacancies shall be filled by election at the next meeting following the announcement of the vacancy, and shall be for the remainder of the term of the vacated office, except for the vacancy of the Chair, which will be immediately filled by the Vice Chair.

#### **Section 4.13 – Nominating Committee**

In preparation for the Spring elections, a nominating committee shall be formed at the second fall general meeting for the purpose of identifying candidates for the forthcoming election of officers.

#### **Section 4.14 – Nominations**

The slate of officers will be presented at the spring meeting. Nominations will only be valid for candidates who accept, and are in good standing with the organization.

#### **Section 4.15 – Vote by Proxy**

Voting by proxy is allowed if made in writing.

#### **Section 4.16 – Removal of Officers**

Officers may be subject to removal from their positions by simple majority vote of the members present at a general meeting, for just cause as determined by the membership, including but not limited to:

- a) Failure or inability to perform the duties of their elected office
- b) Conduct detrimental to the South Coast Higher Education Council
- c) Loss of institutional membership

### **V. COMMITTEES**

The organization, by resolution, may from time to time designate ad hoc committees for specific purposes; subject to the approval of the general membership. The resolution designating the committee shall provide for the appointments of its members and a chairperson, state its purpose, and provide for its termination, subject to the approval of the general membership.

### **VI. FINANCIAL RESPONSIBILITY**

#### **Section 6.01 – Fiscal Year**

The fiscal year of SCHEC shall be from September 1<sup>st</sup> to August 31<sup>st</sup>

#### **Section 6.02 – Allocation of Scholarship Funds**

A minimum of 10% of the annual budget is to be allocated to the SCHEC Scholarship. The actual amount each year is to be determined by the general membership after receiving a recommendation from the scholarship committee.

#### **Section 6.03 – General Expenditures**

Expenditures made by or on behalf of SCHEC, which exceed two hundred dollars (\$200), shall be approved in advance by the general membership.

#### **Section 6.04 – Expenditures for Meetings**

Expenditures for general or committee meetings, not exceeding \$200 may be approved by the Executive Officers. Except for such meetings, SCHEC general funds may not be used for food or beverages unless previously approved by the general membership.

## VII. AMENDMENTS TO BYLAWS

These by-laws may be amended by a two-thirds vote of the active members present at any regular or special SCHEC meeting, provided the membership has been given prior notice of at least seven (7) working days in advance of the meeting.

### SIGNATURES:

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Robert Waldren, Chair, 2012-14

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Barbara Schiller-Harvey, Vice-Chair, 2013-15

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Rick Boone, Treasurer, 2013-15

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Sunny Wheeler, Secretary, 2012-14

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Dan Weber, Fair Coordinator, 2012-14

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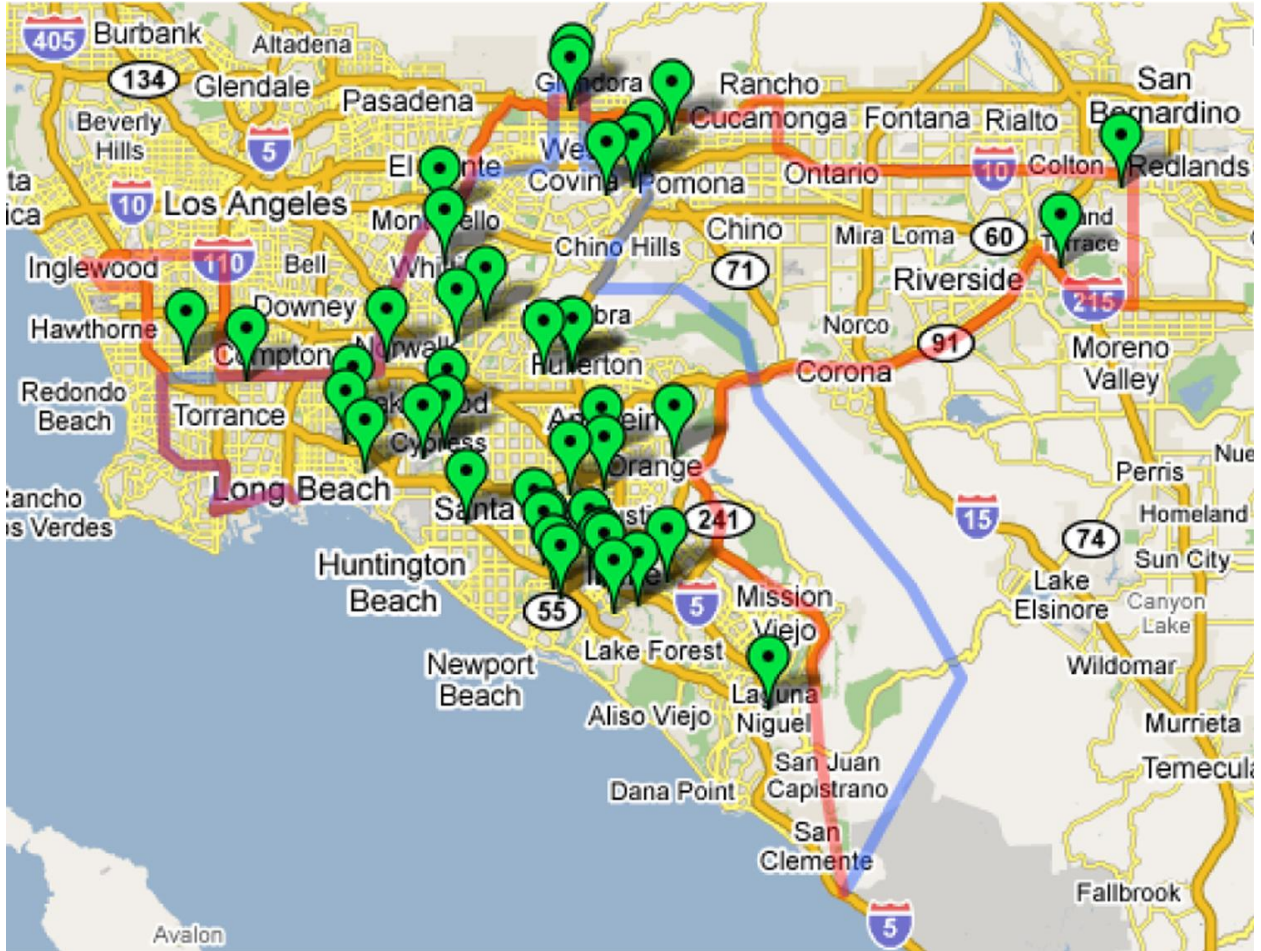
Michelle Scharf, Director of Communications, 2013-15



APPENDIX A

SCHEC Region & Member Map Image

(Interactive version available on SCHEC web site at [www.schec.net](http://www.schec.net))



## **APPENDIX B**

### **Regional Accrediting Bodies**

- Middle States Association of Colleges and Schools, Commission on Higher Education (MSA)
- Northwest Commission of Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools, Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE) or New England Association of Schools and Colleges, Commission on Technical and Career Institutions (NEASC-CTCI)
- Southern Association of Colleges and Schools, Commission on Colleges (SACS)
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU) or Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)