



GOVERNING BY-LAWS OF THE UTAH COUNCIL FOR SECONDARY/POST-SECONDARY RELATIONS

ARTICLE I

Name of the Organization

- A. The name of this organization shall be “The Utah Council for Secondary/Post Secondary Relations”; herein after referred to as “The Council”.

ARTICLE II

Purpose

- A. The purpose of The Council is to educate students through:
- the cooperation of secondary and post-secondary institutions to ethically disseminate information concerning post-high school educational opportunities.
 - ongoing programming including, but not limited to, a high school tour and educational opportunities presentation (currently, HIED 1010).
 - developing a network for discussion of opportunities between secondary and post-secondary educators, advisers, counselors and administrators.
- B. The organization will work independent of the State Board of Regents and individual institutional administrations. However, it will make every effort to include the interests of these educational administrations in it’s decisions and activities.

ARTICLE III

Membership

- A. Eligibility
- The following institutions and organizations are eligible for membership in The Council.
 - 1. Secondary Schools**
 - Any public secondary school in the state of Utah.
 - Any private or parochial school which:
 - maintains its primary campus in Utah;
 - is owned and operated by a duly recognized corporation or organization licensed by the state of Utah for the purpose of educating students at the secondary school level; and
 - is accredited by the Northwest Association of Schools and Colleges.
 - 2. Post-Secondary Institutions**
 - Any University, 4-year college, 2-year college, or Applied Technology College operated by the state of Utah.
 - Any private University, 4-year college, or two-year college which:
 - maintains a significant, main (not branch) campus with a minimum of 1,000 on campus students (this does not include online registrations) and substantial programs within the state of Utah; and

- 2) is accredited by a regional accrediting agency such as the Northwest Association of Schools and Colleges.

3. Associate Membership

- i) Any organization that assists in the delivery of educational services and is not an institution of higher learning.

B. Application for Membership

- a. Any institution or organization that is eligible for membership by the above noted standards may apply to The Council by submitting the following to the Executive Committee:
 1. A letter stating the desire and purpose for membership; and
 2. Documentation of accreditation by the Northwest Association of Schools and Colleges.
 3. Proof of a substantial main campus within the state of Utah as defined in Article III.A.2.ii.1.
- b. All membership decisions will be made by the Executive Committee of The Council. The decision of the Executive Committee will be considered final.

C. Rights of Members

a. Post-secondary members shall be entitled to:

1. A page in the annually published Council guidebook. If an institution has multiple or branch campuses, they shall be entitled to one page as a group.
2. The opportunity to vote in all Council elections and to provide input for all Council operational decisions, programs, and policies.
3. Participate in council professional development activities.

b. Secondary members shall be entitled to:

1. One Council guidebook for each student in their current senior class.
2. One day for their students to meet post-secondary representatives during the annual high school tour.
3. The opportunity to have a post secondary institution present the above mentioned Higher Education 1010 presentation in a manner determined by The Council representative and the secondary member.
4. Participate in Council professional development activities.

c. Associate members shall be entitled to:

1. Participate in Council activities.
2. Attend informational meetings.

D. Responsibilities of Members

a. Secondary School Members will be required to:

1. Provide documentation of accreditation with the Northwest Association of Schools and Colleges.
2. Designate an individual responsible to cast the institutional vote in all matters pertaining to The Council.

b. Post-Secondary members will be required to:

1. Provide documentation of regional accreditation.
2. Designate an individual responsible to cast the institutional vote in all matters pertaining to The Council.
3. Provide proof of a substantial campus within the state of Utah.
4. Actively participate in Council activities, including but not limited to:
 - i) the high school tour;
 - ii) officer elections;
 - iii) the annual professional development retreat; and
 - iv) semi-annual Council meetings.
5. Participate as members of the Executive Committee, or on committees as assigned by the Executive Committee, as the opportunity is presented.

E. Termination of Membership

- a. Membership in The Council may be terminated for:
 1. Lack of participation in Council functions.
 2. Non-payment of dues.
 3. Unethical practices during Council-sponsored events such as the high school tour.
- b. Matters of termination of membership will be handled by majority vote of the Executive Committee. Any member terminated from The Council may reapply after a period of one year (12 months) if they meet the requirements for membership.
- c. The decision of the Executive Committee will be considered final in all matters of membership.
- d. If an institution is removed from the membership of The Council, any individual from the institution will be immediately removed from elected or appointed positions within the Executive Committee or any ex-officio committees within the organization and their responsibilities will be re-assigned by the President.

ARTICLE IV

Officers and Executive Committee

A. Com position

- a. The officers of The Council shall consist of a President, a Past-President, a President-Elect, a Secretary and a Treasurer.
- b. The Executive Committee shall consist of the officers and the following:
 1. One (1) 4-year institutional representative;
 2. One (1) 2-year institutional representative;
 3. One (1) Applied Technology representative;
 4. Two (2) high school representatives;
 5. One (1) ex-officio member appointed by the State Board or Regents;
 6. One (1) ex-officio member appointed by the State Board of Education;
 7. One (1) ex-officio member appointed by the Executive Committee as the tour coordinator;
 8. One (1) ex-officio member appointed by the Executive Committee as the Webmaster.

B. Qualifications

- a. An individual may be appointed to the Executive Committee of The Council if:
 1. Their institution is a current member of The Council; and
 2. They are currently employed by an above-mentioned institution.

C. Creation of Executive Committee Positions

- a. New positions may be added to accomplish the mission of the organization by a two-thirds vote of the Executive Committee.

D. Duties and Responsibilities

- a. Executive Committee
 1. Act for and in behalf of the membership between Council meetings.
 2. Determine the voting status of members.
 3. Make all decisions concerning membership in The Council, including timely action on all applications for membership.

E. Officers

- a. **President**
 1. presides at all Council and Executive Committee meetings
 2. enforces all rules relating to membership in The Council
 3. calls meetings of The Council and Executive Committee as necessary
 4. appoints all special and/or standing committees
- b. **President Elect**
 1. acts in the office of President in the absence of the President
 2. plans and carries out the annual professional development conference
 3. acts as parliamentarian
- c. **Past President**
 1. acts in the office of President in the absence of both the President and President-Elect
 2. holds the annual election of officers and institutional representatives
- d. **Secretary**
 1. keeps an accurate record of all Council meetings and Executive Committee meetings including motions, resolutions and decisions
 2. conducts all official correspondence of the Council
 3. issues all meeting notices
 4. keeps a register of all voting members
- e. **Treasurer**
 1. collects all annual membership dues
 2. maintains an account in the name of The Council
 3. pays all debts incurred by The Council from Council funds
 4. reports on the fiscal condition of The Council at the annual business meeting

F. Elected Representatives

a. **Four-year representative**

1. informs all 4-year institutions regarding decisions of the Executive Committee
2. represents 4-year institutions in all decisions of The Council between meetings
3. other duties as assigned by the President

b. **Two-year representative**

1. informs all 2-year institutions regarding decisions of the Executive Committee
2. represents 2-year institutions in all decisions of The Council between meetings
3. other duties as assigned by the President

c. **Applied Technology representative**

1. informs all applied technology institutions regarding decisions of the Executive Committee
2. represents applied technology institutions in all decisions of The Council between meetings
3. other duties as assigned by the President

G. Removal of Officers or Representatives

- a. An officer or representative may be removed by a majority vote of the Executive Committee for one or more of the following acts:
 1. Not fulfilling responsibilities of the position, or assignments of the President.
 2. Unethical practices during Council activities.
 3. Unprofessional acts while in office.
- b. Removal may occur without regard to the outcome of any other related institutional or legal proceedings.
- c. Should an individual be removed from office within Executive Committee, this will not constitute removal of the institution from membership within The Council.

H. Vacancy

- a. Vacancies shall be filled in the following progression:
 1. The President shall be immediately replaced by the President-Elect.
 2. The President-Elect shall be replaced through an appointment by the Executive Committee.
 3. The Past-President shall remain open until the next election cycle. The responsibilities of the Past President shall be assigned to other members of the Executive Committee by the President.
 4. The Secretary, Treasurer, high school and institutional representatives shall be replaced through an immediate appointment by the Executive Committee.

ARTICLE V
Committees and Appointments

- A. The President, or their designee, is an ex-officio member of all committees.
- B. The office of Treasurer will be appointed by the President for an extended term to be defined by the Executive Committee to provide continuity with organizational funds and accounts.
- C. The President may appoint committees as needed to conduct the business of The Council. Membership of these committees need not be confined to members of The Council.

ARTICLE VI
Elections

- A. Election of officers and representatives shall be held annually. Nomination of officers shall occur in April, with elections following in June. Newly elected individuals shall begin their responsibilities on July 1 of the year they are elected. The rotation of officers shall be as follows:
 - a. President Elect: elected annually; 3-year term shall become President the 2nd year and Past-President the 3rd year-
 - b. Secretary: elected every even year; 2-year term
 - c. Four-year representative: elected every odd year; 2-year term
 - d. Two-year representative: elected every even year; 2-year term
 - e. UCAT representative: elected every even year; 2-year term
 - f. High school representative: past president of the Utah School Counselors Association will serve as a standing member of the Executive Committee

ARTICLE VII
Meetings

- A. Timing
 - a. The Council will meet once each year in a business meeting.
 - b. The Executive Committee shall meet quarterly.
 - c. Higher Education institutions shall meet bi-annually to coordinate efforts for the high school tour.
- B. Calling Meetings
 - a. A majority of the Executive Committee, or the President, may call a meeting of The Council or Executive Committee.
- C. Quorum
 - a. Business may be conducted with a majority of higher education members and a two-thirds majority of the members of the Executive Committee present.

ARTICLE VIII

Finances

A. Membership Dues

- a. Dues will be used for the ongoing maintenance of The Council including travel, counselor conferences, professional development, booklet publication, and other activities as outlined by the Executive Committee.
- b. The Executive Committee shall determine, prior to the annual business meeting of The Council, whether and at what amount dues shall be assessed. The assessment shall be determined by institutional size and type.
- c. All members will be required to pay institutional dues to maintain membership and to receive the benefits available to their institutional type such as guide booklets, tour visitation, participation in professional development activities, etc.
- d. Non-payment of dues may result in removal from The Council.

B. Management

- a. Finances of The Council will be the responsibility of the Treasurer and are enumerated under the Treasurer's responsibilities.

ARTICLE IX

Functions of The Council

A. The Council shall perform the following functions to carry out the mission of the organization:

a. High School Tour

1. the High School Tour shall be organized by a Tour Coordinator as appointed by the President to serve a term of two years. During the second year of service, an Assistant Tour Coordinator shall be selected from the institution responsible for the next term as Coordinator.
 - i) The Tour Coordinator shall be an ex-officio member of the Executive Committee and be required to attend all Executive Committee functions.
2. The Tour will be organized such that each Secondary Member institution will have the opportunity for their Senior class to meet with and discuss post-secondary opportunities for education.
3. Secondary institutions that select not to be members of The Council shall have the opportunity for their Senior class to attend the Tour visit to their area, but will not have access to printed materials such as the Guide-booklet.
4. The Tour will occur annually during the Fall as scheduled by the Tour Coordinator.

b. Higher Ed 1010

1. Secondary members of The Council shall have access to a presentation on post-secondary education opportunities. This presentation shall be presented by a local post-secondary member.

ARTICLE X
Amendments

A. Initiation

- a. Any member may propose an amendment to the Governing Bylaws of The Council..

B. Voting

- a. A majority vote of the Executive Committee shall institute any proposed amendment.

C. Review of Document

- a. The Governing By-Laws of the Council shall be reviewed by a committee appointed by the President every 5 years.