

Ivy Tech State College Regional By-Laws

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ARTICLE I

Definitions

SECTION 1. Act. The word “Act,” as hereinafter used, shall mean “An Act to create and establish Ivy Tech State College,” 1C-20-12-61 as amended and supplemented.

SECTION 2. State Board. The phrase "State Board," as hereinafter used, shall mean the State Board of Trustees of Ivy Tech State College, generally referred to in the Act as the "State Board."

SECTION 3. Region. The word “Region,” as hereinafter used, shall mean that geographic area described in Article II of the Charter of the Regional Institute, as enlarged, restricted, or otherwise revised from time to time by the Trustees of Ivy Tech State College (hereinafter called the "State Board").

SECTION 4. Regional Institute. The phrase "Regional Institute," as hereinafter used or referred to as a "Region," shall mean a Regional Institute established under the Act.

SECTION 5. Regional Board. The phrase “Regional Board,” as hereinafter used, shall mean the Regional Board of Trustees of Ivy Tech State College established under the Act.

ARTICLE II

The Regional Board

SECTION 1. Regional Board of Trustees; Membership. The Regional Board of Trustees of a Regional Institute shall consist of seven (7) members, including at least five (5) members who are representative of the manufacturing, commercial, agricultural, labor, and educational groups of the region, all to be appointed by the State Board. All members of the Regional Board must be residents of the region. Appointments are for three (3) year terms, on a staggered basis, and all trustees must be citizens of Indiana. Members may be appointed to an unlimited number of terms. Vacancies on the Regional Board shall be filled according to the Act. I.C. 20-12-61-11.

SECTION 2. Election. At a regular meeting of the Regional Board, the Regional Board shall elect from its members a chairperson, a vice chairperson, and a secretary. All officers shall serve for a term of one (1) year and until successors have been duly chosen.

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SECTION 3. Chairperson of the Regional Board. Except as herein otherwise provided, the chairperson of the Regional Board shall call and preside at all meetings of the Regional Board and shall have such other powers and duties as assigned or delegated by the State Board, the Regional Board or these By-Laws.

SECTION 4. Vice Chairperson. The Vice Chairperson of the Regional Board shall have all the powers and perform all the duties incumbent upon the Chairperson of the Regional Board during the Chairperson's absence or disability and shall have such other powers and duties as the Regional Board or the By-Laws may prescribe.

SECTION 5. Secretary. The Secretary of the Regional Board shall keep, or cause to be kept, a true and complete record of the proceedings of all regular and special meetings, and in general shall perform all duties pertaining to the office of Secretary of the Regional Board and as the Regional Board or the By-Laws may prescribe.

SECTION 6. Compensation of Members of Regional Board. Members of the Regional Board shall serve without compensation but shall receive reimbursement for necessary expenses incurred in the conduct of the business of the region under guidelines prescribed by law and the State Board.

ARTICLE III

Meetings of the Regional Board

SECTION 1. Regular Meetings. Regular meetings of the Regional Board shall be held at least quarterly. The Secretary of the Regional Board shall give written notice of the time and place of all regular meetings to each member of the Regional Board and the public in the time required by law.

SECTION 2. Special Meetings. The Chairperson of the Regional Board may call special meetings of the Regional Board at any time. A special meeting of the Regional Board shall be called by the Chairperson upon written request of three (3) or more members of the Regional Board. The Secretary of the Regional Board shall give written notice of the time and place of all special meetings to each member of the Regional Board and the public in the time required by law.

SECTION 3. Form of Notice. Any written notice required to be given of any meeting of the Regional Board shall be proper if delivered either personally, by mail, facsimile (fax) or via electronic mail.

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SECTION 4. Action at Regular and Special Meetings. At all regular and special meetings of the Regional Board, it shall be valid for the Regional Board to act on any subject within the authority and responsibility of the Regional Board and the Regional Institute.

ARTICLE IV

Procedures at Meetings

SECTION 1. Quorum. A majority of the number of Regional Board members prescribed by the Act shall constitute a quorum for the transaction of business. Action may not be taken unless a majority of the quorum votes to take action.

SECTION 2. Order of Business. The business at each regular or special meeting of the Regional Board shall be conducted in the following order, unless changed by the Regional Board.

- A. Call Meeting to Order
- B. Roll Call
- C. Report on Notice of Meeting
- D. Introduction of Guests
- E. Approval of Minutes
- F. Chairman's Report
- G. Chancellor's Report
- H. Action Items Including Other Matters to Come Before the Board
- I. Discussion Items
- J. Information Items
- K. Future Meetings and Important Dates
- L. Adjournment

ARTICLE V

Regional Board Duties

SECTION 1. General Duties of the Regional Board. A Regional Board shall do the following:

- A. Make a careful analysis of the educational needs and opportunities of the region.

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- B. Develop and recommend to the State Board, a plan for providing postsecondary education at less than the baccalaureate level for the people of that region not inconsistent with the grant of authority under state law.
- C. Develop and recommend a budget for regional programs and operations.
- D. Identify and recommend alternative methods of acquiring or securing facilities and equipment necessary for the delivery of effective regional programs.
- E. Facilitate and develop regional cooperation with employers, community leaders, economic development efforts, area vocational centers, and other public and private education and training entities in order to provide occupational and technical education and training in an efficient and cost effective manner and to avoid duplication of services.
- F. Determine through evaluation, studies, or assessments the degree to which the established training needs of the region are being met.
- G. Make recommendations to the State Board concerning policies that appear to substantially affect the Regional Board's capacity to deliver effective and efficient programming.

SECTION 2. State Board Request for Recommendations. Before taking any action pursuant to I.C. 20-12-61-13(a)(1), (a)(3), (a)(5), or (a)(8) that would substantially affect a Regional Institute, the State Board shall request recommendations concerning the proposed action from the Regional Board for that Regional Institute.

ARTICLE VI

Regional Administration

SECTION 1. President and Chancellor. The President shall be Chief Executive Officer of the College and each Regional Institute. A Chancellor, who shall be the Chief Administrative Officer of the Regional Institute, shall assist the President. The Chancellor of the Regional Institute, subject to the powers, duties, and authorities granted the President, and the State Board and Regional Board, shall manage, direct and be responsible for the conduct of the Regional Institute, except for those duties and responsibilities which by law or other authority are made the responsibility of other persons.

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The President or the Chancellor, or a representative thereof, shall attend all meetings of the Regional Board and shall report upon the affairs of the College and the Regional Institute. The President or the Chancellor, or their designee, shall provide the Regional Board at regular meetings and upon request, College reports reflecting the financial condition of the Regional Institute.

SECTION 2. Administrative Staff and Other Personnel. Such administrative staff and other personnel as may be required for operation of the Regional Institute shall be employed in accordance with policies established by the State Board and operational policies and procedures established by the President or his designee. The employment of the administrative staff and other personnel shall be made by the Chancellor of the Regional Institute and reported to the Regional Board upon request.

ARTICLE VII

Committees of the Regional Board

SECTION 1. Permanent Committees of the Regional Board.

- A. Executive Committee.** The Executive Committee of the Regional Board shall consist of the Chairperson of the Regional Board and two (2) members of the Regional Board designated by the Regional Board. Members of the Executive Committee of the Regional Board shall serve for a term of one (1) year and until their successors have been duly designated. If, at any time between the regular meetings of the Regional Board, immediate Regional Board action is required to further or safeguard the best interests of the Regional Institute, the Chairperson of the Regional Board shall cause each member of the Regional Board to be given notice in person, in writing, or via electronic mail of the action so required, and, if a special meeting of the Regional Board cannot be called and held in time to take such action, the Executive Committee of the Regional Board shall have and may exercise all the powers of the Regional Board with respect to the matter necessitating such immediate action. The Secretary of the Regional Board shall give written notice to the public of the time and place of an Executive Committee meeting where action is expected. All actions taken by the Executive Committee of the Regional Board under this section shall be reported to the Regional Board.
- B. Standing Committees.** At any regular or special meeting thereof, the Regional Board may designate such standing committees of the Regional Board as the Regional Board may deem necessary or desirable, which committees shall have such members and functions as the Regional Board may prescribe and shall operate under the general supervision of the Regional Board.

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SECTION 2. Special Committees of the Regional Board. At any regular or special meeting thereof, the Regional Board may designate such special committees of the Regional Board as the Regional Board may deem necessary or desirable, which committees shall have such members and functions and shall exist for such period of time as the Regional Board may prescribe and shall operate under the general supervision of the Regional Board.

ARTICLE VIII

Policies and Procedures

Such policies and procedures as may be adopted and promulgated by the Regional Board from time to time, pursuant to the provisions of the Code or these By-Laws of the Regional Board may not conflict with the Act creating the College, By-Laws and policy expressions of the State Board or the operational instructions and procedures implemented by the President.

ARTICLE IX

Contracts and Other Documents

All significant contracts (as determined by the authorization levels established in College policies), agreements, and related written instruments shall be executed, on behalf of the College, by the Chairperson of the State Board or by the President or the President's designee under authority delegated either generally or specifically by the State Board.

ARTICLE X

Amendments

As it is important for fair, efficient and effective operation that the By-Laws and Charters of the College's Regional Institutes be similar, requests for amendments to these By-Laws or a Regional Institute's Charter, are subject to the approval and consent of the State Board. I.C. 20-12-61-12.