

BYLAWS

*Article I ~ Name and Purpose*

Section 1: The name of this organization shall be Intersegmental Committee of Academic Senates (hereinafter referred to as ICAS).

Section 2: The purpose of ICAS shall be to promote the following goals within the State of California:

- A. Advise the academic senates of the public higher education segments, education officials, and policy makers on issues of intersegmental concern;
- B. Share information on issues of mutual concern, including but not limited to student preparation for postsecondary education, the Master Plan for Higher Education, access, transfer, articulation, general education, and educational quality and standards;
- C. Develop and maintain by regularly reviewing and revising, as appropriate, competency statements for entering freshman and the Intersegmental General Education Transfer Curriculum (IGETC);
- D. Develop and promulgate common positions on intersegmental issues, including preparing position papers to inform policy discussions.

*Article II ~ Membership*

Section 1: Members shall represent the Academic Senates of the University of California, California State University and the California Community Colleges.

Section 2: The Academic Senate of each segment shall appoint five representatives, including its Chair or President. In addition, the three segment executive directors shall serve as *ex officio* members of ICAS.

Section 3: Each segment shall determine its own criteria for selecting members and its members' terms of service.

Section 4: Each segment may select alternates for its representatives. Alternates serve only in the absence or disability of their principals and have full voting authority during their period of service.

*ARTICLE III ~ Governance Structure*

Section 1: Officers.

- A. The chairs/presidents of the three academic senates shall normally serve as the officers of ICAS.
- B. If so designated by the segment chair, the ICAS officer from a segment may be identified as the vice-chair/vice-president of the segment. The chair of ICAS shall be rotated annually among the three officers of ICAS from the segments' academic senates.
- C. The chair shall assume office each September.

Section 2: Authority. The officers shall have the responsibility and authority for interpreting, and implementing actions approved by ICAS. They shall also have the responsibility and authority for generating and implementing decisions deemed necessary between ICAS meetings, provided such interim actions shall not abrogate the Bylaws of ICAS.

Section 3: ICAS Actions. When ICAS makes recommendations for action to the Academic Senates of the three segments, ICAS actions become final when they have been approved by all three senates. Once ICAS actions become final, ICAS communicates them to relevant constituencies.

*ARTICLE IV ~ Duties*

Section 1: ICAS Chair

- A. Prior to September 1<sup>st</sup> of each year, the incoming chair of ICAS, in consultation with the two other officers shall schedule at least five regular meetings of ICAS for the ensuing academic year. With majority approval by ICAS, the chair may cancel a regular meeting, but there must be at least three regular meetings in each academic year.
- B. The chair, in consultation with the other officers, shall set the agenda for every ICAS meeting.
- C. The chair shall serve on the Intersegmental Coordinating Committee (ICC) Roundtable Executive Council.
- D. The chair shall serve as the official spokesperson for ICAS.

Section 2: Officers

- A. Each officer shall represent his/her segment on all matters under consideration by ICAS.

- B. Each officer shall identify and bring to ICAS for consideration issues that fall within ICAS' charge.
- C. Each officer is responsible for informing his/her segment about ICAS activities throughout the academic year.

Section 3: Members

- A. Each member shall support his/her officer in fulfilling the ICAS charge by attending and taking an active part in all meetings, carrying out routine and special tasks as assigned by the chair, and offering advice and information based on his/her experience and expertise.
- B. Each member shall have the right to request that an item be placed on the agenda, with the expectation that ICAS will give the matter due consideration in a timely fashion.

Section 4: Executive Directors

- A. The executive director of the segment responsible for chairing ICAS shall serve as the official secretary of ICAS, with duties including drafting the agenda, taking the minutes of the meetings, and recording official actions.
- B. The Community College executive director shall maintain the official ICAS website and archives to preserve the history of ICAS. All other executive directors shall assist by providing relevant information and resources.
- C. Each segment executive director shall:
  - I. Serve as a non-senate, non-voting member of ICAS.
  - II. Attend or send a designee to all ICAS meetings.
  - III. Assist the Community College Academic Senate in maintaining the ICAS website.
  - IV. Provide background information as necessary and appropriate.
  - V. Provide policy analysis as requested by the segments.
  - VI. Assist in organizing the ICAS Legislative Day.

*Article V ~ Meetings*

Section 1: Rules of Order. Roberts Rule of Order, Revised, shall guide ICAS in all areas not specified in these Bylaws.

Section 2: Types.

ICAS shall convene at least five regular meetings during the academic year and one legislative day meeting. Emergency meetings may be called by the officers as necessary. Meetings, unless otherwise stated in these Bylaws, may take place either in person or electronically. Electronic/telephone participation shall be deemed as present and voting.

Section 3: Regular Meetings

- A. Each September the meeting dates for the year will be recommended by the chair and approved by ICAS.
  - I. The agenda for regular meetings shall be sent to the membership at least three working days before the meeting.

Section 4: Emergency Meetings

The agenda for emergency meeting of ICAS shall be sent to the members at least one calendar day before the meeting is convened.

Section 5: Legislative Meeting

Each year ICAS will hold a Legislative Day in Sacramento with the purpose of giving state legislators an opportunity to meet ICAS members and discuss issues of mutual concern for higher education.

Section 6: Conduct of Business

- A. Quorum. Two-thirds plus one of the voting members of the ICAS shall constitute a quorum.
- B. Consent Calendar. Agenda items deemed non-controversial by the chair of ICAS, in consultation with the other officers, may be placed on a Consent Calendar. Approval of all business on the Consent Calendar requires a single unanimous vote. At the request of any member, any such Calendar item must be deferred until consideration of new business.
- C. Voting. For all actions requiring a vote, passage requires the approval by the majority of all voting members present.
- D. Minutes. The chair shall send minutes of each ICAS meeting to members no later than the distribution of the agenda for the next regular meeting.

*Article VI ~ Committees*

Section 1: Types of Committees: Standing Committees are those committees that are named and whose charges are specified in these Bylaws. Standing Committees shall persist until these Bylaws are amended to eliminate or amend their charges. Special Committees are established for a limited term to address specific issues.

Section 2. Establishment of Committees. Standing Committees are established by these Bylaws. Special Committees shall be established by the chair, with the concurrence of the other officers, as needed to conduct ICAS activities.

Section 3: Composition of Committees. Committees may be composed of appointed, elected, or *ex officio* members, or any combination thereof. Each segment in accordance with its governing policies and procedures shall be responsible for making appropriate appointments and revoking any appointment it has previously made.

Section 4: Standing Committees:

A. Competency Statement committees

- I. Members: Discipline specific faculty appointed by the segments;
- II. Charge: Develop and maintain, by regularly reviewing and revising as appropriate, competency statements for entering freshman

B. IGETC Standards Review Committee

- I. Members: One representative from each segment.
- II. Charge: to serve as a forum for the detailed examination and discussion of IGETC-related issues by representatives of each of the three postsecondary segments, and to facilitate their resolution. The Subcommittee shall also undertake other IGETC-related tasks, as directed by ICAS. Toward these purposes, the activities of the Subcommittee shall include, but not be limited to, meeting in-person and/or via teleconference to discuss IGETC issues as they emerge, and formulating recommendations relating to IGETC policies and procedures for consideration by ICAS.

Section 5: Special Committees. The chair, with the concurrence of the other ICAS members, may form special committees including task forces, ad hoc or advisory groups as necessary. These groups are defined:

- A. Task Force: Temporary group formed to carry out a specific mission or project, or to solve a problem and automatically ceases to exist when its final report is issued.
- B. Advisory Group: A group formed to provide unique knowledge and skills to complement the knowledge and skills of ICAS members.

Section 6: Terms of Service.

Unless otherwise specified, in these Bylaws or by the relevant segment, members of ICAS Committees shall serve two-year terms, where feasible staggered.

Section 7: Tenure of Special Committees. Members of Special Committees shall serve only until the first meeting of ICAS in the ensuing fall term unless:

- A. A definite term is specified;
- B. Its authorization occurs after March 1<sup>st</sup>, in which case it shall continue for one year beyond the normal expiration date;
- C. It is continued by action of ICAS.

Section 8: Authority of Special Committees

Special Committees are responsible to, and shall report to, ICAS at least annually. Each Special Committee is responsible to ICAS and does not speak for themselves but only through ICAS.

*Article VII ~ Amendment*

Section 1: These Bylaws may be amended by a two-thirds vote of those present at an ICAS meeting if all officers approve and a quorum is present. Notice of the proposed amendment must be sent to all members at least eight days prior to the ICAS meeting at which the vote is scheduled to occur.

Section 2: Amendments shall take effect immediately following approval unless a different date is specified or required.

*Article VIII ~ Office of Records*

Section 1: Website. An ICAS website will be maintained.

Section 2: Archives. The California Community College segment will be responsible for storing all the ICAS archives. Scanned documents will be available to the segments.

*Article IX ~ Funding*

Section 1: Each segment shall fund the participation of its representatives in the ICAS meetings, committees, and activities.

Section 2: The segment chairing the meetings will be responsible for providing meeting space and other general meeting expenses including food and parking.

*Approved February 26, 2009*