

## ***Appendix C.1***

### **BYLAWS OF THE GREAT PLAINS INTERACTIVE DISTANCE EDUCATION ALLIANCE (Great Plains IDEA)**

**October 29, 2001**

**Amended May 1, 2002, November 13, 2003; April 6, 2004; April 3, 2007**

#### **Article I. Identification**

The name of this organization is the Great Plains Interactive Distance Education Alliance (Great Plains IDEA). Human Sciences units established the Great Plains IDEA.

#### **Article II. Statement of Purpose**

The purpose of the Great Plains IDEA is to enable member institutions to offer educational programs with other institutions and thereby give students and professionals more access to high quality education.

#### **Article III. Lead Institution**

One (1) Great Plains IDEA Alliance Member institution as approved by the Great Plains IDEA Board of Directors shall be responsible for the Great Plains IDEA funds and records.

#### **Article IV. Membership**

Section 1. **QUALIFICATION.** Institutions requesting membership in the Great Plains IDEA shall make a commitment to work cooperatively with other Great Plains IDEA members to accomplish the purpose of the organization as stated in *Article II*.

Section 2. **GREAT PLAINS IDEA AFFILIATION.** Eligible institutions may participate in the Great Plains IDEA as an Alliance Member (human sciences), Academic Affiliate (non-human sciences) or Institutional Affiliate. Alliance Members, Academic Affiliates and Institutional Affiliates shall support the mission, vision, and goals of the Great Plains IDEA.

**Alliance Member:** Alliance Members shall be the Human Science units and shall provide leadership and support for Program Initiatives and Human Sciences Academic Programs, and participate in the governance of the Great Plains IDEA. Charter members are the Human Sciences units at: Colorado State University, Iowa State University, Kansas State University, Michigan State University, Montana State University, North Dakota State University, Oklahoma State University, South Dakota State University, Texas Tech University and the University of Nebraska.

Each Alliance Member shall have one representative with one vote on the Great Plains IDEA Board of Directors.

**Academic Affiliate:** Academic Affiliates shall include academic units that choose to form an inter-institutional alliance to be active participants in academic programs governed by the Great Plains IDEA Policies and Procedures. Academic Affiliates will establish a Board of Directors and follow the Great Plains IDEA Bylaws. Academic Affiliates shall provide leadership and support for Program Initiatives and Academic Programs within their discipline, and participate in the governance of the Academic Board of Directors. One member from each Academic Board of Directors will serve as liaison to the Great Plains IDEA Board of Directors without vote.

**Institutional Affiliate:** Institutional Affiliates shall include academic units that choose to be active participants in at least one academic initiative of the Great Plains IDEA. Institutional Affiliates shall not have voting privileges on the Academic Board of Directors and are not required to attend meetings of the Academic Board of Directors.

- Section 3. **APPLICATION.** Any institution requesting membership as an Alliance Member, Academic Affiliate, or Institutional Affiliate in the Great Plains IDEA shall submit a request to the Chair of the Great Plains IDEA Board of Directors. New Alliance Members, Academic Affiliate, and Institutional Affiliates must be approved by a 2/3 vote of the Board of Directors.
- Section 4. **GOOD STANDING.** To remain in good standing, Alliance Members and Academic Affiliates of the Great Plains IDEA shall participate in program initiatives offered by the Great Plains IDEA through the development and implementation of distance education curricula, payment of fees, and participation at the Great Plains IDEA and/or Academic Board of Directors meetings. Institutional Affiliates shall participate in the development and implementation of distance education curricula, payment of fees, and other requirements of program initiative.
- Section 5. **VOLUNTARY TERMINATION OF MEMBERSHIP.** An institution may terminate its membership in the Great Plains IDEA by submitting a letter to the Great Plains IDEA and Academic Board of Directors stating its intention to withdraw from the Great Plains IDEA.
- Section 6. **INVOLUNTARY TERMINATION OF MEMBERSHIP.** Failure to maintain good standing over a two-year period shall be reviewed by the Great Plains IDEA and Academic Board of Directors and may result in the loss of membership to the Great Plains IDEA.

#### **Article V. Board of Directors**

Members of the Great Plains IDEA Board of Directors shall serve two-year terms and shall be eligible for reappointment to the Board. The Board is responsible for the overall policy and direction of the Great Plains IDEA, including all Program Initiatives and Academic Programs of the Great Plains IDEA.

- Section 1. **BOARD OF DIRECTORS.** The Board of Directors shall consist of one representative from each Alliance Member institution to be appointed by the academic head associated with the Human Sciences unit or the appropriate institutional administrator of the Alliance Member institution.
- Section 2. **ANNUAL MEETING OF THE BOARD OF DIRECTORS.** An annual meeting of the Great Plains IDEA shall be held before the end of each fiscal year. The Chair of the Board of Directors shall determine the time and place of the meeting. Notice in writing or via e-mail shall be given to each director at least 30 days in advance of the meeting.
- Section 3. **SPECIAL MEETINGS OF THE BOARD OF DIRECTORS.** Written notice stating the place, day and hour of any special meetings of the Board of Directors shall be mailed or electronically delivered to each Director not less than 7 days prior to any meeting.
- Section 4. **VACANCIES.** Each Alliance Member shall appoint a representative from its institution to fill any vacancy from its institution. The Academic Dean associated with the Human Sciences unit or the appropriate institutional administrator shall appoint the representative.
- Section 5. **QUORUM.** A simple majority of the Board of Directors shall constitute a quorum for the transaction of business.
- Section 6. **VOTING.** All voting at meetings of the Board of Directors shall be done in person, electronically or via telephone at the time of the vote. Voting by proxy shall be allowed in the absence or unavailability of the designated representative. If a vote is required at a time when a meeting is not scheduled, voting shall be conducted by electronic ballot or by mail. Each Alliance Member institution shall be allowed one vote.
- Section 7. **DUTIES OF THE BOARD OF DIRECTORS.** The Board of Directors shall conduct the business and affairs of the Great Plains IDEA.

#### **Article VI. Officers**

- Section 1. **ELECTION.** The members of the Great Plains IDEA Board of Directors shall elect among themselves by simple majority vote, a Chair, Vice Chair/Chair-Elect, Secretary and Treasurer. Each Academic Board will elect a Chair, Vice Chair/Chair Elect, and Secretary. The officers shall be elected at the annual meeting and shall hold office until their successors are elected and qualified. The Secretary and Treasurer will serve two-year terms with eligibility for reelection and the Vice Chair/Chair-Elect shall serve a two-year term prior to serving another two-year term as Chair of the Board and is not eligible for reelection.
- Section 2. **CHAIR.** The Chair shall act as the Chief Executive Officer of the Great Plains IDEA and perform or delegate such other duties as the position may require.
- Section 3. **VICE CHAIR/CHAIR-ELECT.** The Vice Chair/Chair-Elect shall perform all duties of the Chair during the absence or disability of the Chair and

shall perform such other duties as the Board of Directors may require. The Vice Chair/Chair-Elect shall advance to the position of Chair at the conclusion of the term of office as Chair-Elect.

- Section 4. **SECRETARY.** The Secretary shall attend all meetings of the Board of Directors and shall keep a true and complete record of the proceedings of such meetings. The Secretary shall attend to the giving and serving of all notices of the Board of Directors and shall perform or delegate such other duties as the Board may dictate.
- Section 5. **TREASURER.** The Treasurer shall keep correct and complete accounts showing, at all times, the financial condition of the Great Plains IDEA Board of Directors. The Treasurer shall maintain contact with the Lead Institution collecting, dispersing, and holding the funds for the Great Plains IDEA. All funds shall be deposited in accordance with the guidelines of the Lead Institution. Withdrawal of funds shall be consistent with procedures established by the Great Plains IDEA.
- Section 6. **COMMITTEES.** The Board of Directors has the authority to appoint any committee or committees it deems necessary to carry out the stated purpose of the Great Plains IDEA.

#### **Article VII. Project Approval**

The Board of Directors shall approve the projects that will be undertaken by the Alliance Members on behalf of the Great Plains IDEA.

#### **Article VIII. Fiscal Management**

Projects funded by governmental grants shall be administered by the Alliance Member awarded the grant. If any project approved by the Board of Directors requires the expenditure of funds collected by the Lead Institution of the Great Plains IDEA through the imposition of dues or otherwise, the Board may authorize the Lead Institution to expend the funds on behalf of the Great Plains IDEA.

From time to time, Alliance Members of the Great Plains IDEA may enter into agreements on behalf of the Great Plains IDEA. These agreements must be approved by the Chair and Treasurer of the Board of Directors and signed by the appropriate institutional agent for each Alliance Member and/or Institutional Affiliate. This may include but not be limited to a Memorandum of Agreement (MOA) with an Alliance Member and/or Academic Affiliate or Institutional Affiliate.

#### **Article IX. Dissolution**

Assets and funds remaining after satisfaction of the Great Plains IDEA's liabilities shall be distributed equally to the Human Sciences units at each Great Plains IDEA member institution in good standing at the time of dissolution.

## **Article X. Data and Records**

The Great Plains Interactive Distance Education Alliance shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of all meetings and shall keep a record giving the names and addresses of the representatives on the Board of Directors. All books and records of the Great Plains IDEA shall be housed with the Great Plains IDEA Lead Institution and may be inspected by any Great Plains IDEA member through procedures established by the Board of Directors.

## **Article XI. Rules of Order**

All meetings of the Great Plains IDEA or of any committee shall be conducted according to the policies and procedures approved by the Great Plains IDEA Board of Directors. Any situations not covered by the approved policies and procedures shall be resolved by Robert's Rules of Order.

## **Article XII. Amending Bylaws**

These bylaws may be altered, amended, or repealed or new bylaws adopted by a two-thirds (2/3) vote of the Great Plains IDEA Board of Directors. Notice of proposed amendments to the bylaws shall be given 30 days prior to any meeting of the Board of Directors via mail or electronic communication with a vote to be held at said meeting. Bylaws can be amended without the 30-day notice if **ALL** voting members of the Great Plains IDEA Board of Directors waive, in writing, the receipt of the 30-day notice.

See Appendix C.2 for the Great Plains Interactive Distance Education Alliance Organizational Chart

*Great Plains IDEA Bylaws Adopted 10/29/2001*

Amended 05/01/2002; 11/13/2003; 04/06/2004, 04/07/2007

*Great Plains IDEA Policy & Procedure Manual - Adopted 06/19/2003, Amended 11/14/2003, Amended 04/06/2004, Amended 11/15/2005, Amended 03/02/2006, Amended April 2, 2007*