

UTAH COUNCIL of ARTS DEANS
Bylaws

ARTICLE 1: MISSION STATEMENT

The Utah Council of Arts Deans (UCAD) serves as an advisory and action committee for the arts and arts education in Utah. It shall provide a forum for discussion regarding local, state, and national issues in the arts and arts education, and shall work to present a unified voice regarding those issues to the Utah State Board of Regents, the Legislature, the Utah State Office of Education, the Utah Division of Arts and Museums and other arts agencies, other private and government organizations, and the general public as needed. The purpose of the Utah Council of Arts Deans is to positively impact the development and ongoing effectiveness of the arts in higher education in order to meet the needs of the State of Utah for high quality arts and arts education programs both today and in the future.

ARTICLE 2: ORGANIZATIONAL STRUCTURE

The UCAD will be organized as a standing council. The council is concerned with institutional, state-wide, and national issues related to the arts, arts policy, and arts education, and as such, it will have multiple reporting lines for communication, coordination, and recommendations, including, but not limited to member institutions, the Utah State Board of Regents, the Legislature, and the Utah State Office of Education.

ARTICLE 3: RESPONSIBILITIES

Specific responsibilities of this council will be to:

- Develop greater coordination and cooperation among arts programs of institutions of higher education state-wide,
- Develop and nurture inter- and intra-institutional programs that impact the arts and arts education,
- Develop processes and channels by which advocacy materials can be disseminated to appropriate state and public entities,
- Assist with surveys and studies relating to various aspects of the arts and arts education,
- Discuss best theories and practices relative to the preparation of practicing artists and teacher candidates,
- Advise the Council of Education Deans and others as appropriate regarding the preparation of future teachers and professional development of current teachers in providing arts education for every Utah student,

- Consider and respond to critical issues related to employment opportunities for graduates in the arts and arts education, and
- Sponsor forums, colloquia, or conferences as deemed appropriate.

ARTICLE 4: MEMBERSHIP

UCAD shall be composed of the arts dean or his/her designee of each of the Utah Institutions of Higher Education that provide arts and/or arts education programs in the state of Utah.

Two years of inactivity will drop the institution from the member list. However, invitations will continue to be sent to all potential members.

ARTICLE 5: GOVERNANCE and OPERATIONS

Voting

Each member institution has one vote submitted by the dean or his/her designee.

Beginning with the appointment of a secretary in Spring 2016, the offices of president and of the secretary (who will assume the role of president following a year as secretary) will rotate among the institutions in alphabetical order: Dixie State University, Salt Lake Community College, Snow College, Southern Utah University, University of Utah, Utah State University, Utah Valley University, Weber State University, Westminster College. Each year, the new officers will assume their office during the spring meeting.

Should a president be unable to serve, the secretary will be called upon to do so and a new secretary appointed according to the next rotation.

Should a secretary be unable to serve, the office will pass to the next institution in the rotation.

President

Serves a one year term

Performs the following duties:

- Calls regular and special meetings of the Council,
- Schedules the meeting room and sets up appropriate technology for off-site transmission,
- Presides at the meetings of the Council,
- Prepares the official agenda for the Council meetings,
- Distributes the agenda and any attachments to committee members,

- Makes decisions on parliamentary and procedural questions of the Council,
- Transmits actions of the Council to the appropriate state and public entities unless otherwise assigned.
- Other duties as needed.

Secretary

| The secretary also serves as President elect.

Performs the following duties:

- Records, publishes, and distributes the minutes of Council Meetings to members.
- Assists the President, as required, in preparation and distribution of notices of regular and special meetings of the Council,
- Keeps the minutes and other official documents of the Council in a safe and accessible place,
- Assumes the duties of the President in his/her absence.
- Other duties as needed.

Meetings

Regular and special meetings will be conducted as follows:

- Three annual meetings will be scheduled (ICFAD, spring and summer),
- The time and place of the regular meetings shall normally be determined by the membership of the Council.
- Meetings will be conducted by Robert's Rules of Order,
- For purposes of voting, a simple majority of the members constitutes a quorum,

Special meetings of the Council may be called on an as needed basis in order to address specific agenda items. A statement of the subject to be considered and any available pertinent information shall be made available to the members prior to the meeting.

Committees

Standing or ad hoc committees may be appointed by the membership of the Council on an as needed basis.

Committees of the Council shall have the following responsibilities:

- All committees shall present reports of business to the Council,
- Committee reports shall be placed on the agenda of the Council in the order of their reception,
- Committees shall determine their own rules within guidelines set by the UCAD,
- Committees shall determine their own chair, unless a chair is appointed by the UCAD,
- The President of UCAD shall serve as an ex officio member, with vote, of all committees.

Members of committees may be composed of UCAD members as well as additional members from the member universities and public/private sectors.

Agendas and Minutes

Agendas and minutes will be distributed to the deans of all colleges represented on the UCAD and to contact people in the Utah State Office of Education and the Utah State Board of Regents.

Bylaws Amendments

These bylaws may be amended by the council. Amendments or alterations may be proposed by any council member and must be approved by a simple majority of the voting members of the council.