

SOUTH DAKOTA BOARD OF REGENTS

Planning, Governance, and Resource Development

AGENDA ITEM: 5 – G
DATE: December 5-7, 2017

SUBJECT

Amendments to the By-Laws (First and Final Reading)

CONTROLLING STATUTE, RULE, OR POLICY

[By-Laws of the South Dakota Board of Regents](#)

BACKGROUND/DISCUSSION

At the August 2017 Board Meeting, the Board approved the first reading of Amendments to the By-Laws ([Agenda Item 5-H](#)), which included revising how the Board can waive the two-reading requirement in Section 5.5.1 of the By-Laws.

At the October 2017 Board Meeting, the Board approved the second reading of Amendments to the By-Laws ([Agenda Item 5-G](#)), which included revising how the Board can waive the two-reading requirement in Section 5.5.1 of the By-Laws.

While debriefing the October Board meeting, an apparent confusion arose about the revised method through which the Board can waive the two-reading requirement to adopt or revise Board policies pursuant to Section 5.5.1 of the By-Laws. It was determined that the method should be further revised to only require the unanimous consent of those voting on the item.

Section 5.5.1 Language Approved at October 2017 Board Meeting

Any proposed Board policy adoptions and revisions (including By-Laws) may not be finally passed until they have official action at two separate Board meetings. However, the Board may waive this requirement by unanimous consent of the regents **present at the Board meeting**.

Section 5.5.1 Language Being Proposed in this Board Item

Any proposed Board policy adoptions and revisions (including By-Laws) may not be finally passed until they have official action at two separate Board meetings. However, the Board may waive this requirement by unanimous consent of the regents **voting on the proposed Board policy adoption or revision**.

(Continued)

DRAFT MOTION 20171206_5-G:

I move to approve the first and final reading of the By-Laws, with the revisions as shown in Attachment I.

A minor update was also made to Section 3.1.2 to change the term “Career Service” to “Civil Service” to align with updated vernacular found in statute.

IMPACT AND RECOMMENDATIONS

If the Board approves this first and final reading of the amendment to the By-Laws, the Board will be able to waive the two-reading policy with the unanimous vote of the regents voting on the proposed Board policy adoption or revision instead of a unanimous vote of the regents present at the Board meeting.

The Board staff recommendation is to approve this item.

ATTACHMENTS

Attachment I – Current By-Laws with Proposed Revisions Shown

BY-LAWS OF THE SOUTH DAKOTA BOARD OF REGENTS

Article I. Name

Section 1.0 Legal Name. The legal name of the Board is the Board of Regents.

Article II. Organization of the Board

Section 2.0 Membership. The Board is composed of nine voting regents appointed by the Governor and confirmed by the senate. One of the nine regents shall be a student regent. The regents are subject to SDCL Chapter 13-49 regarding terms and qualifications.

Section 2.1 Officers. The Board shall elect a President, Vice-President and Secretary at the first regularly scheduled meeting of the Board following the end of the annual Session of the South Dakota Legislature. The terms of the President, Vice-President and Secretary shall run through the end of first such regularly scheduled meeting of the Board in the following year.

Section 2.2 Duties of the President. The President shall preside at all meetings, appoint committees, and perform such other duties as authorized by statute, policy, agreement, or the By-Laws; delegated by the Board; or customarily placed upon the presiding officer of a deliberative body.

Section 2.3 Duties of the Vice-President. The Vice-President shall assume the duties of President when ordered or when the President is absent or otherwise unable to serve.

Section 2.4 Duties of the Secretary. The Secretary shall sign documents according to established practice and perform official duties as the Board may from time to time determine.

Section 2.5 Vacancies. The Board shall fill a vacancy occurring in any of its offices at any regular or special meeting for the unexpired term of the office.

Article III. Standing Committees

Section 3.0 Organization. Each regent shall be appointed to at least one Standing Committee at the first regularly scheduled meeting of the Board following the end of the annual Session of the South Dakota Legislature. The President of the Board shall designate a chairperson for each Standing Committee. The terms of each shall run through the end of the first regularly scheduled meeting of the Board following the end of the annual Session of the South Dakota Legislature in the following year. A majority of the Standing Committee members present and voting shall constitute a quorum for conducting business. The affirmative vote of a majority of the Standing Committee members shall be required to take action. The President of the Board shall serve as an ex-officio voting member of all Standing Committees. The President shall also have the authority to designate a regent from one Standing Committee to serve on another Standing Committee as required to conduct business.

Section 3.1 Standing Committees. The following Standing Committees are hereby authorized: (1) Committee on Academic and Student Affairs, (2) Committee on Budget and Finance, (3) Committee on Planning, Governance, and Resource Development, (4) Audit Committee, and (5) Athletics Committee. Except where indicated otherwise, each Standing Committee shall consist of no more than three regents (not counting the President who is an ex-officio voting member), shall be appointed by the President of the Board, and shall report directly to the Board. When possible, the President shall make the Standing Committee appointments based upon the preference of each regent.

Section 3.1.1 Committee on Academic and Student Affairs. The jurisdiction of the Committee on Academic and Student Affairs shall be as follows:

Accreditation
 Articulation Activities
 Enrollment
 Financial Aid, Tuition Waiver and Scholarship
 Faculty Rank, Tenure, and Promotions
 Faculty/Staff Development Service Policies
 Graduation Lists
 Guidance and Counseling
 Libraries
 Program Review and Development
 Reciprocity, Academic Compacts, Slot Programs
 Student Relations

Section 3.1.2 Committee on Budget and Finance. The jurisdiction of the Committee on Budget and Finance shall be as follows:

Accounting

Athletics (reported through the Athletics Committee)
 Bonding
 Budget
~~Career-Civil~~ Service/Exempt Personnel Activities
 Facilities and Physical Plant
 HEFF and School and Public Lands Fund
 Inventory
 Investments
 Maintenance and Repair
 Payroll
 Personnel Actions
 Purchasing and Printing
 Salaries and Fringe Benefits
 Travel and Contractual Review
 Tuition

Section 3.1.3 Committee on Planning, Governance, and Resource Development. The jurisdiction of the Committee on Planning, Governance, and Resource Development shall be as follows:

Foundations
 Fund Raising/Gifts and Donations
 Governance and Board Operations
 Public Information
 Research and Grant Proposals
 System and Institutional Planning

Section 3.1.4 Audit Committee. The jurisdiction of the Audit Committee shall be as follows:

Financial Oversight and Control
 Financial Reporting
 External and Internal Audit Functions and Reports
 Internal Controls
 Compliance with Laws, Regulations, and Policies
 All Functions of the Chief Financial Officer of the Institutions

The Audit Committee shall consist of five members appointed by the President (not counting the President who is an ex-officio voting member): three members shall be regents, and two members shall be non-regents who are permanent residents of the State of South Dakota. The non-regents shall be appointed for three-year terms.

Section 3.1.5 Athletics Committee. The jurisdiction of the Athletics Committee shall be as follows

Fiscal Integrity and Budget of Athletic Programs
 Compliance by Athletic Programs
 Personnel Contracts of Athletics Programs
 All Aspects of Intercollegiate Athletics Programs

The Athletics Committee shall provide recommendations to the Committee on Budget and Finance.

Section 3.2 Meetings. Standing Committee meetings may be held in conjunction with regular meetings of the Board. A special meeting of any Standing Committee may be called by the President of the Board, the Executive Director with the consent of the President of the Board, or the chairperson of the Standing Committee. Prior to a Standing Committee meeting or a Board meeting, the Standing Committee chairpersons and any other interested regents may be briefed on agenda items by staff.

Section 3.3 Action. A Standing Committee may take one of the following actions on an agenda item before reporting back to the Board (or to the Committee on Budget and Finance in the case of the Athletics Committee):

- (a) Recommend adoption
- (b) Recommend adoption with amendment(s)
- (c) Recommend against adoption
- (d) Forward without a recommendation
- (e) Recommend deferral to a date certain
- (f) Recommend re-referral to same committee for further study and/or hearings
- (g) Recommend referral to another committee with or without a recommendation
- (h) Receive for information purposes
- (i) Recommend adoption of a new policy or revision to a current policy
- (j) Recommend adoption of a new procedure or revision to a current procedure.

Standing Committees shall report back to the Board (or to the Committee on Budget and Finance in the case of the Athletics Committee) following each Standing Committee meeting.

Article IV. Special Committees

Section 4.0 Special Committees. The following Special Committees are hereby authorized by order of the Board: Search Committee. Additional Special Committees may be appointed from time to time by order of the Board. Except where indicated otherwise, each Special Committee shall consist of no more than three regents (not counting the President who is an ex-officio voting member), who shall be appointed by the President of the Board, and shall report directly to the Board. The President of the Board shall serve as an ex-officio voting member of all Special Committees.

Section 4.1 Search Committee. All nationwide search activities conducted by the Board shall be assigned a Search Committee.

Section 4.1.1 Organization. The President of the Board shall appoint a Search Committee, the chairperson of the Search Committee, and any local or campus advisory committee that may supplement the Search Committee. The Executive Director shall serve as staff to the Search Committee.

Section 4.1.2 Action. The chairperson of the Search Committee or the President of the Board shall approve the position announcement prior to publication. The Search Committee shall determine appropriate materials to be submitted by the candidates for position vacancies. The screening process shall be conducted by the Search Committee. The Search Committee may share the application materials with any local or campus advisory committee appointed by the President of the Board as the Search Committee deems appropriate. The Search Committee will contact references and conduct meetings to select semifinalists. From this group, approximately three to five finalists will be selected by the Search Committee. The Search Committee may provide input and a recommendation to the Board regarding the applicants. The Board shall ultimately make any hiring decision.

Article V. Meetings of the Board

Section 5.0 Regular Meetings. An annual schedule of meetings shall be prepared in advance by the Board.

Section 5.1 Special Meetings. Special meetings of the Board will be held on the call of the President or by joint request of a majority of the regents, with due and reasonable notice always being given.

Section 5.2 Public Meetings. Regular and special meetings of the Board shall be appropriately noticed and open to the media and the public in accordance with SDCL § 1-25, except by vote of the Board for discussion of those matters which are permitted under South Dakota statutes to be discussed in executive session.

Section 5.3 Quorum. A majority of the regents shall constitute a quorum for the transaction of business, except as otherwise provided in these By-Laws.

Section 5.4 Parliamentary Procedure. On questions of parliamentary procedure, Robert's Rules of Order, Revised, shall prevail.

Section 5.5 Official Action. The affirmative vote of a majority of the regents shall be required to take official action. Official action by the Board shall be in the form of (1) By-Laws or Board Policy Actions, (2) Special Resolutions, and (3) Ordinary Business. All By-Laws or Board policy actions, special resolutions, and ordinary business have equal validity. In case of conflict, the one passed last shall prevail.

Section 5.5.1 Final Action on Board Policy. Any proposed Board policy adoptions and revisions (including By-Laws) may not be finally passed until they have official action at two separate Board meetings. However, the Board may waive this requirement by unanimous consent of the regents ~~present at the Board meeting~~ voting on the proposed Board policy adoption or revision.

Section 5.6 Agenda. The Board office must receive all requests for items to be placed on a Standing Committee or the Board agenda no later than fourteen working days prior to the meeting. Any request must be in writing and accompanied by the necessary background information. Failure to comply with the requirements of this section may cause the Standing Committee or the Board to defer the proposed agenda item until the Standing Committee or the Board has sufficient time to review the item. The By-Laws shall govern the placement of items on the agendas of appropriate Standing Committees by jurisdiction or the Board. The regular order of business at all Board meetings shall be:

- (a) Approval of agenda
- (b) Approval of minutes of preceding meetings
- (c) Standing Committees' consideration of agenda items as a whole Board, or reports thereof

- (1) Committee on Planning, Governance, and Resource Development
- (2) Committee on Academic and Student Affairs
- (3) Committee on Budget and Finance
- (4) Audit Committee (as necessary)

Approval by two-thirds of the regents shall be required to add an item to the agenda of the Board.

Article VI. Employees

Section 6.0 Executive Director. The Board shall employ an Executive Director, who shall perform such duties as are delegated by the Board. The salary of the Executive

Director shall be set by the Board. The Executive Director shall be responsible for the employment and termination of additional staff in accordance with the personnel policies of the Board.

Article VII. Communications

Section 7.0 Communications to the Board. All communications to the Board from non-regents, except in the case of the Presidents or Superintendents of the institutions or from legal counsel or the Chief Fiscal Officer where required as a matter of professional responsibility, shall be submitted in writing to the Executive Director of the Board at least fifteen days prior to the Board meeting at which Board consideration is requested.

Section 7.1 Communications by the Board. The President of the Board is the only regent authorized to make official pronouncements for the Board, and then as instructed by the Board. The Executive Director of the Board is authorized to speak for the Board and the state system of higher education with respect to any policy matters that have received the approval of the Board, and on administrative matters which have been entrusted to the Executive Director by law or by the Board. The President or Superintendent of each institution, as chief executive officer of his/her respective institution, is responsible for all releases and information issued from his/her institution.

Article VIII. Indemnification

Section 8.0 Indemnification. If any claim or action is instituted against the Board or any of its regents, officers, or employees arising out of an act or omission occurring in the exercise of official duties or responsibilities as a regent or an officer of the Board, or within the scope of the employment, the Board may request authorization from the Attorney General for any one or more of the following:

- (a) Indemnification of such regent, officer, or employee for the court costs incurred in the defense of such claim or action;
- (b) Payment to, or indemnification of, such regent, officer, or employee for the reasonable attorney fees incurred by virtue of such claim or action;
- (c) Payment to, or indemnification of, such regent, officer, or employee for a judgment based upon such claim or action; or
- (d) Payment to, or indemnification of, such regent, officer, or employee for a compromise or settlement of such claim or action.

Section 8.1 Limitations. Indemnification is subject to the limitations and exceptions in SDCL Chapter 3-19.

Article IX. Amendments

Section 9.0 Amendments. These By-Laws may be amended or repealed, consistent with Section 5.5.1, at any regular or special meeting of the Board, by a majority vote of the regents, provided that proper notice of any proposed amendments shall be deemed to have been given to each regent and to the Executive Director if included in the normal agenda distribution given before the meeting at which they are to be proposed.

SOURCE: BOR, [October 2015](#), [October 2016](#), [October 2017](#)