

**Southeast Tech**  
Southeast Tech Council Bylaw Change  
**EXECUTIVE SUMMARY**

**Purpose:**

To explain the new bylaw change of the Southeast Tech Council and the new membership structure.

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The Southeast Tech Council has changed the bylaws to expand council membership. Additional members will be added to the council from business and industry to better represent the industry partners of the region. The concept provides a proportional addition of people from corresponding program areas within Southeast Tech. Those programs with the highest student enrollment will have the larger number of council representatives. Also faculty and staff from Southeast Tech will be added to the board.

The perspective members of this expansion will be presented to the school board for approval and appointment as the Southeast Tech council members identify and recommend them for board review and action.

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**Administrative Recommendation to School Board:**

Acknowledge the Southeast Tech Council Bylaw change report.

# SOUTHEAST TECHNICAL INSTITUTE COUNCIL BYLAWS

## ARTICLE I OFFICES

**Section 1. Registered Office.** The registered office of the Southeast Technical Institute (Southeast Tech) Council is located at 2320 North Career Avenue, Sioux Falls, SD 57107.

**Section 2. Other Offices.** The Southeast Tech Council may have other offices at such other place or places, as the members may from time to time determine, or as shall be necessary or appropriate for the conduct of the affairs of the Southeast Tech Council.

**Section 3. Executive Support Staff.** The Southeast Tech Council shall be funded and administered by Southeast Technical Institute of the Sioux Falls School District. The President of Southeast Technical Institute shall serve as executive staff to the Southeast Tech Council.

## ARTICLE II MISSION, DUTIES, AND RESPONSIBILITIES

**Section 1. Mission.** The Southeast Tech Council mission is to advise, advocate and to provide direction to Southeast Technical Institute.

**Section 2. Duties and Responsibilities.** The Southeast Tech Council duties and responsibilities shall include, but not be limited to:

- a) Recommend to the Sioux Falls School Board for adoption an annual budget of revenues and expenditures. The Southeast Tech Council shall recommend local fees and shall charge the uniform tuition and state fee rate as established by the state board. Southeast Tech shall retain in its accounts and appropriate in its budget all revenues generated at the technical institute by student tuition and fees;
- b) Review all new education programs for Southeast Tech and the deletion or modification of existing programs for recommendation to the South Dakota State Board of Education;
- c) Maintain awareness of, and communicate with the President of Southeast Tech, business, industry, and community at large needs for programs and services to be provided by the technical institute;

- d) Develop and approve for submission to Southeast Tech constituents, an annual report regarding the performance of Southeast Tech relative to its goals, objectives and accreditation standards;
- e) Represent Southeast Tech at local, state and national meetings as appropriate;
- f) Review, approve and assure implementation of Southeast Tech's plan to identify on a periodic and timely basis, the current and future training needs of business, industry, and the community at large;
- g) Review and approve the strategic plan, goals, and objectives for Southeast Tech;
- h) Review on a quarterly basis Southeast Tech's fiscal report of revenues, expenditures, and fund balances;
- i) Make any other recommendations as deemed appropriate to the President regarding the improvement of Southeast Tech's operations or postsecondary technical education in general;
- j) Review an annual audit of all finances and procedures;
- k) Recommend to the Sioux Falls School District any changes, deletions or revisions of Southeast Tech policies;
- l) At the request of the Sioux Falls School Board President, provide input regarding the performance of the Southeast Tech President; and
- m) Provide input to the Sioux Falls School Board President regarding hiring and employment of the Southeast Tech President.

### **ARTICLE III MEMBERS**

**Section 1. General Powers.** All powers of this Southeast Tech Council, including the power to adopt bylaws and amend and alter the same, are vested in the members.

**Section 2. Number and Qualification.** The Southeast Tech Council standing members shall include representatives of career areas of Southeast Tech, the Sioux Falls School Board and persons experienced in economic/workforce development in the region.

- a) Standing Voting Members
  - 1. One Sioux Falls School Board Member
  - 2. One Southeast Tech Foundation Board Member

3. Two At-Large Members to represent regional economic/workforce development
4. At least nine (9) Community Members that represent career areas within Southeast Tech

b) Non-Voting Members.

1. One Southeast Tech Faculty Member
2. One Southeast Tech Staff Member

**Section 3. Approval/Terms.** All members shall be approved by the Sioux Falls School Board with recommendation of the Southeast Tech Council. Members shall take office upon approval and ratification of a resolution adopted by the Sioux Falls School Board.

a) Community and Economic/Workforce Development Members.

1. Each member shall serve a term of three years. Each member may serve a maximum of three consecutive terms.
2. When current members are voting on the establishment of a member, notice of no less than ten calendar days, prior to the next regular or special meeting, shall be given.

b) Southeast Tech Non-Voting Members.

1. Southeast Tech Faculty and Staff Members shall serve a term of two years.

**Section 4. Resignation.** Any member of the Southeast Tech Council may resign at any time by giving written notice to the Southeast Tech Council chairperson. The resignation of the member shall take effect upon receipt of notice thereof or at such later date as shall be specified in such notice.

**Section 5. Removal of Members.** Any member of the Southeast Tech Council may be removed, for any reason, by a majority vote of current members present at the next scheduled meeting, providing ten days notice has been given. Removal of a member shall be approved by the Sioux Falls School Board with recommendation of the Southeast Tech Council.

**Section 6. Filling Vacancies.** Any vacancy shall be filled for the unexpired term of the member vacating and such appointee shall be eligible for full consecutive terms thereafter. The member shall be approved as defined in Section 3 of Article III.

**Section 7. Compensation.** Members of the Southeast Tech Council shall serve without compensation.

## **ARTICLE IV MEETINGS**

**Section 1. Regular Meetings.** The Southeast Tech Council members shall hold at least six (6) regular meetings per year with one meeting being a combined meeting with the Southeast Tech Foundation at such time as the chairperson may specify.

**Section 2. Special Meetings.** Notice of special meetings of the members shall be held whenever called by the chairperson. A special meeting shall be held at the time and place designated by the chairperson. Notice of each special meeting shall state the purpose of the meeting.

**Section 3. Quorum.** At any meeting of the members, a majority of the current members shall constitute a quorum. A quorum is required for conducting business.

### **Section 4. Order of Business.**

- a) At all meetings of the members, business shall be transacted in such order as the members, from time to time, may determine.
- b) At all meetings, the chairperson, or in his or her absence the vice chairperson, shall preside.
- c) Each voting member, as defined in Section 2 of Article III, present shall be allowed to vote.

**Section 5. Places of Meeting.** The members may hold its meetings at a location as the Southeast Tech Council may determine.

**Section 6. Agenda.** The executive staff of the President of Southeast Tech shall prepare and distribute an agenda for all regular and special meetings, with the consultation of the chairperson and the Southeast Tech President.

**Section 7. Minutes.** The executive staff of the President of Southeast Tech shall prepare and distribute minutes of all regular and special meetings and shall be the keeper of all records of the Southeast Tech Council.

**Section 8. Committees.** The chairperson may establish one or more committees. Such committees shall serve at the will of the members.

## **ARTICLE V OFFICERS**

**Section 1. Number.** The officers of the Southeast Tech Council shall be a chairperson and a vice chairperson.

**Section 2. Election and Term of Office.** The officers of the Southeast Tech Council shall be elected by the members at its first meeting of the calendar year, or within forty-

five (45) days thereafter. Each such officer shall hold office until the next succeeding annual meeting of the members and until his/her successor shall have been duly chosen and shall qualify, or until he is no longer able to serve. The term of office is one year. There is no limit to the number of terms an officer may serve. The Vice Chairperson elected in the year prior to the termination of the current Chairperson's term will agree to serve as the next Chairperson.

**Section 3. Resignation.** Any officer may resign at any time by giving written notice of such resignation to executive staff at the offices of the Southeast Tech Council. Any such resignation shall take effect upon receipt of such notice or at any later time specified therein.

**Section 4. Vacancies.** A vacancy in any office by reason of death, resignation, removal, disqualification, or any other cause shall be filled by the members during the next scheduled meeting.

**Section 5. Chairperson.** The chairperson shall preside at all meetings of the Southeast Tech Council and shall appoint members of committees as necessary. The chairperson shall place all matters on the agenda for presentation to the members, and from time to time report to the members all matters affecting the interests of the Southeast Tech Council which, in his or her judgment, should be brought to their attention. The chairperson will serve as a voting member of the Southeast Technical Institute Foundation.

**Section 6. Vice Chairperson.** In the absence of the chairperson, or whenever requested by the chairperson, the vice chairperson may perform all the duties of the chairperson. The vice chairperson shall perform such other duties as are given by these bylaws or as may be assigned, from time to time, by the chairperson.

## **ARTICLE VI AMENDMENTS TO BYLAWS**

**Section 1. Vote by Members.** Amendments, alterations, or repeal to any of these bylaws shall be made by a two-thirds (2/3) vote of the voting members at a regular or special meeting.

**Section 2. Notice.** No amendments, alterations, or repeal shall be considered unless the members have received notice of such proposed amendments, alterations, or repeal at least thirty (30) days in advance of the meeting.

Created and Acknowledged by the SFSD School Board (MRF#13993), November 26, 2007

Amended and Approved by the STI Council Board of Directors, May 19, 2009

Amended and Approved by the STI Council Board of Directors, July 15, 2014

Amended and Approved by the STI Council Board of Directors, January 19, 2016