

DISCUSSION
August 28, 2026

HIGHER EDUCATIONAL AIDS BOARD

BOARD REPORT #27-04

HEAB Bylaws

BY-LAWS OF THE STATE COMMISSION FOR HIGHER EDUCATIONAL AIDS

1.0 NAME

The name of the Commission shall be the State Commission for Higher Educational Aids.

2.0 STATUTORY AUTHORITY OF THE COMMISSION

Chapter 573, Laws of 1963 as amended establishes the Commission and outlines its duties and responsibilities.

3.0 COMPOSITION OF THE COMMISSION

The Commission shall be composed of fifteen members who shall be appointed by and serve at the pleasure of the Governor.

3.1 Five members shall be nominated by the Coordinating Committee for Higher Education from the membership of such Committee who shall represent the state institutions of higher learning.

3.2 Five members shall be nominated by joint action of the Wisconsin Association of Independent Colleges and Universities and the Wisconsin Association of Presidents and Deans of Institutions of Higher Learning who shall represent all private institutions of higher learning.

3.3 Five citizen members shall be directly appointed by the Governor to represent the general public.

4.0 COMPENSATION OF COMMISSION MEMBERS

Commission members shall be compensated for their actual and necessary traveling expenses incurred in the discharge of their duties.

5.0 OFFICERS OF THE COMMISSION

The officers of the Commission shall consist of a Chairman, Vice-Chairman and Secretary.

5.1 MODE OF SELECTION AND TERM OF OFFICE

Commission officers shall be elected by written ballot at the first Commission meeting after June 30th of each year from nominations presented at such meeting and shall serve for a period of one year from the time of their election.

In the event that an office of the Commission is vacated at any time other than the end of an elected term, a special election will be held at the next regular meeting of the Commission for the purpose of filling the vacancy and the term of such elected officer shall extend to the first meeting after the next June 30th.

5.2 DUTIES OF THE CHAIRMAN

5.21 To preside at all Commission meetings

- 5.22 To determine the agenda for all Commission meetings
- 5.23 To serve as Chairman of the Executive Committee
- 5.24 To appoint the chairmen and members of standing committees and special committees and determine the duties of such special committees
- 5.25 To act for the Commission where such action is authorized by the Commission or required by circumstances

5.3 DUTIES OF THE VICE-CHAIRMAN

- 5.31 To serve on the Executive Committee
- 5.32 To assume the duties and responsibilities of the Chairman in the absence of the Chairman or in the event that the chairmanship of the Commission is vacated

5.4 DUTIES OF THE SECRETARY

- 5.41 To give notice of all Commission meetings
- 5.42 To record and distribute the minutes of all Commission meetings
- 5.43 To serve as a member of the Executive Committee

6.0 MEETINGS OF THE COMMISSION

- 6.1 The Commission shall meet at the call of the Chairman, or at the request of a majority of the Commission members, but at least four times during the fiscal year ending June 30.
- 6.2 Written notice of the date and place of meetings shall be mailed to Commission members at least seven days in advance of such meetings.
- 6.3 A majority of the membership of the Commission shall constitute a quorum.
- 6.4 A quorum of the Commission shall be present at any meeting at which official action is taken.
- 6.5 The order of business and the conduct of meetings shall be in accord with Robert's Rules of Order insofar as applicable.

7.0 STANDING COMMITTEES

7.1 EXECUTIVE COMMITTEE

There shall be an Executive Committee of five which shall be comprised of the Chairman, Vice Chairman and Secretary of the Commission and the Chairman of each of the standing committees. The Chairman of the Executive Committee shall be the Chairman of the Commission.

7.2 EDUCATION FACILITIES COMMITTEE

The Committee shall be composed of six members appointed by the Chairman of the Commission who shall also designate a chairman

from their number. The Committee shall have the responsibility of providing recommendations to the Commission concerning the administration of Title I of the Higher Education Facilities Act of 1963.

7.3 STUDENT FINANCIAL AIDS COMMITTEE

The Committee shall be composed of six members appointed by the Chairman of the Commission who shall also designate a chairman from their number. The Committee shall have the responsibility of providing recommendations to the Commission concerning the administration of student financial aid programs for which the Commission is responsible.

7.4 Members of the Commission who are not members of a Committee shall be privileged to attend any or all meetings of a Committee and shall receive proper notification of such meetings but shall not vote.

8.0 HEARINGS AND APPEALS

The Commission shall afford to every person who has filed an application with the Commission an opportunity for a fair hearing before the Commission as to any determination of the Commission adversely affecting such person. A party aggrieved may request such a hearing by the following method:

8.1 Any party aggrieved by a decision of the Commission may request a hearing. Such a request shall be in writing by certified mail with return receipt requested setting forth the aggrieved party's case in detail.

8.2 The aggrieved party must request such a hearing within 15 days of notification by mail to such party aggrieved of the determination of the Commission, and the Commission shall commence public hearing within 30 days of the receipt of such request.

8.3 The aggrieved party shall present his case to the hearing examiner who shall forward his recommendations to the Commission sitting as a board of review. The recommendations of the hearing examiner shall be based on the record and shall be limited solely to findings of fact.

8.4 Within 15 days after receipt of the examiner's recommendations, the Commission shall hold a formal public hearing in the aggrieved party's case in accordance with 227.12 Wis. Statutes.

8.5 The opinion of the Commission shall be in writing accompanied by findings of fact and conclusion of law.

9.0 STAFF OF THE COMMISSION

The chief administrative officer for the Commission shall be the Executive Secretary who shall be appointed by and serve at the pleasure of the Commission. Other administrative personnel shall be hired by the Executive Secretary in accordance with State of Wisconsin personnel procedures and the Wisconsin State Plan.

10.0 AMENDMENT AND ADDITIONS TO THE BY-LAWS

These By-Laws may be amended at any meeting of the Commission by an affirmative vote of two-thirds of the members of the Commission, provided that notice of the proposed amendment is included in the notice of the meeting.

11.0 APPROVAL OF THE BY-LAWS

These By-Laws shall become effective upon the concurrence of two-thirds of the Commission members.