

**BY-LAWS
OF THE MUS SELF-FUNDED WORKERS' COMPENSATION
COMMITTEE**

As Amended October 13, 2008

ARTICLE 1. Name

The name of the committee is the MUS Self-Funded Workers' Compensation Committee.

ARTICLE 2. Objectives

The objective of the committee is to develop, operate, and fund a program for workers' compensation for members, such program to encompass the creating of joint insurance funds, the funding of reserves, the purchase of excess insurance, and the provision of necessary administrative services. The self-funded workers' compensation program will aggressively implement "best practices" in loss control and efficiently, expeditiously, and cost effectively handle workers' compensation claims in the best interests of the program and the employee.

ARTICLE 3. Membership

The Committee will be comprised of nine voting members, one from each of the campuses of the Montana University System and one from the Office of Commissioner of Higher Education. Each will serve a three-year term with initial terms being staggered. *A Montana State University (designee) and a University of Montana (designee) responsible for occupational safety, health, and loss control will also serve as ex-officio members of the Committee. The Committee may select by majority vote an ex-officio member from outside the MUS with expertise in risk management, self-funded workers' compensation, occupational safety and health, or other expertise deemed valuable to the Committee, to serve a one-year term.* Vacancies shall be filled for the remainder of the unfilled term.

ARTICLE 4. Officers

The officers of the committee shall consist of a chair and vice-chair. The chair and vice-chair shall be elected from the appointed membership of the committee for a period of two years or to the expiration of his or her term on the committee, whichever comes first. In the absence of the chair, the vice-chair will preside. However, the chair may assign any member to temporarily preside over some specific portion of a meeting. If the office of chair or vice-chair is vacated prior to the expiration of the term, the committee will hold an election to fill the vacated office. The newly elected officer will serve for the remainder of the term.

ARTICLE 5. Meetings

The committee shall meet not less than quarterly.

Other meetings may be called by the chair or at the request of five appointed members.

All members shall be notified of scheduled meetings at least seven days in advance.

To place an item, or group of items, on the agenda, a member of the committee must submit the item(s) to the chair at least two-weeks prior to a meeting. The chair can waive the two-week requirement

ARTICLE 6. Quorum

A majority of the appointed members of the committee shall constitute a quorum.

ARTICLE 7. Subcommittees

All subcommittees shall be appointed by the chair of the committee.

The chair shall appoint permanent subcommittees on Finance and Loss Control/Claims. A member of the full committee shall serve as the chair of the respective subcommittees but the chair may also appoint non-members to serve on the subcommittees.

Special subcommittees may be appointed from time to time by order of the committee.

ARTICLE 8. Executive Sessions

The committee by vote, and consistent with the appropriate constitutional and statutory provisions, may go into executive session at any time. No public record shall be kept of executive session business. Prior to convening in executive session, the chair shall announce the rationale that forms the legal basis for the executive session.

ARTICLE 9. Parliamentary Law

On questions of parliamentary law, Robert's Rules of Order shall prevail.

ARTICLE 10. Amendments

These by-laws may be added to or amended by a majority vote at any meeting of the committee provided a quorum is present.

Any by-law may be suspended for a particular meeting by the unanimous consent of all appointed members present.