

**By-Laws of  
National Alliance of Concurrent Enrollment Partnerships, Inc.**

**Board Approved on April 7, 2002; First Approved by the membership on April 8, 2002.**

**Amended: October 20, 2002; April 13, 2003; October 16, 2003; April 29, 2004; October 11, 2004, June 15, 2005; October 27, 2008; October 26, 2009; October 25, 2010; October 20, 2013; June 13, 2018.**

The National Alliance of Concurrent Enrollment Partnerships (NACEP) was established during a general membership meeting in Salt Lake City, Utah in November 1999. The intent of the Alliance was to provide an organized forum of and for education professionals who administer or participate in Concurrent Enrollment Partnerships.

**Article I: Name & Office**

The name of this association shall be the National Alliance of Concurrent Enrollment Partnerships (NACEP), hereafter known as the Alliance or NACEP. The principal office of the Alliance shall be in the City of Syracuse, County of Onondaga in the State of New York, specifically, 400 Ostrom Avenue, Syracuse, NY 13244.

**Article II: Purpose**

The Alliance has been organized to link college-school partnerships offering college courses in high schools and to support and promote its constituent partnerships through quality initiatives, program development, national standards, research and communication.

Key activities include:

- Establishing and promoting national standards for Concurrent Enrollment Partnerships,
- Researching and disseminating information about programs and partnerships,
- Facilitating the interchange of ideas and issues,
- Providing opportunities for professional development,
- Fostering cooperation among education professionals and agencies,
- Fostering strong partnerships between secondary and postsecondary education institutions, and
- Serving as a national advocate for Concurrent Enrollment Partnerships.

**Article III: Membership**

**Membership Requirements/Eligibility**

All members shall be treated with respect and without discrimination on the basis of race, national or ethnic origin, religion, gender, or sexual orientation, age, mental or physical disability.

The membership shall include any institution, organization or individual who submits membership application and pays such dues as recommended by the Membership Committee and approved by the Board of Directors. Membership in NACEP does NOT preclude institution or individual participation in other organizations/associations.

Section 1. As of January 1, 2010, the membership shall include, as Post-Secondary Members, any public or private postsecondary institution that submits a membership application and pays such annual fees as may be established by the Board of Directors.

Section 2. Partner Membership shall be comprised of secondary institutions, government/state education agencies, and professional organizations that support the mission of NACEP and concurrent enrollment that submits a membership application and pays such annual fees as may be established by the Board of Directors.

Section 3. Individual Membership shall be comprised of any individual, not affiliated with a post-secondary institution, who supports the mission of NACEP and concurrent enrollment, submits a membership application and pays such annual fees as may be established by the Board of Directors.

Section 4. Upon outstanding professional service and/or retirement, a person who has been an active member of the Alliance for five (5) consecutive years may be recommended for or request Emeritus membership status and pays such annual fees as may be established by the Board of Directors. Emeritus status will carry with it all the rights and privileges of an Individual Member in good standing. The Board approves Emeritus membership status.

Section 5. The date on which membership or affiliation begins is the date on which the Alliance accepts payment of the first year's dues. The membership year shall be from January 1 through December 31.

Section 6. Membership or affiliation will be terminated if an institution or individual is found to be unsupportive of the NACEP Mission and/or is in non-compliance with NACEP Standards, and/or an institution, individual or other organization shows a delinquency in payment of dues for two (2) consecutive years.

### **Rights/Privileges of Membership**

- Right to vote (Designated representative of an accredited Post-Secondary institution)
- Right to hold office or serve as committee chairs (Representatives of an accredited Post-Secondary institution)
- Right to attend NACEP-sponsored activities (All categories of Members)

- Eligible for NACEP-sponsored recognition/awards (All categories of Members)
- Right to receive all publications (All categories of Members)
- Right to reduced conference fees for NACEP-sponsored activities (All categories of Members)
- Access to password-protected sections of the NACEP web site (All members in good standing)
- Right to use NACEP name and logo (Accredited institutions)
- Right to membership certificate (All categories of Members)
- Right to serve as committee members (All categories of Members)

**A. Membership Meetings**

A membership roll showing the list of members as of the record date, certified by the Secretary of the Alliance, shall be produced at any meeting of members upon the request of any member who has given written notice to the Alliance at least ten days prior to such meeting. All persons (designated representatives) appearing on such membership roll shall be entitled to vote at the meeting.

**B. Special Meetings Called by the Directors.**

The Secretary or a designee shall cause a notice of the annual business meeting to be sent to every Alliance member in good standing at least ten days, but not more than fifty days, before the scheduled date of such meeting. Such notice shall state the date, time, place and purpose of the meeting and by whom called.

**C. Fixing Record Date**

For the purpose of determining the members entitled to notice of or to vote at any meeting of members or any adjournment thereof, or to express consent to or dissent from any proposal without a meeting, or for the purpose of determining the members entitled to receive any distribution or any allotment of any rights, or for the purpose of any other action, the Board shall fix, in advance, a date as the record date for any such determination for members. Such date shall not be more than fifty nor less than ten days before any such meeting or action.

**D. Action by Members without a Meeting.**

Whenever members are required or permitted to take any action by vote, such action may be taken without a meeting by written consent, setting forth the action so taken, signed by all the members entitled to vote thereon.

**E. Proxies**

Every member entitled to vote at a meeting of members or to express consent or dissent without a meeting may authorize another person or persons to act for him/her by proxy.

The member's proxy must be signed by the member. No proxy shall be valid after the expiration of eleven months from the date thereof unless otherwise provided in the proxy. Every proxy shall be revocable at the pleasure of the member executing it, except as otherwise provided by law.

**F. Membership Fees**

Annual membership fees are based on the following categories:

- Post-Secondary Membership
- Partner Membership
- Individual Membership
- Emeritus Membership

The amounts of each membership category shall be established by the Board of Directors and listed in the Standing Rules.

**Article IV: Board of Directors**

**A. Management of the Alliance**

The Alliance shall be managed by the Board of Directors which shall consist of not less than 13 members. Each member shall be at least nineteen years of age.

The Board of Directors shall include: the NACEP Officers (President, President-elect, Secretary, Treasurer, Member-at-Large, Immediate-Past President), the Chairpersons of the Standing Committees, the Chairperson of the Accreditation Commission, and one (1) Representative from among the Institutional Members in each of the three categories, as set forth in Article V, Section B. The three Institutional Representatives will serve for three (3) years and may not serve more than two consecutive terms. The remaining Directors (Officers and Chairpersons) shall serve until the end of their term.

**B. Election and Term of Directors**

Prior to each annual meeting of members, the membership shall elect Directors, as determined by their directorship type, or to fill vacancies, to hold office until their term expires. This election shall be conducted via mail by the Treasurer. Each Director shall hold office until the expiration of the term for which he/she was elected and until his/her successor has been elected and qualified, or until his/her resignation or removal.

**C. Increase or Decrease in Number of Directors**

The number of Directors may be increased or decreased by an amendment to the By Laws approved by the membership. No decrease in number of Directors shall shorten the term of any incumbent Director.

**D. Newly Created Directorships and Vacancies**

Newly created Directorships resulting from an increase in the number of Directors and vacancies occurring in the Board for any reason except the removal of Directors without cause may be filled by a vote of a majority of the Directors then in office, although less than a quorum exists, unless otherwise provided in the certificate of incorporation. Vacancies occurring by reason of the removal of Directors without cause shall be filled by vote of the members. A Director elected to fill a vacancy caused by resignation, death or removal shall be elected to hold office for the unexpired term of his predecessor.

**E. Quorum of Directors**

Unless otherwise provided in the certificate of incorporation, a majority of the entire Board shall constitute a quorum for the transaction of business or of any specified item of business.

**F. Action of the Board**

Unless otherwise required by law, the vote of a majority of the Directors present at the time of the vote, if a quorum is present at such time, shall be the act of the Board. Each Director present shall have one vote.

**G. Place and Time of Board Meetings**

The Board may hold its meetings at the office of the Alliance or at such other places, either within or without the state, as it may from time to time determine.

**H. Regular Annual Meeting.**

A regular annual meeting of the Board shall be held immediately before or following the annual meeting of members at the place of such annual meeting of members.

**I. Notice of Board Meetings, Adjournment.**

Regular meetings of the Board may be held without notice at such time and place as it shall from time to time determine. Special meetings of the Board shall be held upon notice to the Directors and may be called by the President upon three days' notice to each Director either personally or by mail or by wire; special meetings shall be called by the President or by the Secretary in a like manner on written request of two Directors. Notice of a meeting need not be given to any Director who submits a waiver of notice whether before or after the meeting or who attends the meeting without protesting prior thereto or at its commencement, the lack of notice to him/her.

A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment shall be given all

Directors who were absent at the time of the adjournment and, unless such time and place are announced at the meeting, to the other Directors.

**J. Chair.**

At all meetings of the Board, the President, or in his/her absence, the President-elect, or in his/her absence, a chair chosen by the Board, shall preside.

**Article V: Governance and Management**

**A.** The Executive Committee shall manage the general operations of the Alliance and implement directives from the Board of Directors. Members of the Executive Committee include: the President, President-elect, Secretary, Treasurer, Immediate Past President and Member-at-Large. With the exception of the Treasurer, the Executive Committee members will serve for two (2) years and may not serve more than two consecutive terms in the same position. The President-elect shall move into the President's position after one (1) two-year term as President-elect. The Treasurer is an appointed position, appointed by the President and approved by the Board of Directors. The Treasurer may serve an unlimited number of consecutive terms. Committee Chairpersons will serve for one (1) year and may succeed themselves.

**B.** The Board of Directors shall be the legislative body of the Alliance and shall have full power and authority to set policy and provide strategic direction for the Alliance, to adopt an annual budget and authorize expenditures within its limitations and the limitations set by the Certificate of Incorporation and these By-laws, and to assign duties and responsibilities among the Officers. The Board of Directors has full power and authority to review the actions of any committee or related subcommittee. The Board of Directors shall number no less than thirteen (13). Members of the Board of Directors shall include: the NACEP Executive Committee (President, President-elect, Secretary, Treasurer, Member-at-Large, Immediate-Past President), the Chairpersons of the Standing Committees, the Chairperson of the Accreditation Commission, and one (1) Representative from among the following three Institutional categories: Four-year Public Postsecondary Institution, Four-year Private Postsecondary Institution, and Two-Year Postsecondary Institution. These representatives shall hereafter be referred to as Institutional Representatives. Institutional Representatives will serve for three (3) years (staggered terms so that one [1] Representative is elected each year) and may not serve more than two consecutive terms.

**C. Removal, Resignation, Salary.**

Any Officer, Standing Committee Chair or Representative elected or appointed may be removed by the membership with or without cause. In the event of the death, resignation or removal of an Officer, the Board in its discretion may elect or appoint a successor to fill the unexpired term. There shall be no salaries earned by any Officer of the Alliance for the duties carried out in the name of the Alliance.

- D.** The Executive Committee shall consist of the following members: Immediate Past-President, President, President-elect, Secretary, Treasurer, and Member-at-Large. The duties of these Officers shall be as follows.

Section 1. The President is an elected position and shall:

- Preside at all meetings of the Alliance
- Appoint ad hoc committees as necessary for the operation of the Alliance
- Hold responsibility for coordinating all administrative activities of the Alliance
- Serve as the official spokesperson for the Alliance at state, regional and national functions which promote Concurrent Enrollment Partnerships
- Prepare an Annual Report for presentation to the Board of Directors and the general membership
- Perform other responsibilities usually conferred upon the presiding officer

Section 2. The President-elect is an elected position and shall:

- Succeed the President after one (1) two-year term as President-elect
- Preside in the absence of the President and perform such duties as shall be prescribed by the Board
- Maintain a five-year schedule of meeting dates and locations
- Serve as the Alliance liaison with the conference hosts/committee
- Assist with program and/or conference development
- Monitor the progress of the Standing and Ad Hoc committees
- Serve as a resource to the Ad Hoc committee for Nominations and Elections (Board of Directors and Executive Committee Members) and Recognition
- Assist the President in fulfilling the obligations of the Alliance

Section 3. The Secretary is an elected position and shall:

- Maintain a full and accurate record of the proceedings of all meetings of the Alliance and Executive Committee
- Keep and maintain the Corporate Records book
- Distribute the minutes of meetings no later than thirty (30) days after the close of each meeting
- Maintain the correspondence of the Alliance as directed by the Board
- Maintain the membership roll for the Corporate Records
- Insure that each Board member receives a copy of the agenda prior to each meeting

Section 4. The Treasurer is appointed by the President, approved by the Board, and shall:

- Receive, administer and disperse all membership fees and all other funds of the Alliance at the direction of the President, Executive Committee or Board of Directors
- Maintain all financial records and reports
- Maintain the financial account of the Alliance and report such at each meeting
- Prepare an annual operating budget and present for Board approval

- Prepare the annual report of the general fund, including income and expenditures of the fiscal year for presentation to the Board of Directors and the general membership
- Maintain a current and accurate membership listing and invoice for membership fees, as appropriate
- Chair the Ad Hoc Finance Committee, which shall be responsible for the annual fiscal procedures audit. The fiscal procedures audit will be conducted in a manner and by individuals or an agency as chosen at the discretion of the Executive Committee
- Conduct election process as outlined in Standing Rule #11.

Section 5. The Member-at-Large is an elected position and shall serve as the representative of the general membership.

Section 6. Qualifications. To be nominated as an Executive Committee Member or a Director, the individual shall represent an Accredited College and University Member Institution that has been an Alliance member in good standing for at least one (1) year prior to election to office. To be nominated as President-elect, the individual shall have served on the NACEP board. If an Executive Committee position is vacant the President shall appoint, with the Board of Directors' concurrence, a Committee Chairperson to serve until the Executive Position is filled.

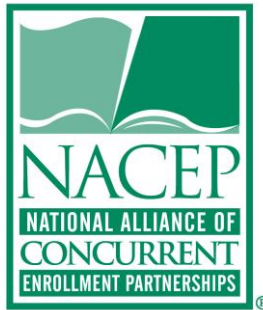
Section 7. Terms of Office. The Executive Committee members shall take office at the close of the Fall annual meeting following their election, or until their successors are elected and qualified. Any Director absent from three (3) consecutive board meetings will be contacted by the President for the purpose of determining that Board member's intent and ability to serve the remainder of his/her term. If it is mutually determined that the individual cannot fulfill his/her Director responsibilities, a new Director will be elected by a majority vote of the Board of Directors, to serve the remainder of the unexpired term. The length of term of office for each NACEP Officer will be for two (2) years; and, no Officer may serve more than two consecutive terms in the same office.

Section 8. Between meetings of the Board of Directors, the President may canvas the members of the Board by mail, phone or electronically for the purpose of voting on administrative issues. Any action authorized through these procedures shall be ratified and included in the minutes at the next regular meeting of the Board.



## **Article VI: Seal**

The seal of the Alliance shall be as follows:



## **Article VII: Affiliation with Other Organizations**

The Alliance may establish affiliation with national and international professional organizations by two-thirds vote of those present at the annual Fall meeting, may elect such representatives as necessary and proper, may authorize the payment of appropriate fees for such affiliations, and by two-thirds vote of those present at the meeting, may terminate such affiliation when it is no longer in the interest of the Alliance.

## **Article VIII: Meetings**

The Alliance shall meet no less than once in the fourth quarter of each year for the transaction of business and to perform functions that are consistent with the purposes of the Alliance. The Secretary shall cause to be mailed to every member in good standing at his/her address as it appears on the membership roll book of the Alliance a notice stating the time and place of the annual meeting.

The Alliance may meet at other times upon the vote of a majority of the Board and with at least ten days but not more than fifty days written notice to the membership before the scheduled date of such meeting.

The Board and/or Executive Committee may hold special meetings at the request of the President or any two members of the Board of Directors, consistent with Article IV, Paragraph I of these By-laws.

A quorum at any meeting of the Alliance shall consist of at least twenty percent (20%) of the enrolled membership present at the meeting. A quorum of the Board of the Alliance shall consist of a majority of the Officers and Board members. Agenda items submitted from the membership must be submitted to the Board of Directors thirty (30) days prior to the meeting.

## **Article IX: Finance**

The fiscal year of the Alliance shall begin on January 1 and continue through December 31<sup>st</sup> of each year.

The general fund of the Alliance shall consist of the income of the Alliance. The general fund shall be the charge of the Treasurer and Ad Hoc Finance Committee who shall provide for the safekeeping and auditing of such funds in full compliance with the Articles of Incorporation.

Disbursements from the general fund shall be made by the Treasurer in accordance with the annual budget. All requests for funds must be accompanied by appropriate documentation.

The annual operating budget shall be prepared by the Treasurer under the direction of the Ad Hoc Finance Committee. At the first meeting of the Board of Directors for the fiscal year, the Treasurer shall submit the budget to the Board of Directors for approval.

## **Article X: Committees**

Standing committees shall include: Research, Membership, Communications, Governmental Relations, Secondary School Partners and Nominating. Ad Hoc and/or special committees may be created by the President and/or Board of Directors and may encompass areas such as Finance, Nominations and Elections. These committees shall have such powers as determined by these By-laws or by the resolution creating the committee or those powers later delegated to it.

The President shall appoint the Chairpersons and members of all committees with the concurrence of the Board of Directors. The Chairperson of each committee shall serve in that position, and on the Board, for a term of one year. Each standing committee shall report to the Executive Committee. The ability to modify, delete and establish additional Standing Committees and prescribe their roles and functions may be handled through the amendment process.

- Section 1. The Research Committee strengthens concurrent enrollment programs by conducting, supporting and sharing research about such programs.
- Section 2. The Membership Committee administers the NACEP membership process to assure applicant qualifications are reviewed, recruits new members, membership status is accurately categorized, membership status is paid for and confirmed and membership renewals are completed.
- Section 3. The Accreditation Commission is responsible for the review and documentation of a post-secondary institution's application for NACEP accreditation. The Commission will determine by vote, after a thorough analysis and recommendation by a review team whether applications are denied or approved. Additionally, the Commission is responsible for:

- Assisting institutions with the application process
- Promoting thorough understanding of the NACEP standards
- Establishing a process for systematic review of the standards
- Establishing accreditation process policies
- Seeking and training qualified review team members.
- Making recommendations and voting on changes in standards (changes in standards must be approved by the NACEP-accredited membership)

The Chair of the Accreditation Commission will serve on the NACEP Board of Directors.

Section I. Commission members.

The Commission is composed of twelve (12) members.

A. Qualifications. To be eligible to serve on the Commission, Commissioners must:

- Represent an institution that operates a NACEP-accredited concurrent enrollment partnership (with the exception of the External Member),
- Have prior service as a NACEP peer reviewer, or demonstrated knowledge of NACEP's standards and equivalent experience with other accrediting organizations, and
- Not serve simultaneously on the NACEP Board of Directors (with the exception of the Commission Chair).

B. Appointments. The following five (5) positions will be appointed by the NACEP President, with the approval of the NACEP Board of Directors:

- Chairperson, for a two-year term. The Chair may serve no more than two consecutive terms as Chair.
- Vice-Chair, for a two-year term.
- Two at-large members, one for a two-year term and the other for a three-year term.
- External member, for a two-year term.

In making appointments, the Board should consider geographical regions and types of institutions represented.

C. Elections. The following seven (7) positions will be elected to the Commission by the NACEP membership:

- Three (3) representatives from two-year institutions, two for two-year terms and the other for a three-year term.
- Three (3) representatives from four-year institutions, two for two-year terms and the other for a three-year term.
- One (1) representative from a private institution, for a two-year term.

- D. The policies regarding the process of election will be the same as for members of the NACEP Board of Directors.

#### Section II. Terms.

Commissioners' terms shall have no term limits except for the position of Chair who may serve no more than two consecutive terms as Chair.

- A. Terms will be staggered.
- B. In the event of a newly-created position or vacancy in the Chair the NACEP President shall appoint an individual to serve out the remainder of the term. In the event of a vacancy for any other position, the Commission Chair, with the approval of the Commission, shall appoint an individual to serve out the remainder of the term.

#### Section III. Budget.

On an annual basis, the Commission shall propose a budget and any accreditation fees for consideration by the Board of Directors.

#### Section 4.

The Communications Committee of NACEP is responsible for external and internal communications. The Committee acts as the official voice of NACEP under the direction of NACEP's President and Leadership Team and serves to ensure that public communications outside of NACEP or within NACEP about NACEP will have a professional appearance and adhere to standard conventions of the English language. The Committee is also responsible for encouraging and supporting writing and publication about NACEP that furthers NACEP's stated mission. With the advice of the NACEP President and/or Leadership Team, the Committee carries on such activities as:

- providing an editorial and formatting function for all written and print creations by members, committees, and officers whether internal or external that are about NACEP or NACEP activities;
- writing press releases about NACEP activities and distributing those to the NACEP institutional members for local and regional publication, and distributing press releases to the national media and appropriate national organizations;
- writing, designing, and printing NACEP letterhead, brochures, and other official forms and documents, under the direction of the NACEP President and/or Executive Committee;
- publishing and maintaining an up-dated web page for NACEP;
- writing and publishing an electronic newsletter for NACEP member institutions;
- collecting information about upcoming conferences and encouraging NACEP members to make presentations to further the NACEP mission;
- encouraging and supporting the publication of articles, books, and conference presentations about NACEP by NACEP members;

- acting as a clearinghouse of NACEP member contacts for any NACEP member planning a proposal for a national or regional presentation, article, or book about NACEP and in cooperation with the Research Committee of NACEP;
- maintaining an archive of member print or electronic publications about NACEP from member contributions;
- maintaining a referral list of NACEP consultants to respond to inquiries from new, non-member CEP's until such time as NACEP creates a team of such expert consultants;
- all other functions as assigned by the NACEP President and/or Board of Directors that fit the mission of the Committee as described in the description paragraph.

Section 5. The Governmental Relations Committee is responsible for facilitating, coordinating and maintaining NACEP interaction with federal and state governments and departments of education. The Committee works to develop and maintain a positive image for concurrent enrollment partnership programs and works to strengthen communication with policy-making governmental agencies by working in conjunction with other education organizations that further the interests of concurrent enrollment partnership programs.

With the advice of the NACEP President and/or Board of Directors, the Committee carries on such activities as:

- coordinating contact between NACEP and elected or appointed officials to policy-making positions within federal and state governments and/or departments of education that affect legislation concerned with concurrent enrollment partnership programs;
- identifying and prioritizing opportunities for enlisting federal and/or state support for concurrent enrollment and partnership programs and projects;
- providing information to legislators concerning federal and state legislation directly affecting the interests of concurrent enrollment partnership programs;
- producing data and publications that highlight the positive effects of concurrent enrollment partnerships (in conjunction with the Research and Communications Committees);
- monitoring and coordinating NACEP responses to legislation, regulations or policy changes that may have an impact on NACEP and/or concurrent enrollment partnership programs;
- responding to inquiries or requests for assistance regarding federal or state policies, issues, legislation or regulations related to concurrent enrollment programs; and
- addressing special projects as assigned by the NACEP President and/or Board of Directors.

Section 6. The Secondary School Partners Committee strengthens the Alliance by discussing and sharing issues of concurrent enrollment most significant to Secondary Partners in the Alliance. The Committee has the authority to:

- make proposals to the Board of Directors concerning NACEP policy
- provide support and professional development to secondary partners within NACEP
- identify national trends and developments on the secondary level that affect concurrent enrollment
- help NACEP communicate with Secondary Partners regarding activities, decisions and issues within NACEP

Section 7. The NACEP Nominating committee consists of Member-at-Large, the three institutional representatives and Treasurer. The nominating committee is tasked with compiling a slate of NACEP elected position candidates for the NACEP elected positions that include – President, President-elect, Secretary, Member-at-large, Four -year private institutional representative, Four year public institutional representative, and Two year public institutional representative.

The NACEP Nominating Committee shall seek nominations and/or nominate President, President-elect, Secretary, Member-at-large, Four-year private institutional representative, Four year public institutional representative, and Two year public institutional representative. Nomination shall be made by three-fourths affirmative vote of the Section Nominating Committee.

The Section Nominating Committee shall determine that nominees are willing and able to accept the position if elected. No later than the first Monday of July, the list of persons selected for consideration as nominees for the elected positions shall be forwarded to the NACEP President. No later than the last Monday of July, the list of nominees for Section offices shall be presented to the NACEP Board of Directors. Nominations shall be final unless any nominee is rejected by a three-fourths vote of the Board of Managers, and in the event of such rejection, the Board of Managers shall make its own nomination by majority vote of the members present.

The list of nominees as approved by the Board of Directors shall be forwarded to the NACEP Secretary/Treasurer no later than the first Monday of August. Candidate profiles and statements will be posted to the NACEP website section entitled Election by no later than the second Monday of August.

No later than the third Monday of August, the Treasurer will cause a ballot to be emailed to each voting member of NACEP. On the ballot, under each office to be filled, the names of those candidates approved by the Board of Directors shall be listed along with a blank space in which the name of any other voting member of NACEP may be submitted.

Appropriate space shall be provided on the ballot to indicate a single choice of candidate for each office.

The ballots having been returned to the Treasurer in accordance with the accompanying instructions before or on the last Monday of September shall be delivered to the Treasurer. The Treasurer shall tabulate the votes not later than the first Monday of October. The Treasurer will have the results verified by a third party of the Treasurer's home institution.

The election of candidates shall be by plurality vote and, in case of tie, the choice shall be decided by lot. Announcement of the results shall be communicated promptly to the respective Sections. The NACEP President announces the election results at the NACEP fall conference sponsored luncheon.

### **Article XI: Amendments**

The By-laws may be adopted, amended or repealed by a majority of eligible members participating in the vote. Only representatives of post-secondary institutions with NACEP-accredited concurrent enrollment partnerships may vote, with each institution allowed one vote.

The By-laws may be brought to the membership for an electronic vote during normally scheduled elections, or by means of electronic voting when the Board of Directors deems it necessary.

In all cases of By-law amendments, the membership must be notified by email or mail of the intent to amend the by-laws. Such notification will include 1) a concise statement of the proposed changes, 2) an explanation of the intent, 3) an invitation to participate in an online forum and in a conference call to discuss the proposed change(s), and 4) information about how and when to access the forum and participate in the conference call. Membership must receive at least 30 days notice but not more than 50 days notice, before the scheduled date of such meeting or voting.

### **Article XII: Rules of Order**

The Alliance shall conduct its business according to Robert's Rules of Order, Newly Revised. A Parliamentarian, appointed by the President with approval of the Board of Directors, will advise the President of meeting procedures and serve as the ruling authority in the event of disputes concerning procedure.

### **Article XIII: Dissolution**

Upon the dissolution of the Alliance, the Alliance shall, after paying or making provision for the payment of all liabilities of the Alliance, dispose of all of the assets of the Alliance exclusively for the purposes of the Alliance in such manner, or to such organization or organizations created and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the

Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Alliance shall determine. Any of such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

#### **Article XIV: Construction**

If there be any conflict between the provisions of the certificate of incorporation and these By-laws, the provisions of the certificate of incorporation shall govern.



## STANDING RULES

1. Maintenance of a corporate records book (meeting minutes, Treasurer’s report, original incorporation papers, Bylaws, 501 (c) (3) certificate, current standing rules and procedures, etc.
2. Business files and records will be kept at the central office in Syracuse, New York.
3. Tokens of appreciation will be presented to outgoing Board and Executive members.
4. Membership lists and mailing labels are for Alliance purposes only and not for dissemination, personal use or profit.
5. Annual membership dues have been established by the Board of Directors for 2018 as follows:

Post-Secondary .....	\$560
Partner (secondary institutions, government/state education agencies, and professional organization).....	\$150
Individual .....	\$50
Emeritus .....	\$0
6. Accreditation fees have been established by the Board of Directors for 2018 as follows:

Annual Fee for NACEP-Accredited Programs .....	\$250
Accreditation Intent Fee (submit with intent).....	\$200
Application Processing Fee.....	\$500
7. Submission of documentation for funds disbursed by a Board member on behalf of the Alliance cannot cross fiscal years by more than 15 days.
8. The President and Treasurer and one Board member shall be signatories on all Alliance accounts. Two signatures are required for disbursements in excess of \$500.00.
9. No signatory on the checking account can sign his/her own check.
10. Executive Committee and Board members are expected to notify the Secretary of their attendance or non-attendance at annual meetings.
11. Nominations for elected positions (Board of Directors and Executive Committee) will be filed no less than sixty (60) days prior to the annual Fall meeting. Persons nominated for elected positions must be members in good standing in the Alliance and have been a member for at least one (1) year prior to their nomination. To be nominated as President-elect, the individual shall have served on the NACEP Board.

Candidates for office must agree to run for the office prior to having their name submitted as a candidate for election.

12. Elections shall be conducted by the Treasurer. The Treasurer shall prepare separate mail-in ballots for the election of the Board and Executive Committee positions. Provision shall be included on the ballot for the write-in vote for other qualified candidates. These ballots shall be mailed to the qualified voting members at least thirty (30) days prior to the annual Fall meeting. All voting members shall be entitled to cast a ballot for Executive Committee positions; however, voting members shall be entitled to cast a ballot only for the individual nominated for Director from his/her Institution category. Voting members shall be directed to return the mail-in ballots to the Treasurer at least ten (10) days prior to the annual Fall meeting. The candidate who receives a plurality of the ballots cast for an elective office shall be declared the winner. The Treasurer shall be responsible for tabulating the ballots and notifying the election winners in a timely fashion so they may make appropriate plans to attend the annual meeting.

- 12 The order of business at all meetings of members shall be as follows:

1. Roll call
2. Reading of the minutes of the preceding meeting
3. Reports of committees
4. Reports of officers
5. Old and unfinished business
6. New business
7. Good and welfare
8. Adjournment

13. NACEP letterhead may be used only for official Alliance business and may be used only by members of the Executive Committee or a designee(s) of the President.

14. Election Schedule:

- |      |  |
|------|--|
| 2018 | Representative from Four-Year Private Institutions<br>President-elect<br>Secretary |
| 2019 | Representative from Four-Year Public Institutions<br>Member-at-Large               |
| 2020 | Representative from Two-Year Institutions<br>President-elect<br>Secretary          |
| 2021 | Representative from Four-Year Private Institutions<br>Member-at-Large              |
| 2022 | Representative from Four-Year Public Institutions<br>President-elect<br>Secretary  |
| 2023 | Representative from Two-Year Institutions<br>Member-at-Large                       |

- 2024 Representative from Four-Year Private Institutions
  - President-elect
  - Secretary
  - Member-at-Large
- 2025 Representative from Four-Year Public Institutions
  - Member-at-Large

15. Authorization for expenditures must be obtained from the NACEP Board of Directors. Expenditures in excess of \$400.00 will additionally require approval by the Board of Directors. Purchasers are responsible for submitting receipts and invoices that include the date and exact nature of the purchase within seven days to the NACEP Treasurer.

For pre-approved Board expenditures requests for reimbursements must use the approved NACEP Board Reimbursement forms with receipts attached. Requests for reimbursements must be made within 30 days of the expenditure occurrence.

16. Purchasers must obtain a minimum of three bids/proposals for products and/or services in excess of \$400. Purchasers take full responsibility for improper purchases. Purchases can not be made or services rendered from any agency or individual for which a NACEP Board of Directors has a conflict of interest (e.g. family businesses, spousal/partner businesses).

Amendments to the Standing Rules of the Alliance will be recommended by the Board of Directors and voted on by the voting membership attending the annual Fall meeting. A majority vote (50% + 1) will be required for an amendment to pass.