

# **Bylaws of the Ohio Alliance of Dual Enrollment Partnerships**

*Approved and adopted by founding membership on March, 7, 2014*

The Ohio Alliance of Dual Enrollment Partnerships (OADEP) began in 2009 as a grass root cadre of dual enrollment practitioners and advocates from across Ohio meeting to discuss best practices, opportunities, and challenges.

## **Article I: Name**

The name of this association is the Ohio Alliance of Dual Enrollment Partnerships (hereby known as OADEP).

## **Article II: Purpose**

Dual enrollment (known as concurrent enrollment nationally) is defined as high school students that take college-credit bearing courses taught by college-approved high school teachers.

The purpose of this organization is to support dual enrollment programs through the advocacy of quality initiatives (best practices, research, etc.) that promote student access and completion, program development, professional development, communication, and high quality standards.

Key focus areas include:

- Disseminating the standards of quality dual enrollment programs
- Providing professional development to all interested parties concerning quality dual enrollment programs, including discussions for best practices and challenges
- Advocating for flexible graduate programs that enable interested teachers to obtain dual enrollment credentialing
- Serving as a state advocate for dual enrollment
- Fostering strong partnerships between postsecondary and secondary institutions

## **Article III: Membership**

Membership includes any institution or individual involved with dual enrollment partnerships that submits a membership application and pays annual dues as recommended by the Membership Committee and approved by the Board of Directors. Membership in OADEP does not preclude institution or individual participation in other organizations or associations.

### **A. Categories of Membership**

- *Institutional Membership:* Any public or private postsecondary or secondary institution that submits a membership application and pays annual dues.
- *Individual Membership:* Any individual who supports the mission of OADEP that submits a membership application and pays annual dues.

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### **B. Rights/Privileges of Membership**

#### **a. Institutional**

- Right to vote (one vote per institution)
- Right to hold office, serve as committee chairs or members
- Right to attend OADEP sponsored activities
- Right to reduced fees for OADEP sponsored activities
- Right to membership certificate

#### **b. Individual**

- Right to serve as committee members
- Right to attend OADEP sponsored activities
- Right to reduced fees for OADEP sponsored activities
- Right to membership certificate

### **C. Membership Meetings**

General membership meetings are held once per year and in conjunction with the annual fall conference. A membership roster certified by the Membership Chair and Secretary is produced at the meeting. All designated institutional representatives appearing on the roster are entitled to vote at the meeting. The membership roster is made up of all paid members two months prior to the meeting date.

### **D. Membership Fees**

Membership fees are based on each category of membership and established by the Board of Directors annually.

## **Article IV: Board of Directors**

### **A. Management of OADEP**

OADEP is managed by a Board of Directors (hereby known as the "Board") consisting of no fewer than fourteen (14) members.

The Board includes: the OADEP Officers (President, President-Elect, Secretary, Treasurer), five (5) appointed Chairpersons of the Standing Committees, and one (1) institutional representative each from a four-year public, four-year private, two-year postsecondary and two (2) representatives from secondary institutions. Terms are staggered to ensure transfer of knowledge and consistency between Boards.

### **B. Elections**

Elections are held prior to the annual general membership meeting and are coordinated by the Elections Committee. The results are announced at the annual meeting. Each board member holds office until the expiration of the term for which he/she was elected or appointed and until his/her successor has been elected or until his/her resignation or removal.

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### **C. Quorum of the Board of Directors**

A majority of the entire Board constitutes a quorum for the transaction of business.

### **D. Place, Time, Notification of Board Meetings**

The Board can hold its meetings at any location, either within or out of the state, and at any time it determines. Board members will be notified at least two weeks prior to each meeting.

### **E. Special Board Meetings**

To call a special meeting of the Board, notice is given to board members by the President with three days' notice by e-mail or phone. The Secretary, with written request of two board members, can also call a special meeting in a like manner.

## **Article V: Governance and Management**

A. **The Executive Committee** shall manage the general operations of OADEP. Members of the Executive Committee include: President, President-Elect, Secretary, and Treasurer.

B. **The Board** is the legislative body of OADEP and has full power and authority to set policy and provide strategic decisions for OADEP, to adopt an annual budget and authorize expenditures, and to assign duties and responsibilities among the Board. The Board has full power and authority to review the actions of any committee or related subcommittee. The Board is comprised of members as defined in Article IV, Section A of these bylaws.

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

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

D. **The Executive Committee** shall consist of the following members: President, President-Elect, Secretary, and Treasurer. The duties of these Officers are as follows:

#### *Section 1. The President:*

- Presides at all meetings of OADEP
- Appoints and manages ad hoc committees as necessary for the operation of OADEP
- Sets the agenda for all OADEP executive, board, and general membership meetings, with input from the executive committee and board members

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- Serves as the official spokesperson, or assigns a designee, for OADEP at state, regional, and national functions that promote dual enrollment partnerships
- Performs other responsibilities usually conferred upon the presiding officer

### *Section 2. The President-Elect:*

- Succeeds the President after a one (1) year term as President-Elect
- Presides in the absence of the President and performs such duties as shall be prescribed by the Board
- Monitors the progress of Standing Committees and serves as a resource
- Assists the President in fulfilling the obligations of OADEP

### *Section 3. The Secretary:*

- Maintains a full and accurate record of the attendance and proceedings of all Board and general membership meetings
- Maintains a schedule of meeting dates and locations
- Distributes the meeting minutes no later than thirty (30) days after the close of each meeting
- Maintains the correspondence of OADEP as directed by the Board
- Maintains the membership roster
- Insures that each Board member receives a copy of the agenda prior to each meeting

### *Section 4. The Treasurer:*

- Receives, administers, and disperses all membership fees and all other funds of OADEP at the direction of the President, Executive Committee, or Board of Directors
- Chairs the Finance Committee, which maintains, prepares, seeks approval for, and reports on:
  - Financial records
  - Annual operating budget
  - Annual report of the general fund, including income and expenditures of the fiscal year for presentation to the board and general membership

### *Section 5. Qualifications.*

To be nominated as President/President-Elect, the individual shall have served at least one term on the Board. To be nominated as any other officer or institutional/secondary representative, the individual shall be an active employee of an-OADEP member institution, which has been in good standing for at least one year prior to office.

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### *Section 6. Terms of Office.*

Board members shall take office in January of each year. Any board member 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 board responsibilities, a new board member will be elected by a majority vote of the Board to serve the remainder of the unexpired term. The length of term of office for each board member (including appointed positions) is two years (with the exception of President/President-Elect) and is on a rotating election schedule:

Year One: President-Elect, Secretary, 4-year public and secondary institution representatives, First Secondary Representative

Year Two: President-Elect, Treasurer, 4-year private and 2-year institution representatives, Second Secondary Representative

### *Section 7. Voting on Administrative Issues.*

Between meetings of the Board, 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: Affiliation with Other Organizations**

OADEP may establish affiliation with national and international professional organizations by two-thirds vote of those present at the annual meeting, may elect 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, and may terminate such affiliation when it is no longer in the interest of OADEP.

## **Article VII: General Membership Meetings**

OADEP will meet at least once each year for the transaction of business and to perform functions that are consistent with the purposes of OADEP. The Secretary shall send every member in good standing on the Membership Roster a notice stating time and place of the annual meeting. This notice can be sent by postmarked or electronic mail.

OADEP may meet at other times upon the majority vote of the Board and with at least two weeks notice to the membership before the scheduled date of such meeting.

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The Board and/or Executive Committee may hold special meeting at the request of the President or any two members of the Board of Directors, consistent with Article IV, Paragraph E of these Bylaws.

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

### **Article VIII: Finance**

The fiscal year of OADEP shall begin in January and end December of each year.

The general fund of OADEP shall consist of income of OADEP. The general fund shall be the charge of the Treasurer and the Finance Committee who shall provide for the safekeeping and auditing of such funds.

The Treasurer makes disbursements from the general fund in accordance with the annual budget. All requests for funds must be accompanied by appropriate documentation.

The Treasurer, under the direction of the Finance Committee, prepares the annual operating budget. At the first meeting of the Board for the fiscal year, the treasurer shall submit the budget to the Board for approval.

### **Article IX: Committees**

Standing committee chairs are appointed by the President and include: Communications, Elections, Finance (chaired by the Treasurer), Government Relations, Membership and Conference; ad hoc and/or special committees are created by the President and/or Board of Directors as needed.

*Section 1. The Communications Committee* is responsible for external and internal communications. The committee acts as the communications center of OADEP. Under the direction of OADEP's President and Executive Committee, the communications committee serves to ensure that public communications about OADEP have a professional appearance and adhere to standard conventions of the English language and carries on such activities as:

- Writing press releases about OADEP activities and distributing those to OADEP members for local or regional publication and distributing press releases to the national media and national organizations
- Writing, designing and printing OADEP letterhead, brochures, and other official forms and documents
- Publishing and maintaining an updated website and other social media outlets for OADEP

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- Maintaining a listserv for OADEP
- Writing and publishing an electronic newsletter for OADEP members
- Completing other projects as assigned by the President and/or Board

*Section 2. The Elections Committee* is responsible for the coordination, tabulation and announcement of OADEP elections including nominations, ballot creation, dissemination and tabulation, and reporting of final results. The President and/or Board may assign other projects as appropriate.

*Section 3. The Finance Committee* is responsible for assisting the Treasurer with the financial accounting of OADEPs funds as per Article VIII of these bylaws and includes:

- Maintaining financial records and reports
- Preparing an annual operating budget that the Finance Committee Chair presents for Board approval
- Preparing the annual report of the general fund, including income and expenditures of the fiscal year for presentation to the board and general membership
- Overseeing the fiscal procedures audit (conducted in a manner, frequency and by individuals or an agency as chosen at the discretion of the Executive Committee)
- Evaluating potential grant writing and fundraising opportunities

*Section 4. The Government Relations Committee* is responsible for facilitating, coordinating, and maintaining OADEP interaction with federal, state, and local governmental and educational agencies. The Committee works to develop and maintain a positive image for dual enrollment programs and works to strengthen communication with policy-making governmental agencies by working in conjunction with other educational organizations that further the interests of dual enrollment partnership programs.

Under the direction of the OADEP President and/or Board, the Committee carries on such activities as:

- Coordinating contact between OADEP and elected or appointed officials to policy-making position with federal, state, and local governmental and educational agencies that affect legislation concerned with dual enrollment programs
- Identifying and prioritizing opportunities for enlisting state support for dual enrollment and partnership programs and projects
- Providing information to legislators concerning state legislation directly affecting the interests of dual enrollment partnership programs
- Producing data and publications that highlight the positive effects of dual enrollment partnerships (in conjunction with the Communications Committee)

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- Monitoring and coordinating OADEP responses to legislation, regulations, or policy changes that may have an impact on OADEP and/or dual enrollment partnership programs and reporting back to OADEP
- Other projects as assigned by the President and/or Board

*Section 5. The Membership Committee* administers the OADEP membership process to assure applicant qualifications are reviewed, new members are recruited, membership status is accurately categorized, paid for, and confirmed, and membership renewals are completed. The Membership Committee will work with the Treasurer to ensure adequate invoicing and the Secretary to ensure the Membership Roster is current. The President and/or Board may assign other projects as appropriate.

*Section 6. The Conference Committee*, under the direction of and with approval from the Executive Committee, organizes the annual conference, including all promotion, registration, logistics (including theme, location, date/time, cost/budget, registration fees, etc.), speakers and evaluations, and presents a conference budget/expenditures report to the Board for approval.

### **Article X: Amendments**

These by-laws may be amended at any regular or special meeting by a majority vote of the membership or by absentee or electronic ballots received prior to the meeting, provided thirty (30) days' notice of any amendment is sent to each member.

Tabulations of the votes are made by the Elections Committee and reported to the membership thirty (30) days after the notice of ballot.

### **Article XI: Rules of Order**

OADEP shall conduct business according to the latest edition of *Robert's Rules of Order*. 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.



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The following represent the founding membership of the Ohio Alliance of Dual Enrollment Partnerships:

HEL, Representative	Signature
Central Ohio Technical College Teri Holder	
Clark State Community College Martha Crawler	
Columbus State Community College Donald Washburn	
Cuyahoga Community College Timothy Dorsey	
Educational Service Center of Central Ohio Richard Seils	
Educational Consultant, Retired Deb Ellis	
Hilliard City Schools, Tom Woodford	
Marysville Schools, Dawn Burns	
North Central State University David Cardwell	
Ohio Dominican University Pamela Allen	
The Ohio State University Michele Brown	
Sinclair Community College Michael Gaines	
Southern State Community College J.R. Roush	
University of Findlay Judy Wahrman	
West Carrollton Schools Larry Campbell	
Youngstown State University, Sharon J. Schroeder	