

BYLAWS OF MINNESOTA CONCURRENT ENROLLMENT PARTNERSHIPS

ARTICLE I - NAME, PURPOSE AND VISION

Section 1 - Name: The name of the organization shall be Minnesota Concurrent Enrollment Partnerships (MnCEP). It shall be a consortium incorporated under the laws of the State of Minnesota.

Section 2 - Purpose: Minnesota Concurrent Enrollment Partnerships (MnCEP) is a statewide consortium of secondary and postsecondary stakeholders that serves as a collaborative resource and advocate for Concurrent and Dual Enrollment Partnerships to facilitate equitable student access and success.

Key activities include

- Fostering effective partnerships between secondary and postsecondary education institutions,
- Facilitating the interchange of ideas and issues,
- Providing opportunities for professional development,
- Disseminating research and information about programs and partnerships,
- Supporting the implementation of national standards for Concurrent and Dual Enrollment Partnerships, and
- Fostering cooperation among education professionals and agencies.

Section 3 - Vision: MnCEP is Minnesota's dual credit leader (partnerships that fall under the Minnesota PSEO Act). The consortium is committed to eliminating inequities in access and success based on a student's race/ethnicity, socio-economic status, citizenship status, disability, English language proficiency, first generation college status, gender, geographical location, and sexual orientation.

ARTICLE II - MEMBERSHIP

Membership includes any institution or individual involved with concurrent enrollment partnerships that submits a membership application and pays annual membership fees as approved by the Board of Directors. Membership in MnCEP does not preclude institutional or individual participation in other organizations or associations. The membership year

begins July 1st and ends June 30th.

Section 1 - Categories of Membership: A. Secondary and Post-Secondary

Membership (Individual): *Public or private*

postsecondary or secondary institution personnel that submits a membership application and pays annual dues.

B. Affiliated Membership (Individual): *Any individual, not employed by any public or private postsecondary or secondary institution, who supports the mission of MnCEP that submits a membership application and pays annual dues.*

Section 2 - Rights/Privileges of Membership: 1. Secondary and

Post-Secondary Membership (Individual) 1.1 Right to vote 1.2. Right to hold office, serve as committee or work group chairs or members 1.3. Right to attend MnCEP sponsored activities 1.4 Right to reduced fees for MnCEP sponsored activities 2. **Affiliated Membership (Individual)** 2.1. Right to serve as committee or work group members 2.2. Right to attend MnCEP sponsored activities 2.3. Right to reduced fees for MnCEP sponsored activities

Non-members may attend MnCEP sponsored events, but shall be charged a fee set by the Board of Directors, sufficient to cover additional expenses for materials, food, space, etc.

Section 3 - Membership Fees: Membership fees are based on each category of membership and shall be established by the Board of Directors annually. Continued membership is contingent upon remaining current on membership dues.

ARTICLE III - MEETINGS OF MEMBERS

Section 1 - Meeting Participation Defined: Participation at meetings shall include those physically present at the meeting as well as those able to participate electronically during the meeting.

Section 2 - Bi-annual Membership Meetings: Regular meetings of the members shall be held a minimum of twice a year. Meeting locations shall be determined in advance by the Board of Directors.

Section 3- Special Meetings: Special meetings may be called by the Board of Directors, the Executive Committee, or a simple majority of voting members.

Section 4 - Notice of Meetings: Notice of each meeting shall be sent by email to each voting member not less than two weeks prior to the meeting.

Section 5 - Quorum: The members present, physically or electronically, at any properly announced meeting shall constitute a quorum.

Section 6 - Voting: Unless otherwise specified in these bylaws, all issues to be voted on shall be decided by a simple majority of voting members participating in the meeting in which the vote takes place or as conducted through the use of technology.

ARTICLE IV - BOARD OF DIRECTORS

Section 1 - Board Composition, Size and Compensation: MnCEP is managed by a Board of Directors (hereby known as the "Board") consisting of nine (9) members. The Board includes the five (5) directors of the Executive Committee (President, President-Elect, Past President, Secretary, Treasurer), and four (4) Members At-Large. The Board receives no compensation other than reasonable expenses which require pre-approval by the Board. The Board must include at least three (3) representatives from a 2-year postsecondary institution and two (2) representatives from a 4-year postsecondary institution.

Section 2 - Board Governance: The Board is the legislative body of MnCEP and has full power and authority to set policy and provide strategic decisions for MnCEP, 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.

Section 3 - Board Meetings and Notice: The Board shall convene a minimum of 4 times a year or as often as is required to conduct the business of the consortium. An official board meeting requires that each board member receive email notification at least one week in advance. The Board shall participate in all board meetings and general membership meetings.

Section 4 - Board Elections: Voting for open board positions shall be decided by a simple majority of the voting membership prior to a bi-annual meeting.

Section 5 - Quorum: A quorum of the nine (9) board members must be in attendance, either physically or electronically, for business transactions to take place and motions to pass.

Section 6 - Responsibilities and Terms: Primary responsibilities and term lengths are as follows: 1. *President, President-Elect and Past-President (each serve 1 year term)*

President, President-Elect and Past President shall operate as a leadership team to cover these primary responsibilities. President-Elect or Past President may represent MnCEP in lieu of the President as needed. 1.1. Manage Board of Directors 1.2. Serve on the Executive Committee 1.3. Align MnCEP priorities with mission and vision 1.4. Ensure that organizational infrastructure is sufficient 1.5. In tandem with the Board, plan and lead MnCEP membership meetings, consortium events,

and advocacy activities 1.6. Represent MnCEP issues and priorities 1.7. Coordinate Board of Directors' elections 1.8. Act as liaison with NACEP

B. Secretary (3 year term)

1.1. Contributes as a director on the Executive Committee 1.2. Documents MnCEP Executive Committee, Board, and membership meetings and maintains

file system 1.3. Communicates with membership as needed 1.4. May serve as liaison or facilitator of a committee

C. Treasurer (3 year term) 1.1. Contributes as a director on the Executive Committee 1.2. Files, updates, and maintains MnCEP 501c3 documents and status 1.3. Sets up, maintains, and reports on consortium banking and financial systems, transactions,

and budget 1.4. May serve as liaison or facilitator of a committee

D. Four (4) Members At-Large (each serve 3 year term)

The Members At-Large will be appointed by the Executive Committee and shall serve in staggered terms. Each will lead or co-lead one of the standing committees and represent the committee work at board meetings.

1. Assigned to lead or co-lead and oversee (facilitate meetings and reports of committee activities) one or more of the following standing committees: 1.1.1. Strategic Communication & Advocacy 1.1.2. Engagement 1.1.3. Other committees as needed

2. Represent their assigned committee at Board of Directors and membership meetings 3. Foster and organize advocacy 4. Facilitate updating MnCEP messages on consortium public-facing sites

Section 7 - Vacancies: When a vacancy on the board exists mid-term, a general call to the voting membership will be distributed requesting a volunteer to serve in the position until an election can be held to fill the vacancy.

Section 8 - Resignation, Termination and Absences: Resignation from the board must be in writing and received by the Secretary. A board member shall be terminated from the Board due to unexcused absences as determined by the Board.

Section 9 - Special Meetings of the Board: Special meetings of the Board shall be called upon the request of the President or at least five (5) members of the Board. Notices of special meetings shall be sent out by the Secretary to each board member at least one week in advance.

Section 10 - Voting of the Board: Unless otherwise specified in these bylaws, all issues to be voted on shall be decided by a simple majority of the board members participating in the meeting in which the vote takes place.

ARTICLE V - COMMITTEES, WORK & INTEREST GROUPS

Section 1 - Committee Quorum: A quorum of each committee must be in attendance, either physically or electronically, for business transactions to take place and motions to pass.

Section 2 - Executive Committee: The President is the chair of the Executive Committee, which includes the President-elect, Past President, Secretary and Treasurer. The Executive Committee shall set agendas for the membership meetings and manage the general operations of MnCEP.

Section 3 - Strategic Communication and Advocacy Committee: Responsibilities are determined by the project and in consultation with the Board (or chair). Possible projects could include electronic communication (e.g., website), government relations, and membership.

Section 4 - Engagement Committee: Responsibilities are determined by the project and in consultation with the Board (or chair). Possible goals of this committee could be to provide professional development, foster effective partnerships between secondary and postsecondary education institutions, foster cooperation among education professionals and agencies, and disseminate research and information.

Section 5 - Other committees, work and interest groups: The Executive Committee may authorize the creation of committees or work groups as needed (e.g., fundraising, public relations, data collection) and appoint a committee or work group chair to coordinate the work. Members may be appointed by the committee or work group chairs. Topical interest groups may be formed by members as needed.

ARTICLE VI - FINANCE

The fiscal year of MnCEP shall begin on July 1st and end June 30th of each year.

The general fund of MnCEP shall consist of MnCEP income. The general fund shall be the charge of the Treasurer and Executive 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 Executive Committee, prepares the annual operating budget. At the first meeting of the Board for the fiscal year, the treasurer shall submit a budget to the Board for approval.

ARTICLE VII - AMENDMENTS

These bylaws may be amended when necessary by a simple majority of the votes recorded. Proposed amendments must be submitted to the Secretary to be distributed to the membership in advance of the vote.

ARTICLE VIII - DISSOLUTION

This consortium may be dissolved by a two-thirds majority vote of the membership participating at the meeting at which the vote is taken. In the event of the dissolution of the consortium, the assets shall be liquidated and distributed to the members in accordance with government regulations. No funds shall inure to the benefit of individual members.

History

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1. Date of Adoption: Jan 2013 2. Date of Implementation: Jan 2013 3. Date & Subject of Revisions: 1. August 2015: Updated Article IV, Section 7 – updated duties of Secretary, added technology

director [as of 10/2019 this is Section 6] 2. March 2019: Added vision statement