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# **State and Regional Chapter Guidelines**

## **Affiliate Financial and Legal Relationship**

- a. Each affiliated chapter must be operationally and financially independent of NACEP.
- b. To earn affiliation a chapter needs to establish bylaws and elect/appoint officers but has flexibility in how their organization is structured.
- c. Each affiliate must submit an annual report on activities and current officers.

## **Coordination and Accountability**

- a. Affiliated chapters are encouraged, but not required, to adopt a name that includes the phrase Alliance of Concurrent Enrollment Partnerships.
- b. Affiliated chapters, though not the individual members, are entitled to display the NACEP logo in print and electronic marketing materials.
- c. The Council would provide technical assistance to newly forming and formalizing chapters; organize leadership training at the national conference; identify individuals for Board and committee nominations, awards and conference presentations; raise issues for Board discussion; and coordinate state-level governmental relations.

## **Affiliate Membership Requirements**

- a. Local affiliates are permitted to establish their own membership policies and categories and can include both NACEP members and institutions that are not members of NACEP. At a minimum, membership must be open to any institution eligible for NACEP membership.
- b. A majority of the leadership of affiliated chapters must come from NACEP postsecondary members, partner members, or secondary schools affiliated with a postsecondary member.

## **NACEP-Endorsed Member or Affiliate Conferences**

- a. Member institutions are responsible for the conference planning, securing a venue, financial responsibility, and covering the costs of any NACEP speakers.
- b. NACEP will provide marketing support, NACEP speakers, connections to national speakers, and advice to the conference planning team.