

KsACEP Bylaws 1

Bylaws of the Kansas Alliance of Concurrent Enrollment Partnerships

The Kansas Alliance of Concurrent Enrollment Partnerships (KsACEP) began in 2016 as a grass root cadre of concurrent enrollment practitioners and advocates from across Kansas meeting to discuss best practices, opportunities, and challenges.

Article I: Name

The name of this alliance is the Kansas Alliance of Concurrent Enrollment Partnerships (hereby known as KsACEP).

Article II: Purpose

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

Article III: Membership

Membership includes any institution or individual involved with concurrent 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 KsACEP does not preclude institution or individual participation in other organizations or associations.

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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 organization, government entity, or individual, not currently employed by an Institution of Higher Education or K-12 public school district, who supports the mission of KsACEP that submits a membership application and pays annual dues.

B. Rights and Privileges of Membership

- *Institutional*
 - Right to vote (one vote per institution)
 - Right to hold office and/or serve as committee chairs or members
 - Right to attend KsACEP sponsored activities
 - Right to reduced fees for KsACEP sponsored activities
 - Right to membership certificate
- *Individual*
 - Right to serve as committee members
 - Right to attend KsACEP sponsored activities
 - Right to reduced fees for KsACEP sponsored activities
 - Right to membership certificate

C. Membership Meetings

General membership meetings are held once per year and in conjunction with the annual conference. A membership roster certified by the 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 KsACEP

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

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The Board includes: the KsACEP Officers (President, President-Elect, Secretary, Treasurer), one (1) institutional representative from either a four-year public institution or four-year private institution, and two (2) representatives from secondary institutions. Terms are staggered to ensure transfer of knowledge and consistency between Boards. Fifty-one (51) percent of Board of Directors must be National Alliance of Concurrent Enrollment Partnerships (NACEP) members.

B. Elections

Any voting member of the alliance can nominate themselves or another voting member for a position on the board. All members will be eligible to vote (one vote per institution) for each candidate, for up to seven (7) available positions each year.

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

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 electronically or at physical locations as determined. Board members will be notified at least four (4) 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 within three (3) days' notice by e-mail or by phone. The Secretary, with written request of two (2) Board members, can also call a special meeting in a like manner.

Article V: Governance and Management

A. Executive Committee

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

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B. The Board

The Board is the legislative body of KsACEP and has full power and authority to set policy and provide strategic decisions for KsACEP, 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, Termination, Absences, Salary

Any Officer, Standing Committee Chair, or Institutional Representative may be removed with or without cause. A Board member may be terminated from the Board due to excess absences: more than two (2) absences from Board meetings in a year. In the event of death, resignation, or removal of a Board member, the Board may elect or appoint (see Article V, Section D) 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 KsACEP.

D. Executive Committee Duties, Terms of Office, Voting on Administrative Issues

- *Duties:*
 - The President Shall chair regularly scheduled Board meetings and regularly scheduled membership meetings. Additionally, the President shall serve as an advocate for KsACEP and as a liaison to the National Alliance of Concurrent Enrollment Partnerships.
 - The President-Elect shall chair committees on special subjects as designated by the Board. Additionally, the President-Elect shall be responsible for initiating and organizing annual Board elections, distributing and receiving ballots or coordinating online voting, and count votes.
 - The Secretary shall be responsible for keeping records of Board actions and voting member decisions, including overseeing the taking of minutes at all Board and membership meetings, sending out board and member meeting announcements, and distributing copies of minutes and the agenda to the Board and members. Additionally, the secretary is responsible for seeing that membership lists are current, and ensures that the KsACEP listserv is accurate.
 - The Treasurer shall make a report at each Board meeting. The Treasurer shall assist in the preparation of the budget for each fiscal year (June 1 to June 30). Annual reports are required to be submitted to the voting membership showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the public upon request.

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- *Terms of Office:*
 - Board members shall take office in January of each year. Any Board member absent from two (2) consecutive may be terminated (see Article V, Section C) and/or 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 either elected by a majority vote of the Board to serve-out the remainder of the unexpired term or will be appointed, pending circumstances. The appointment process will involve a general call to the voting membership, asking for a volunteer to fill the remainder of the term.
 - The length of term of office for each Board member (including appointed positions) is as follows:
 - Three (3) Year Term: President and President-Elect
 - Two (2) Year Term: Secretary and Treasurer
 - One (1) Year Term: Representatives
- *Voting on Administrative Issues:*
 - Between meetings of the Board, the President may canvas Board members 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: Standing Committees and Subcommittees

Standing Committees and Subcommittees shall be established by the Board of Directors. Committees must be chaired by a member of the Board of Directors, but will be comprised of individual members who are interested in serving. Subcommittees may be chaired by a member of the Board of Directors or interested member, but will be comprised of individual members who are interested in serving. Standing Committees and Subcommittees may include but are not limited to: Membership, Election, Finance, Professional Development, or Marketing.

Article VII: Affiliation with Other Organizations

KsACEP 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 KsACEP.

Article VIII: General Membership Meetings

A. Meeting Participation Defined

Participation at meetings shall include those physically present at the meeting as well as those who participate electronically during the meeting.

B. Regular Meetings

Regular meetings of the members shall be held twice a year, once during the summer and once during the winter. The location of the summer meeting will be rotated through the regions, split by NW, NE, SW, and SE. The winter meeting will be hosted by a college on a rotational basis. The winter meeting shall be held on a date corresponding to the legislative schedule to facilitate legislative visits by KsACEP members.

C. Annual Meetings

The annual meeting of alliance members shall take place in the summer. At the annual meeting alliance members shall elect officers and representatives, receive reports on activities of the alliance, and determine the direction of the alliance for the coming year.

D. Special Meetings

Special meetings may be called by the Chair, Executive Committee, or a simple majority of voting members.

E. Notice of Meetings

Notice of each meeting shall be sent to each voting member, by email, not less than two (2) weeks prior to the meeting.

F. Quorum

All members present, physically or electronically, at any properly announced meeting shall constitute a quorum.

G. 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.

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Article IX: Procedures for Voting and Elections

Notice of Election and request for nomination shall take place on March 1 and is the sole responsibility of the President-Elect (see Article V, Section D). By April 1, the President-Elect shall collect all nominations for elected positions.

By May 1, the slate of nominees per position shall be disseminated electronically to the voting membership. Voting for elections shall take place electronically and all votes must be received by the President-Elect by June 1. The President-elect shall tabulate all votes and electronically report election results to the voting membership. The President-Elect's vote tabulations shall be reported electronically to the membership thirty (30) days' after the Notice of Election.

Nominees (per position) with the majority of votes submitted shall be determined the winner of the subject office. In the case of a tie, an electronic re-vote will be called by the President-Elect for the subject office. All officers and representatives will assume his/her respective office beginning July 1.

Article X: Finance

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

The general fund of KsACEP shall consist of income of KsACEP. The general fund shall be the charge of the Treasurer 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 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 XI: Amendments

These bylaws may be amended at any regular or special meeting by a majority vote of the membership or by electronic ballots received prior to the meeting, provided thirty (3) calendar days' notice of any amendment is sent to each member.

Article XII: Rules of Order

KsACEP 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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Article XIII: Dissolution

This alliance 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 alliance dissolution, the assets shall be liquidated and distributed to member institutions in accordance with government regulations. No funds shall inure to the benefit of individual members.

Certification

These bylaws were approved by a two-thirds majority vote of participants on March 3, 2016.