

## **By-Laws**

### **New England Alliance of Concurrent Enrollment Partnerships**

#### **Article I - Name**

The name of this organization shall be “New England Alliance of Concurrent Enrollment Partnerships (herein referred to as NEACEP)”

#### **Article II - Purpose**

The purpose of this organization is to promote the value, quality, and advocacy of concurrent enrollment partnerships supporting greater access to higher education consistent with the mission and goals of the National Alliance of Concurrent Enrollment Partnerships (NACEP).

#### **Article III - Membership**

##### **III.1 Membership Categories:**

Post-Secondary Institutions: Any public or private postsecondary institution that supports the mission of NACEP and concurrent enrollment.

Partner: Any secondary institution, government/state agency or professional organization that supports the mission of NACEP and concurrent enrollment.

Individual: Any individual not affiliated with a post-secondary or partner institution who supports the mission of NACEP and concurrent enrollment. Individual memberships are only available for individuals not affiliated with a post-secondary or partner institution, such as students, researchers, or independent consultants.

In all categories it is not required that members also belong to NACEP; NACEP membership is strongly encouraged. NACEP accreditation is not required for membership in either NACEP or NEACEP.

##### **III.1 Privileges of Membership:**

Post-secondary Institution:

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

Partner Institution:

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

Individual: Any organization, government entity or individual, not currently employed by an Institution of Higher Education or K-12 school district, who supports the mission of NEACEP and concurrent enrollment. Membership benefits include:

- Right to serve as committee members
- Right to attend NEACEP sponsored activities
- Right to membership certificate

**III.2 Membership Meetings:**

An annual meeting of the membership will take place in November of each year. A second membership meeting will take place in the spring of each year. The board of directors may schedule additional meetings of the membership if necessary.

**III.3 Membership Fees:**

The Board of Directors reserves the right to institute membership dues.

**Article IV – Board of Directors**

A Board of Directors (hereby known as the “Board”) shall manage NEACEP consisting of no fewer than seven (7) members and no more than twelve (12) members. There shall be a maximum number of two (2) members representing any one state. Fifty one percent of the Board of Directors must also be members of the National Alliance of Concurrent Enrollment Partnerships (NACEP).

**IV.1 Composition:** The Board includes all officers (President, Vice President, Past President, Secretary, Treasurer), and up to five at large members. One at large member should represent a secondary school partner.

**IV.2 Elections:** Elections are held prior to the annual general membership meeting. The results are announced at the annual meeting. Each board member will hold 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.

**IV.3 Quorum of the Board of Directors:** A majority of the entire Board constitutes a quorum for the transaction of business.

IV.4 **Place, Time, and Notification of Board Meetings:** The Board can hold its meetings electronically or at any location, either within or out of the region, and at any time it determines. Board members will be notified at least four weeks prior to each meeting.

IV.5 **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 - Elected Officers and Duties:**

### **V.1. Officers:**

- The officers of this Partnership shall be President, Past President, Vice-President, Treasurer, and Secretary
- Each officer serves for a one year term. Officers may be re-elected to serve more than one term.
- The officers shall be active members of the Partnership

### **V.2. President:** The President shall:

- Hold responsibility for coordinating all administrative activities of the Partnership
- Organize and convene regularly scheduled meetings
- Represent the Partnership and conduct the business of the Partnership in accordance with the by-laws
- Charge and make appointments to standing and ad-hoc committees as needed

### **V.3. Past President:** The Past President shall:

- Serve as a resource to the other officers and members of the Partnership

### **V.4. Vice President:** The Vice-President shall:

- Serve a one-year term
- Support the President in the organization of regularly scheduled meetings
- Perform the duties of the President in the absence, case of incapacity or event of a vacancy in the office of the President

### **V.5. Secretary:** The Secretary shall:

- Record and Prepare the proceedings of any assembly of the Partnership and distribute the minutes to the members within thirty days following the meeting
- Be responsible for the member roster
- Prepare official correspondence pertaining to the Partnership

### **V.6 Treasurer:** The Treasurer shall:

- Receives, administers and disperses membership fees, if any.
- Maintains, prepares, and reports on:
  - a) Financial records
  - b) Annual operating budget
  - c) Annual report of income, expenditures

### **Article VI - Standing Committees:**

**VI.1.** The following standing committees shall be established by the board of directors: Membership Committee, Professional Development Committee, and Marketing Committee. Committees must be chaired by a member of the Board of Directors, but can also be comprised of individual members who are interested in serving.

### **Article VII -Procedures for Voting and Elections:**

**VII.1. Voting:**

- For the purposes of voting, each member institution shall be entitled to one vote.
- Each institution shall designate a single voting member. A list shall be kept by the Secretary.
- Voting can be done at a meeting, or may be conducted electronically.

**VII.2. Elections:**

- Notice of Election and request for nominations shall take place on March 1.
- By April 1, the Past President shall collect all nominations for elected positions
- By May 1, the slate of nominees shall be disseminated to the membership at large
- Voting for elections shall take place electronically
- All votes must be received by June 1.
- The Past President shall tabulate all votes and report results to the membership
- The results will be disseminated electronically
- Majority of votes submitted shall determine the winner of the subject office
- In the case of a tie, a re-vote will be called for the subject office.
- All officers will assume office beginning July 1.

### **Article VIII -Meetings of the Partnership:**

- The Partnership shall meet no less than semi-annually with November designated as the official annual meeting
- The Partnership shall meet at a time and place designated by the officers.

- The majority of members present and voting at the annual meeting shall be sufficient to carry any matter before the Partnership.
- The President reserves the right to bring any matter to a vote by the whole of the Partnership through electronic voting at any time.

#### **Article 8-Amendments:**

- These by-laws may be amended at any annual, regular, special meeting, or by electronic vote by a 2/3 vote of the member institutions, provided 30 days' notice of any amendment shall have been sent to each member.
- Tabulations of the votes shall be made by the secretary and reported to member institutions 30 days after the notice of ballot.