

Michigan Concurrent Enrollment Partnerships (MiCEP)
Bylaws of the Michigan Concurrent Enrollment Partnerships (MiCEP)
DRAFT 07-28-16

The Michigan Concurrent Enrollment Partnerships (MiCEP) began in 2014 as a grass root cadre of concurrent enrollment practitioners and advocates from across Michigan meeting to discuss best practices, opportunities, and challenges.

Article I: Name

The name of this association is the **Michigan Concurrent Enrollment Partnerships (MiCEP)** (hereby known as MiCEP).

Article II: Purpose

Concurrent enrollment courses are those courses meeting the National Alliance of Concurrent Enrollment Partnerships (NACEP) definition of “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 NACEP 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
- Serving as a state advocate for concurrent enrollment
- Fostering strong partnerships between postsecondary and secondary institutions
- Serves as an advocate and educator for concurrent enrollment with stakeholders and legislators.

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 MiCEP does not preclude institution or individual participation in other organizations or associations.

A. Categories of Membership

Michigan Concurrent Enrollment Partnerships (MiCEP)
Bylaws of the Michigan Concurrent Enrollment Partnerships (MiCEP)
DRAFT 07-28-16

- *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 MiCEP that submits a membership application and pays annual dues.

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 MiCEP sponsored activities
- Right to reduced fees for MiCEP sponsored activities
- Right to an institutional membership certificate

b. Individual

- i. Opportunity to serve as committee members
- ii. Opportunity to attend MiCEP sponsored activities
- iii. Opportunity for reduced fees for MiCEP sponsored activities
- iv. Opportunity for an individual membership certificate

c. Eligibility for voting membership

Voting membership is restricted to one vote per postsecondary and secondary institutions that have offered one or more concurrent enrollment courses within the past fiscal year.

d. Eligibility for non-voting membership

Membership is open to postsecondary institutions, postsecondary system offices, secondary schools, school districts, state agencies or individual members. Non-voting members, including postsecondary and secondary institutions who have not offered concurrent enrollment courses the previous fiscal year, may attend and participate in meetings as non-voting members. Non-voting members are responsible for paying dues.

C. Membership Fees

Membership fees are based on each category of membership and established by the Board of Directors annually. The amount required for annual dues shall be \$200 for institutional membership and shall be \$50 each for individual membership. Membership fees may be changed by a two-thirds majority vote of the Board of Directors participating at the meeting at which the vote is taken.

Continued membership is contingent upon being up-to-date on membership fees. Fees shall be due and payable by April 30. Membership shall be forfeited if fees are not paid by May 31. Institutions or individual members

Michigan Concurrent Enrollment Partnerships (MiCEP)
Bylaws of the Michigan Concurrent Enrollment Partnerships (MiCEP)
DRAFT 07-28-16

that forfeit membership due to non-payment must pay their dues and be in good standing to have their membership reinstated.

Article IV: Board of Directors

A. Management of MiCEP

MiCEP is managed by a Board of Directors (hereby known as the “Board”) consisting of no fewer than seven (7) members of balanced representation of secondary and postsecondary institutions.

The Board includes: the elected MiCEP Officers: President, Vice-President, Secretary, Treasurer, and appointed At-Large Postsecondary, At-Large Secondary, At-Large Representatives. Committee chairs will be appointed by the Board. The Board will make a conscientious attempt to be inclusive of secondary and postsecondary members on the board and committees.

Terms are staggered to ensure transfer of knowledge and consistency between Boards. The Board receives no compensation other than reasonable expenses. All Board members shall serve two-year terms, but are eligible for re-election for up to two consecutive terms.

Inaugural board nominations were solicited by contacting NACEP members in the State of Michigan. The Board will be comprised of individual or institutional NACEP members from the State of Michigan.

B. Elections

Elections may be held in person, by mail or electronically and are coordinated by the Elections Committee. The results are announced at the Annual Business Meeting/Conference. 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.

C. Election procedures: Any voting member of their institution can nominate himself/herself or another voting representative for a position on the board. All members will be eligible to vote for each candidate, for up to four (4) available positions each year.

D. Quorum of the Board of Directors

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

Michigan Concurrent Enrollment Partnerships (MiCEP)
Bylaws of the Michigan Concurrent Enrollment Partnerships (MiCEP)
DRAFT 07-28-16

E. Place, Time, Notification of Board Meetings

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

F. Special Board Meetings

The Board may hold special meetings at the request of the President or any two members of the Board of Directors, consistent with Article IV, Paragraph E of these Bylaws. 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 Board shall manage the general operations of MiCEP. Members of the Board of Directors include: the elected positions of President, Vice-President, Secretary, Treasurer, and the appointed positions of At-Large Postsecondary, At-Large Secondary, and At-Large Representatives.

B. The Board is the legislative body of MiCEP and has full power and authority to set policy and provide strategic decisions for MiCEP, 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/replaced with or without cause by majority vote of the Board of Directors. 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 MiCEP.

D. The Board shall consist of the following members: President, Vice-President, Secretary, Treasurer and the positions of At-Large Postsecondary, At-Large Secondary, and At-Large Representatives. The duties of these Officers are as follows:

Section 1. The President:

- Presides at all meetings of MiCEP.
- Appoints and manages ad hoc committees as necessary for the operation of MiCEP.

Michigan Concurrent Enrollment Partnerships (MiCEP)
Bylaws of the Michigan Concurrent Enrollment Partnerships (MiCEP)
DRAFT 07-28-16

- Sets the agenda for all MiCEP board, and general membership meetings, with input from board members
- Serves as the official spokesperson, or assigns a designee, for MiCEP at state, regional, and national functions that promote concurrent enrollment partnerships
- Performs other responsibilities usually conferred upon the presiding officer
- Other duties as assigned

Section 2. The Vice-President:

- 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 MiCEP
- Other duties as assigned

Section 4. 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 MiCEP as directed by the Board
- Maintains the membership roster
- Ensures that each Board member receives a copy of the agenda prior to each meeting
- Other duties as assigned

Section 5. The Treasurer:

- Receives, administers, and disperses all membership fees and all other funds of MiCEP at the direction of the President, 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
 - Other duties as assigned

Section 5. Qualifications.

To be nominated as a member of the Board, the individual shall be an active employee of MiCEP and NACEP member institutions.

Michigan Concurrent Enrollment Partnerships (MiCEP)
Bylaws of the Michigan Concurrent Enrollment Partnerships (MiCEP)
DRAFT 07-28-16

Section 6. Terms of Office.

Board members take office the day after the Annual Business Meeting/Conference 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 on a rotating schedule.

Even Years: President, Secretary, Postsecondary At-Large

Odd years: Vice-President, Treasurer, Secondary At-Large, At-Large

Individuals elected in year-one to interim positions will include the President, Vice-President, Secretary and Treasurer. Individuals appointed to At-Large positions will include Postsecondary At-Large, Secondary At-Large, At-Large. The inaugural term will be no longer than two-years.

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

MiCEP is affiliated with NACEP and 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 MiCEP.

Article VII: Annual General Membership Meetings

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

Michigan Concurrent Enrollment Partnerships (MiCEP)
Bylaws of the Michigan Concurrent Enrollment Partnerships (MiCEP)
DRAFT 07-28-16

postmarked or electronic mail. The membership roster is made up of all paid members two months prior to the meeting date.

MiCEP may meet at any location within the state, electronically and at any time it determines appropriate upon the majority vote of the Board and with at least two weeks' notice to the membership before the scheduled date of such meeting.

A quorum at any meeting of MiCEP is at least twenty percent (20%) of the enrolled membership present at the meeting. 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 MiCEP shall begin in January and end in December of each year.

The general fund of MiCEP shall consist of income of MiCEP. 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 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/Nominations, Finance (chaired by the Treasurer), Membership, Conference, and ad hoc and/or special committees are created by the President and/or the Board as needed.

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

- Writing press releases about MiCEP activities and distributing those to MiCEP members for local or regional publication and distributing press releases to the national media and national organizations
- Writing, designing and printing MiCEP letterhead, brochures, and other official forms and documents

Michigan Concurrent Enrollment Partnerships (MiCEP)
Bylaws of the Michigan Concurrent Enrollment Partnerships (MiCEP)
DRAFT 07-28-16

- Publishing and maintaining an updated website and other social media outlets for MiCEP
- Maintaining a listserv for MiCEP
- Writing and publishing an electronic newsletter for MiCEP members
- Completing other projects as assigned by the President and/or Board

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

The Elections/Nomination Committee shall include the three At-Large Members appointed by the President at the Annual Business Meeting. The At-Large Members shall be notified by the president sufficiently in advance of the scheduled elections to perform their task of preparing nominations for the elected offices.

The nominations shall be made at the Annual Business Meeting and at this time an opportunity shall be given for nominations from the floor.

Section 3. The Finance Committee is chaired by the Treasurer and is responsible for assisting with the financial accounting of MiCEP's 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 Board)
- Evaluating potential grant writing and fundraising opportunities

Section 4. The Membership Committee administers the MiCEP 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 with the Secretary to ensure the Membership Roster is current. The President and/or Board may assign other projects as appropriate.

Section 5. The Conference/Professional Development Committee, under the direction of and with approval from the Board, organizes the annual conference and other professional development opportunities, including all promotion, registration, logistics (including theme, location, date/time, cost/budget, registration fees, etc.),

Michigan Concurrent Enrollment Partnerships (MiCEP)
Bylaws of the Michigan Concurrent Enrollment Partnerships (MiCEP)
DRAFT 07-28-16

speakers and evaluations, and presents a conference/professional development budget and 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.

Resolutions from committees which affect institutional policies of member institutions, to be presented for vote at an Annual Business Meeting, must be submitted to the Executive Committee sixty (60) days prior to the Annual Business Meeting and the Executive Committee shall be responsible for circulating the proposed resolution at least forty-five (45) days prior to the Annual Business Meeting.

Article XI: Rules of Order

MiCEP 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.

Article XII: DISSOLUTION

This association 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 association, 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.

Article XIII: CERTIFICATION

These bylaws were approved by a two-thirds majority vote of participants in an online poll opened from 3:00 p.m. on 07/29/2016 through noon on 08/05/2016.