



During the Annual Business Meeting on Tuesday, October 10, 2017, the Board of Directors will present the following proposed bylaw amendments for consideration by the voting membership. Proposed amendments are presented as redline edits to the existing bylaws, with ~~strikethrough~~ indicating deletions and underline indicating insertions.

**Article I: Name & Office**

**Article II: Purpose**

*No proposed amendments to these articles.*

**Article III: Membership**

**Membership Requirements/Eligibility**

All members shall be treated with respect and without discrimination on the basis of race, national or ethnic origin, religion, gender, or sexual orientation, age, mental or physical disability.

The membership shall include any institution, organization or individual who submits membership application, supports the mission of NACEP and concurrent enrollment, and pays such dues as ~~recommended by the Membership Committee and~~ approved by the Board of Directors. Membership in NACEP does NOT preclude institution or individual participation in other organizations/associations.

Section 1. ~~As of January 1, 2010, the membership shall include, as Post-Secondary Members, Post-secondary Membership is open to~~ any public or private postsecondary institution ~~that submits a membership application and pays such annual fees as may be established by the Board of Directors.~~

Section 2. Partner Membership ~~shall be comprised of~~ is open to secondary institutions, government/state education agencies, and professional organizations ~~that support the mission of NACEP and concurrent enrollment that submits a membership application and pays such annual fees as may be established by the Board of Directors.~~

Section 3. Individual Membership shall be comprised of any individual, not affiliated with a post-secondary institution, secondary institution, governmental/state education agencies, or professional organization, who supports the mission of NACEP and concurrent enrollment, ~~submits a membership application and pays such annual fees as may be established by the Board of Directors.~~

Section 4. Upon outstanding professional service and/or retirement, a person who has been an active member of the Alliance for five (5) consecutive years may be recommended for or request Emeritus membership status ~~and pays such annual fees as may be established by the Board of Directors.~~ Emeritus status will carry with it all the ~~rights and~~ privileges of an Individual Member in good standing. The Board approves Emeritus membership status.

Section 5. The date on which membership or affiliation begins is the date on which the Alliance accepts payment of the first year's dues. The membership year shall be from January 1 through December 31.

Section 6. Membership or affiliation will be terminated if an institution or individual is found to be unsupportive of the NACEP Mission and/or is in non-compliance with NACEP Standards, and/or an institution, individual or other organization shows a delinquency in payment of dues for two (2) consecutive years.

### **Privileges of Membership**

- Eligible to attend NACEP-sponsored activities
- Eligible for NACEP-sponsored recognition/awards
- Eligible to receive all publications
- Eligible to reduced conference fees for NACEP-sponsored activities
- Access to password-protected sections of the NACEP web site
- Eligible to membership certificate
- Eligible to serve as committee members
- Eligible to hold the following positions on the NACEP Board of Directors
  - Treasurer
  - Secretary
  - Member-at-Large
  - Chair of Research Committee
  - Chair of Governmental Relations Committee
  - Chair of Communications Committee
  - Secondary Institutional Representative (must be employed at a Secondary Member institution)
- Eligible to vote (one designated representative per institutional member, individual and emeritus members excluded) in the elections for the above positions that are elected: Secretary and Member-at-Large.
- Eligible to vote (one designated representative per institutional member, individual and emeritus members excluded) in the election of their corresponding institutional representative: Secondary, Two-Year Postsecondary, Four-Year Public Postsecondary, and Four-Year Private Postsecondary.

### Additional Privileges of NACEP-accredited Programs

- Eligible to use NACEP logo
- Eligible to vote (one designated representative per program):
  - in the annual Business Meeting;
  - in the elections for elected positions on the Board of Directors and Accreditation Commission (except for the Institutional Representative positions that do not correspond to their institution type); and
  - on actions related to the NACEP Accreditation Standards, NACEP Bylaws, and NACEP Standing Rules
- Eligible to hold any position (except for the Institutional Representative positions that do not correspond to their institution) on the NACEP Accreditation Commission and the following positions on the Board of Directors, subject to any specific requirements for each position: President-elect, President, Past President, Two-Year Postsecondary Institutional Representative, Four-Year Public Postsecondary Institutional Representative, and Four-Year Private Postsecondary Institutional Representative.

### **Rights/Privileges of Membership**

- ~~Right to vote (Designated representative of an accredited Post-Secondary institution)~~
- ~~Right to hold office or serve as committee chairs (Representatives of an accredited Post-Secondary institution)~~
- ~~Right to attend NACEP-sponsored activities (All categories of Members)~~
- ~~Eligible for NACEP-sponsored recognition/awards (All categories of Members)~~
- ~~Right to receive all publications (All categories of Members)~~
- ~~Right to reduced conference fees for NACEP-sponsored activities (All categories of Members)~~
- ~~Access to password-protected sections of the NACEP web site (All members in good standing)~~
- ~~Right to use NACEP name and logo (Accredited institutions)~~
- ~~Right to membership certificate (All categories of Members)~~
- ~~Right to serve as committee members (All categories of Members)~~

#### **A. Membership Meetings**

A membership roll showing the list of members as of the record date, certified by the Secretary of the Alliance, shall be produced at any meeting of members upon the request of any member who has given written notice to the Alliance at least ten days prior to such meeting. All ~~persons~~ designated voting representatives for NACEP-accredited programs appearing on such membership roll shall be entitled to vote on actions conducted at the meeting.

#### **B. Special Meetings Called by the Directors.**

#### **C. Fixing Record Date**

#### **D. Action by Members without a Meeting.**

#### **E. Proxies**

#### **F. Membership Fees**

*No proposed amendments to these sections.*

## Article IV: Board of Directors

### A. Management of the Alliance

The Alliance shall be managed by the Board of Directors which shall consist of not less than 13 members. Each member shall be at least nineteen years of age.

The Board of Directors shall include:

- the NACEP Officers: President, President-elect, Secretary, Treasurer, ~~Member at Large, Immediate~~ Past President;
- the Chairpersons of the Standing Committees and the Chairperson of the Accreditation Commission;
- the Member-at-Large and Accredited Programs Representative;
- the Representative from among the following institutional categories: Four-Year Public Postsecondary Institution, Four-Year Private Postsecondary Institution, Two-Year Postsecondary Institution, and Secondary Institution; and
- the NACEP Executive Director (Ex-officio, non-voting).
- ~~—, and one (1) Representative from among the Institutional Members in each of the three categories, as set forth in Article V, Section B. The three Institutional Representatives will serve for three (3) years and may not serve more than two consecutive terms. The remaining Directors (Officers and Chairpersons) shall serve until the end of their term.~~

### B. Election and Term of Directors

Prior to each annual meeting of members, the membership shall elect Directors, as determined by their directorship type, or to fill vacancies, to hold office until their term expires. This election shall be conducted via mail by the Treasurer. Each Director shall hold office until the expiration of the term for which he/she was elected and until his/her successor has been elected and qualified, or until his/her resignation or removal.

Committee Chairpersons will serve for one (1) year and may succeed themselves. The Member-at-Large is an elected position as the representative of the general membership and shall serve for two (2) years and may not serve more than two consecutive terms. The Accredited Programs Representative is an elected position limited to representatives of NACEP-accredited programs and shall serve for two (2) years and may not serve more than two consecutive terms. Institutional Representatives are elected positions and shall serve for three (3) years (staggered terms so that one (1) Postsecondary Representative is elected each year) and may not serve more than two consecutive terms. Terms and term limits for the remaining Board positions are described in position-specific sections of the Bylaws.

#### Article IV: Board of Directors (continued)

- C. **Increase or Decrease in Number of Directors**
- D. **Newly Created Directorships and Vacancies**
- E. **Quorum of Directors**
- F. **Action of the Board**
- G. **Place and Time of Board Meetings**
- H. **Regular Annual Meeting.**
- I. **Notice of Board Meetings, Adjournment.**
- J. **Chair.**

*No proposed amendments to these sections.*

#### Article V: Governance and Management

- A. The Executive Committee shall manage the general operations of the Alliance and implement directives from the Board of Directors. Members of the Executive Committee include: President, President-elect, Secretary, Treasurer, ~~Immediate Past President, and NACEP Executive Director (ex-officio, non-voting). Member at Large. With the exception of the Treasurer, the Executive Committee members will serve for two (2) years and may not serve more than two consecutive terms in the same position. The President-elect shall move into the President's position after one (1) two year term as President elect. The Treasurer is an appointed position, appointed by the President and approved by the Board of Directors. The Treasurer may serve an unlimited number of consecutive terms. Committee Chairpersons will serve for one (1) year and may succeed themselves.~~
- B. The Board of Directors shall be the legislative body of the Alliance and shall have full power and authority to set policy and provide strategic direction for the Alliance, to adopt an annual budget and authorize expenditures within its limitations and the limitations set by the Certificate of Incorporation and these By-laws, and to assign duties and responsibilities among the Officers. The Board of Directors has full power and authority to review the actions of any committee or related subcommittee. ~~The Board of Directors shall number no less than thirteen (13). Members of the Board of Directors shall include: the NACEP Executive Committee (President, President-elect, Secretary, Treasurer, Member at Large, Immediate Past President), the Chairpersons of the Standing Committees, the Chairperson of the Accreditation Commission, and one (1) Representative from among the following three Institutional categories: Four-year Public Postsecondary Institution, Four-year Private Postsecondary Institution, and Two-Year Postsecondary Institution. These representatives shall hereafter be referred to as Institutional Representatives. Institutional Representatives will serve for three (3) years (staggered terms so that one [1] Representative is elected each year) and may not serve more than two consecutive terms.~~
- C. **Removal, Resignation, Salary.**  
*No proposed amendments to this section.*

- D. The Executive Committee shall consist of the following members: ~~Immediate Past President~~, President, President-elect, Secretary, Treasurer, ~~Past President~~, and ~~Member at Large~~. NACEP Executive Director (ex-officio, non-voting). The duties of these Officers shall be as follows:

Section 1. The President is an elected position and shall:

Section 2. The President-elect is an elected position and shall:

Section 3. The Secretary is an elected position and shall:

Section 4. The Treasurer is appointed by the President, approved by the Board, and shall:  
*No proposed amendments to these sections.*

~~Section 5. The Member at Large is an elected position and shall serve as the representative of the general membership.~~

*All subsequent sections would be renumbered accordingly.*

Section 6. Qualifications. To be nominated as President-elect (and so to serve as President-elect, President, or Past President), the individual shall represent a NACEP-accredited program that has been an Alliance member in good standing for at least one (1) year prior to election to office and the individual shall have prior service on the NACEP Board. To be nominated as Secretary or appointed as Treasurer, the individual shall represent a postsecondary or secondary institution, agency, or organization that has been an Alliance member in good standing for at least one (1) year prior to election to office.

~~To be nominated as an Executive Committee Member or a Director, the individual shall represent an Accredited College and University Member Institution that has been an Alliance member in good standing for at least one (1) year prior to election to office. To be nominated as President-elect, the individual shall have served on the NACEP board. If an Executive Committee position is vacant the President shall appoint, with the Board of Directors' concurrence, a Committee Chairperson to serve until the Executive Position is filled.~~

Section 7. Terms of Office. The Executive Committee members shall take office at the close of the Fall annual meeting following their election, or until their successors are elected and qualified. Any Director 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 Director responsibilities, a new Director will be elected by a majority vote of the Board of Directors, to serve the remainder of the unexpired term. ~~The length of term of office for each NACEP Officer will be for two (2) years; and, no Officer may serve more than two consecutive terms in the same office.~~

With the exception of the Treasurer, the Executive Committee members will serve for two (2) years and may not serve more than two consecutive terms in the same position. The President-elect shall move into the President's position after one (1) two-year term as President-elect. The Treasurer is a 1-year appointed position, appointed by the President and approved by the Board of Directors. The Treasurer may serve an unlimited number of consecutive terms.

Section 8. Between meetings of the Board of Directors  
*No proposed amendments to this section.*

**Article VI: Seal**

**Article VII: Affiliation with Other Organizations**

**Article VIII: Meetings**

**Article IX: Finance**

*No proposed amendments to these articles.*

**Article X: Committees and Accreditation Commission**

Standing committees shall include: Research, ~~Membership~~, Communications, Governmental Relations, ~~Secondary School Partners~~ and Nominating. Ad Hoc and/or special committees may be created by the President and/or Board of Directors, ~~and may encompass areas such as Finance, Nominations and Elections.~~ These committees shall have such powers as determined by these By-laws or by the resolution creating the committee or those powers later delegated to it.

The President shall appoint the Chairpersons and members of all committees with the concurrence of the Board of Directors. The Chairperson of each standing committee shall serve in that position, and on the Board, for a term of one year. Each standing committee shall report to the Executive Committee. The ability to modify, delete and establish additional Standing Committees and prescribe their roles and functions may be handled through the amendment process.

Section 1. The Research Committee strengthens concurrent enrollment programs by conducting, supporting and sharing research about such programs.

~~Section 2. The Membership Committee administers the NACEP membership process to assure applicant qualifications are reviewed, recruits new members, membership status is accurately categorized, membership status is paid for and confirmed and membership renewals are completed.~~

Section 3. The Accreditation Commission  
*Renumbered and moved to Section 4 and amended as proposed below.*

Section 4. The Communications Committee

Section 5. The Governmental Relations Committee

*Renumbered Section 2 and 3 respectively; no proposed amendments to these sections.*

Section ~~4~~. The Accreditation Commission  
Sole proposed amendment to this section is as follows:

Section I. Commission members.

C. Elections. The following five (5) positions will be elected to the Commission by the ~~NACEP membership~~ designated voting representative of the corresponding NACEP-accredited programs: two (2) representatives from two-year institutions, two (2) representatives from 4-year institutions, and one (1) representative from a private institution. The policies regarding the process of election will be the same as for members of the NACEP Board of Directors.

~~Section 6. The Secondary School Partners Committee strengthens the Alliance by discussing and sharing issues of concurrent enrollment most significant to Secondary Partners in the Alliance. The Committee has the authority to:~~

- ~~• make proposals to the Board of Directors concerning NACEP policy~~
- ~~• provide support and professional development to secondary partners within NACEP~~
- ~~• identify national trends and developments on the secondary level that affect concurrent enrollment~~
- ~~• help NACEP communicate with Secondary Partners regarding activities, decisions and issues within NACEP~~

Section ~~7~~5. The NACEP Nominating committee consists of Member-at-Large, the ~~three~~ four institutional representatives and Treasurer.

The nominating committee is tasked with compiling a slate of NACEP elected position candidates for the NACEP elected positions that include ~~President~~, President-elect, Secretary, Member-at-Large, Accredited Programs Representative, Four-Year Private Institutional Representative, Four-Year Public Institutional Representative, Two-Year Institutional Representative, and Secondary Institutional Representative.

The NACEP Nominating Committee shall seek nominations and/or nominate for these positions. President, President elect, Secretary, Member at large, Four year private institutional representative, Four year public institutional representative, and Two year public institutional representative. Nomination shall be made by three-fourths affirmative vote of the ~~Section~~ Nominating Committee.

The ~~Section~~ Nominating Committee shall determine that nominees are willing and able to accept the position if elected. No later than the first Monday of July, the list of persons selected for consideration as nominees for the elected positions shall be forwarded to the NACEP President. No later than the last Monday of July, the list of nominees for Section offices shall be presented to the NACEP Board of Directors. Nominations shall be



final unless any nominee is rejected by a three-fourths vote of the Board ~~of Managers~~, and in the event of such rejection, the Board ~~of Managers~~ shall make its own nomination by majority vote of the members present.

The list of nominees as approved by the Board of Directors shall be forwarded to the NACEP Secretary and Treasurer no later than the first Monday of August. Candidate profiles and statements will be posted to the NACEP website section entitled Election by no later than the second Monday of August.

No later than the third Monday of August, the Treasurer will cause a ballot to be emailed to each voting member of NACEP. On the ballot, under each office to be filled, the names of those candidates approved by the Board of Directors shall be listed along with a blank space in which the name of any other voting member of NACEP may be submitted. Appropriate space shall be provided on the ballot to indicate a single choice of candidate for each office.

The ballots having been returned to the Treasurer in accordance with the accompanying instructions before or on the last Monday of September shall be delivered to the Treasurer. The Treasurer shall tabulate the votes not later than the first Monday of October. The Treasurer will have the results verified by a third party of the Treasurer's home institution.

The election of candidates shall be by majority plurality vote. A runoff election between the two candidates with the most votes shall take place in any election in which there are three or more candidates and no candidate receives the majority of votes cast. In case of tie, the choice shall be decided by lot. Announcement of the results shall be communicated promptly to the membership, respective Sections. The NACEP President announces the election results at the NACEP fall conference sponsored luncheon.

**Article XI: Amendments**

**Article XII: Rules of Order**

**Article XIII: Dissolution**

**Article XIV: Construction**

*No proposed amendments to these articles.*

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## STANDING RULES

*Conforming amendments would be made to the following Standing Rules, including renumbering all sections accordingly:*

5. *Update the amounts of Board-approved annual membership dues*
6. *Update the amounts of Board-approved accreditation fees*
11. *Delete redundant nominations procedures described in Article X*
12. *Delete redundant elections procedures described in Article X*
14. *Update the Election Schedule to implement the proposal as follows:*
  - 2018 Representative from Four-Year Private Institutions  
President-elect  
Secretary  
Accredited Programs Representative (one time only, three year term)  
Secondary Institutional Representative
  - 2019 Representative from Four-Year Public Institutions  
Member-at-Large
  - 2020 Representative from Two-Year Institutions  
President-elect  
Secretary
  - 2021 Representative from Four-Year Private Institutions  
Member-at-Large  
Accredited Programs Representative  
Secondary Institutional Representative
  - 2022 Representative from Four-Year Public Institutions  
President-elect  
Secretary
  - 2023 Representative from Two-Year Institutions  
Member-at-Large  
Accredited Programs Representative
  - 2024 Representative from Four-Year Private Institutions  
President-elect  
Secretary  
Secondary Institutional Representative
  - 2025 Representative from Four-Year Public Institutions  
Member-at-Large  
Accredited Programs Representative