



MEMORANDUM

To: NACEP Accredited Membership

From: NACEP Board of Directors

**Re: Proposed Changes to the NACEP By-Laws,
Upcoming Vote**

Date: August 27, 2024

This memo serves as notification of a proposal to change NACEP's by-laws and an upcoming opportunity to vote on the proposed changes.

Context. The voting membership, which is defined as institutional members from NACEP accredited programs, must approve Board-proposed by-law changes. A summary of the proposed changes, rationale, and the process to amend the by-laws is included below. We have also included an overview of the opportunities to learn more about the proposed changes, provide feedback, and our timeline for voting.

Summary of recent and upcoming activities for the proposed by-laws changes:

June/July 2024

- Meetings of the Executive Committee of the Board to outline proposed changes, impacted articles, rationale, and draft of the memo to the Board and membership.

August 27, 2024

- Board review of proposed changes and approval to advance to vote by the voting membership.

August 28, 2024

- Notice to the voting membership announcing proposed by-laws change and vote.
- Informational memo to the voting membership about: 1) the proposed changes, impacted sections of the by-laws, and rationale; 2) opportunities to learn more about the proposed changes; 3) how to submit written comments/feedback, 4) voting process and timeline.

August 28, 2024

- Opportunity to provide written feedback opens. [Submit written feedback here](#)

September 11, 2024

- By-laws forum webinar at 2:00pm ET. [Sign up for the forum here](#)

Advancing Quality College Courses for High School Students

September 13, 2024

- Opportunity to provide written feedback closes at 5pm ET. [Submit written feedback here.](#)

October 3, 2024

- Voting opens: Ballots sent to **primary contact** for each accredited program in good standing. Check your membership primary contact by emailing [Andrea Roma](#)

October 10, 2024

- Voting closes: Ballot responses will no longer register after 11:59pm ET

October 14, 2024

- Results will be shared with the voting members the week of the 14th

NACEP's By-laws

By-laws are the guiding principles and governing rules for an organization. As NACEP's voting members, accredited programs have an important role to play in ensuring that the governance of the organization, as outlined in the by-laws, reflects current practice and supports a functional structure to advance the work. NACEP continues to grow and evolve, and as a result, our by-laws require amending from time to time to meet the needs of our members, volunteers, organization, and the broader dual and concurrent enrollment community.

NACEP's Board last amended our by-laws in 2022. The 2022 amendment made several changes to the structure and function of the Accreditation Commission: added an Executive Committee, better defined the roles and their function in the scope of Commission work, added new commissioner positions to expand volunteer capacity for increased applications, and changed Accreditation Commissioner term length from two to three years. These changes were passed by the voting members June 2022 and were put into practice by staff and the Commission shortly thereafter. The past two years work of the Accreditation Commission are a testament to the value of adapting various elements of our governance to meet the current and future needs of the organization. NACEP has grown, developed, improved and expanded our work as an organization as a result of these updates to the by-laws.

As NACEP, and the greater dual and concurrent field continue to grow and evolve, the time has come to adapt again.

Proposed Changes and Rationale

The proposed changes to the by-laws includes three types: 1) Revisions to improve clarity, grammar, and capitalization; 2) Changes to reflect NACEP's current business practices or current language; and 3) Substantive changes to improve Board continuity and function as a governing body for the organization. **Substantive proposed changes have been bolded below.**

Below is a chart listing the article and section in which the proposed change occurs. Additionally, we have included a summary of the proposed changes in that article and rationale for each. A [“redline” copy with the proposed changes demarcated within the current by-laws](#) also is being provided for review.

Article and Section	Change(s)	Explanation(s)
1, Article II: Purpose	General clean-up	Stray capitalization corrected.
3, Article III: A Membership (Membership Requirements/Eligibility)	Struck language “two (2) consecutive years.”	Language was removed to reflect current business practice.
4, Article III: C Membership (Additional Privileges of NACEP-accredited Programs)	General clean-up	Stray capitalization corrected.
5, Article IV: B.1 Governance and Management (Members of the Board of Directors, Terms, and Means of Election/Appointment)	Information regarding term limits was added to this section. Clarification was added regarding the Treasurer’s term. Text was reorganized. A suggested change was added to the President-elect description.	Text was reorganized to improve clarity and align the structure of the information. The Treasurer’s term now aligns with other relevant positions on the Board and Executive Committee of Board. The President-elect description allows for more flexibility in filling that role among eligible members.
5, Article IV: B.2 Governance and Management (Members of the Board of Directors, Terms, and Means of Election/Appointment)	Information regarding term limits was clarified in this section. The information was reorganized for clarity.	The changes better differentiate the Accreditation Commission Chair terms and qualifications from those of the other Commission Chairs.
6, Article IV: B.3 Governance and Management (Members of the Board of Directors, Terms, and Means of Election/Appointment)	Text was removed and new text was added regarding eligibility and term limits. Text was removed regarding staggering of terms.	The revised text improves clarity of the Institutional Representatives role and term limits—both elected and appointed.
8, Article IV: I Governance and Management (Term, Removal, Resignation, Salary)	“Term” was removed from the heading. Text was removed about Directors’ service. Text was added and other text reorganized to clarify removal of Directors. Two paragraphs were added explaining the process for filling the President’s	“Term” was removed since that information is no longer included in this section. Clarity was needed on who was removing a Director or Commissioner. There was no contingency for fulfilling the President’s role if a

	position in the event of a vacancy during the President's term. Text was moved explaining what occurs in the case the President changes employment. The text, "of the Alliance" was moved in the final sentence of the section.	vacancy occurred during the President's term. This has been an issue recently and this change addresses the current lack of guidance/clarity. The text regarding President's change of employment was moved to near the end of the section in its own paragraph for clarity. "Of the Alliance" was moved to add clarity in this section.
9, Article IV: J.2 Governance and Management (Duties of Directors)	"Serve as the Chair of the National Conference Planning Committee . . ." language was stricken under "President-elect." Language was added "Convene Nominating Committee."	The language was stricken as that duty is no longer a function of the role. The President-elect is assigned a new responsibility with the language addition.
9, Article IV: J.4 Governance and Management (Duties of Directors)	Bullet 1 and 4 were amended. Bullets 2 and 3 were struck.	The language was stricken as that duty is no longer a function of the role. The amended language better reflects the responsibilities of the role.
10, Article V: J.5 State and Regional Chapter Affiliates	Title text and explanatory text were revised.	The new title text and explanatory text were changed to align with current nomenclature.
11, Article VII: Finance	Paragraph 2 was revised.	The new text was added and aligns with current business practices.
12, Article VIII: Commissions	Text on terms was revised.	The revision aligns with changes made elsewhere in the by-laws.
13, Article VII: A.I.ii Commissions	The word "consecutive" was struck.	The revision provides flexibility in service while maintaining term limits.
13, Article VII: A.I.v Commissions	Two existing paragraphs were moved from page 16, delineating the makeup and function of the Executive Committee of the Accreditation Commission.	Text was reorganized to improve clarity and align the structure of the information.
14, Article VII: A.I.v Commissions (Chair)	"CEP" and "CFP" were struck from bullet 4.	The new text provides alignment with current practices.

14, Article VII: A.1.v Commissions (Associate Chair)	“CEP” and “CFP” were struck from bullet 2.	The new text provides alignment with current practices.
15, Article VII: A.2 Commissions (Terms)	The word “consecutive” was struck.	The revision provides flexibility in service while maintaining term limits.
16, Article VII: A.3 Commissions (Budget)	The information in this section was struck.	The deletion of the wording ensures alignment with current business practices.
17, Article VII: B.2 Commissions (Engagement Commission)	The following language was stricken: “with National Conference Planning Committee.”	The language was stricken as this duty is no longer a function of the Engagement Commission.
17, Article VII: B.3 Commissions (Research Commission)	The following language was stricken: “and National Conference Planning Committee.”	The language was stricken as this duty is no longer a function of the Research Commission.
18, Article VII: B.5 Commissions (Budget)	The information in this section was struck.	The deletion of the wording ensures alignment with current business practices.
19, Article IX: A Nominations and Elections (Nominating Committee)	Text was added.	The text clarifies the responsibility of the President-elect to convene the Nominating Committee.
19, Article IX: B Nominations and Elections (Nominees for the Board and Commissions)	Text was added/reworded. General clean up was conducted in this area.	The additions and clean up assure the clarity of this section.
20, Article IX: C Nominations and Elections (Elections)	Text was added/reworded. General clean up was conducted in this area.	The additions and clean up assure the clarity of this section.
20, Article IX: D Nominations and Elections (Conflict of Interest Policy)	Text was added/reworded. General clean up was conducted in this area.	The additions and clean up assure the clarity of this section.
20, Article X: Amendments	Text was added/reworded. General clean up was conducted in this area.	The additions and clean up assure the clarity of this section.

Learn More and Submit Feedback

Review the full redline text. You can find the [full text of the proposed revisions here](#).

Attend the forum. NACEP will host an information session summarizing the proposed changes on September 11, 2024 at 12:00pm ET. As per the process for amending our by-laws, the voting membership shall be provided a forum to learn more and provide feedback. You may [register for the forum here](#).

Submit comments. We are providing the opportunity for members to [submit written comment](#) about the proposed changes. The form for written comments closes September 13th at 5:00 pm EDT.

Voting Process and Timeline

Each NACEP Accredited Program will receive an electronic ballot the week of October 3rd. Instructions for voting and a link to cast your institution's electronic ballot will be included in that email. **Each accredited program gets one vote** and the electronic ballot will be sent only to the "Primary Contact" on file for the membership. To check who is the primary on your account, email [Andrea Roma](#). Voting will be open through 11:59pm ET on October 10, 2024. We plan to announce the results the week of October 14th.