

BYLAWS
OF THE
COUNCIL OF COLLEGE AND MILITARY EDUCATORS

Italicized text indicates a notation only and is not part of the bylaws. Highlighted areas indicate revisions. You may refer to the earlier version of the bylaws via the link on the previous page for comparison if necessary.

Article I – NAME

The name of this association shall be the Council of College and Military Educators, hereinafter referred to as CCME.

New Article II – MISSION STATEMENT

CCME is an active proponent for the professional development of those serving in the military education community by providing a forum for the exchange of information on educational programs, strategies and innovation among its members and associated partners.

Article III – PURPOSE

Section 1. CCME is a coalition of educational institutions, corporations and military organizations that provides a forum for the exchange of information and mutual support for the improvement of educational opportunities for veterans, retirees, uniformed services and their families, as well as DoD and Coast Guard personnel, hereinafter referred to as the military community.

Section 2. CCME is a global organization, whose mission is to facilitate communication between the military community and educational institutions and provide services to that community.

Section 3. CCME shall be non-sectarian, non-partisan, and non-profit.

Section 4. CCME shall:

- a. Serve as the professional development home of the Advisory Councils on Military Education (ACME). The ACMEs will be co-equal affiliate educational partners with CCME as per Memorandum of Agreement between State Advisory Councils on Military Education (ACME) and The Council of College and Military Educators (CCME) and The Department of Defense (DOD). (Supplement 1)
- b. Promote and support quality education programs that impact off-duty voluntary postsecondary education programs of the military community.

- c. Promote and support quality education programs delivered by accredited postsecondary educational institutions to the military community.
- d. Identify, study and seek solutions to issues that jointly affect member educational institutions and the military community. Submit findings to identified institutions and/or governmental agencies in support of the purposes of CCME.
- e. Recognize notable achievements with honorary awards to CCME members and organizations that have contributed to the advancement of education opportunities.
- f. Conduct an annual Symposium at which CCME business will be conducted, officers elected, and Members provided with professional development and networking opportunities.
- g. Inform and represent the CCME membership through multiple forums including the CCME annual Symposium, newsletter, web site and email.

Article IV – MEMBERSHIP

Section 1. Membership in CCME shall be voluntary.

Section 2. Membership in CCME may be held by any individual upon payment of annual dues. The CCME membership year will run from 1 April through 31 March.

Section 3. All Members, upon payment of dues, are eligible for all rights and privileges of Membership as outlined in the CCME membership brochure and on the CCME web site.

Affiliate Membership status info eliminated.

Section 4. Dues

- a. Membership dues shall be payable annually and shall be due by 1 April of each year for the subsequent year.
- b. The amount of Membership dues shall be recommended by the Membership Chair to the Finance Committee and approved by the Executive Board prior to the beginning of each membership year.

ARTICLE V – OFFICERS

Section 1. The Officers of CCME shall be President, Vice President, Vice President-Elect, Secretary, Secretary-Elect, Immediate Past-President, Symposium Event Manager, Treasurer and Historian. All positions are elected positions except for Symposium Event Manager, Treasurer and Historian, which are appointed positions.

President-elect position eliminated.

Section 2.

- a. All Officers except for Symposium Event Manager, Treasurer and Historian shall serve a one-year term.
- b. The Vice President shall automatically become President after serving a one-year term as Vice President.
- c. The Vice President-Elect shall be elected every year at the annual symposium to serve a one-year term. Upon completion of the one-year term, the Vice President-Elect shall become Vice President for one year.
- d. The Secretary-Elect shall be elected every year at the annual symposium to serve a one-year term. Upon completion of the one-year term, the Secretary-Elect shall become Secretary for one year.
- e. The Treasurer and the Historian shall be appointed by the President with the advice and consent of the Officers of the Executive Board, and shall serve at the pleasure of the President and Executive Board.
- f. Officers shall be elected by ballot to serve until the close of the following annual Symposium.
- g. A majority of the votes cast by ballot at the annual Symposium shall constitute an election. Officers will begin serving at the end of the last session of the annual Symposium.
- h. An Endowment Fund Coordinator shall be appointed by the President and serve at the pleasure of the President and the Executive Board.
- i. It is not permissible for members of the same academic institution, corporation or private agency to serve on the Executive Board (elected positions only) simultaneously.
- j. All elected officers shall retain a direct relationship with military education for their entire term of office. If the Officer shall leave the field of military education, the President may retain or replace the individual as the situation dictates.
- k. The Executive Board reserves the right, by majority vote, to remove any elected member of the Board for non-performance or inability to fulfill the length of the term.

The following replaces Article V – Duties of Officers; specific duties have been moved to the Board’s Standard Operating Procedures (SOP).

Section 3.

- a. The President is the principal officer of CCME.
- b. The Vice President shall perform the duties of the President in the absence of the President, and/or assume the office of the President if the office of the President becomes vacant.
- c. The Vice President-Elect shall perform the duties of the Vice President in the absence of the Vice President, and/or assume the office of the Vice President if the office of Vice

President becomes vacant.

- d. The Secretary-Elect shall perform the duties of the Secretary in the absence of the Secretary, and/or assume the office of the Secretary if the office of Secretary becomes vacant.
- e. In case of an emergency and the Vice President-Elect and/or the Secretary-Elect positions become vacant, the President shall appoint a new Vice President-Elect and/or Secretary-Elect with the advice and consent of the Officers of the Executive Board.
- f. In case of an emergency and the Treasurer position becomes vacant, the President shall appoint a new Treasurer with the advice and consent of the Officers of the Executive Board.
- g. In case of an emergency and the Historian position becomes vacant, the President shall appoint a new Historian with the advice and consent of the Officers of the Executive Board.

ARTICLE VI – Meetings

Section 1. CCME shall hold an annual symposium, the time and place to be determined by the Executive Board.

Section 2. The Annual Symposium shall be for the purpose of:

- a. Hearing summary reports from Officers and Committees.
- b. Electing officers.
- c. Conducting the necessary business of CCME.
- d. Bringing together Membership to present programs of interest to Council Members, to enhance Members' professional development, and to contribute to the improvement of education programs, services, and benefits to the military services.

Section 3. Special meetings may be called by the President or the Executive Board. Special meetings may transact only such business as is stated in the call and at least ten (10) days written notice shall be given to the Membership.

Section 4. A majority of the Members in attendance at the annual symposium Business meeting shall constitute a quorum. A majority of the Executive Board shall constitute a quorum for meetings of that body.

New Section 5. The President can convene a meeting of the Executive Board at any time to discuss business matters. Every effort should be made to ensure a quorum exists at each meeting called. A quorum must be present at meetings in which a vote on an issue(s) is required.

- a. Meetings can be conducted virtually or in a physical group setting.

- b. It is permissible for members of the Executive Board to present and vote on motions via electronic means.
- c. It is permissible for members of Standing Committees to present and vote on motions via electronic means.
- d. Parliamentary procedures as outlined in Article XI will be used as a guide when calling for a vote.

ARTICLE VII– Executive Board

Section 1. The Executive Officers and Chairs of Standing Committees constitute the voting Members of the Board of CCME. Subject to approval by the Officers of the Board, the President has broad discretionary power to enhance the effectiveness and continuity of the Executive Board and Standing Committees by making additional appointments. All affiliate organizations may appoint an ex-officio voting Board Member to attend Board meetings at their expense, if desired.

Section 2. The Executive Board shall:

- a. Have general supervision of CCME in the interim between regular meetings.
- b. Implement the program of CCME under the direction of the President.

ARTICLE VIII– Standing Committees

The Standing Committees of CCME shall be Finance, Legislative, Membership, **Symposium Event Management, Public Affairs(replaces Public Relations)**, Concurrent Sessions, Awards, Scholarships and Symposium Agenda Planning. The Chairs of these committees shall be either members of the Executive Board, or appointed by the current President with concurrence by the Officers of the Executive Board, to serve a one year term, not to exceed four consecutive years on any single committee.

Section 1. The Finance Committee shall be chaired by the Treasurer and be comprised of the President, **Vice President, Endowment Fund Coordinator and Secretary**. The Committee shall review and approve the financial activities of CCME including, but not limited to:

- a. Preparing an annual budget, to include a recommendation for symposium registration and exhibitor fees for the next calendar year.
- b. Supervising all fiscal matters for CCME.
- c. Reporting on the financial condition of CCME at the annual Symposium and as required by the President and/or the Executive Board.

Section 2. The Legislative Committee shall **be co-chaired by the Vice President and the NAIMES Liaison** and shall:

- a. Consist of two additional committee members designated by the co-chairs from current CCME and NAIMES Board members.
- b. Study and report on any legislation which is relevant to education at the college level and the military involvement therein, and any legislation which otherwise affects the purposes on which the foundation of CCME is based.
- c. Make relevant policy information and issues available to the CCME Membership via the CCME web site for review and discussion.
- d. Make recommendations to CCME regarding such legislation.

Section 3. The Membership Committee shall be chaired by the President's designee and shall:

- a. Promote Membership in CCME.
- b. Recommend membership fees to the Executive Board.
- c. Be responsible for updating and maintaining Membership lists.

New Section 4. The Symposium Event Management Committee shall be chaired by the Symposium Event Manager and:

- a. Work with the contracted exhibitor/sponsorship company to solicit exhibitors and sponsors for the annual Symposium.
- b. Coordinate with the exhibitor/sponsorship company to reserve appropriate space for exhibits and events available for sponsorship.
- c. Coordinate with exhibitor/sponsorship company for setup of exhibits and receipt of materials.
- d. Coordinate with the hotel/conference center for sponsored meetings, receptions, and events scheduled pre-, post and during the symposium by CCME members and affiliate organizations.
- e. Be responsible for the coordination of all publications related to the annual symposium.

New Section 5. The Public Affairs Committee shall be chaired by a designee of the President and shall:

- a. Be responsible for all announcements, press releases and communications with the media and the general public.
- b. Oversee all written communication submitted on behalf of the CCME Board in reference to and in support of CCME's mission.
- c. Serve as the media spokesperson for CCME at all public events including the annual symposium.

Section 6. The Concurrent Sessions Committee shall be chaired by a designee of the President and

shall:

- a. Issue a Call for Papers, soliciting proposals for sessions at the annual Symposium.
- b. Prepare a synopsis of session proposals for submission to the Executive Board for consideration.
- c. Coordinate with the **Event Management Chair** on the space available for concurrent sessions, receipt of materials, and provision of audio visual equipment.

Section 7. The Awards Committee shall **be chaired by a designee of the President** and shall:

- a. Maintain award qualification criteria, submitting any suggested additions or changes to the Executive Board for consideration.
- b. Notify the Membership regarding annual nomination procedures.
- c. Submit nominations to the Executive Board for consideration and preside over the selection process.
- d. Coordinate the preparation of the plaques (awards) to be given at the annual Symposium and develop the script for that portion of the Program.

Section 8. The Scholarship Committee shall **be chaired by a designee of the President** and shall:

- a. Maintain scholarship qualification criteria, submitting any suggested additions or changes to the Executive Board for consideration.
- b. Notify the Membership regarding annual application procedures.
- c. Consolidate and submit applications to the Executive Board for consideration and preside over the selection process.
- d. Notify recipients and coordinate with the Treasurer on the award of the scholarships.

Section 9. The Symposium Agenda Planning Committee shall be **chaired by the Vice President-Elect** and shall:

- a. Prepare and present ideas for the theme and content of the annual symposium. These ideas will be presented to the Executive Board at each year's first working meeting.
- b. Designate a Speaker Coordinator.**
- c. Identify and coordinate general session speakers and panel participants.**
- d. Assign Board members to introduce general session speakers and general panel facilitators during the symposium.**

New ARTICLE IX – LIAISONS

Section 1. The Advisory Council on Military Education (ACME) Liaison shall be nominated by the state ACME's to serve as liaison between the ACME's and the CCME Executive Board. The Liaison will work with the CCME Board to identify mutually beneficial Symposium topics, concurrent sessions and ACME meeting requirements. The ACME Liaison will also assist the CCME Executive Board and the President in coordinating ACME advocacy efforts in support of Voluntary Education.

Section 2. The Armed Services Liaison shall alternate annually among the service branches and will be nominated by DoD VOLED and from the Heads of Voluntary Education Chiefs of Army, Marine Corps, Navy, Air Force and Coast Guard. A recommendation of nomination to serve on the CCME Board as the Armed Services Liaison is recommended by the Services' local command or headquarter's element and is requested to represent the interest of their perspective service.

Section 3. The Department of Defense Liaison is officially designated by DoD to act as a communication link between CCME and DoD. The DoD Liaison:

- a. Represents DoD at the CME conference in the context of priorities set forth by DoD as it relates to CCME's theme for military education for the annual conference.
- b. Assists the CCME Board in defining and reconciling its role with that of the Services as it relates to military education.
- c. Determines if the Armed Services' participation is necessary and useful for specific CCME conference venues if unsure by the CCME Board.
- d. Provides updates to the CCME Board on DoD education issues relevant to educational programs and services for the military community.

Section 4. National Association of Institutions for Military Education Services (NAIMES) Liaison: The President-Elect for NAIMES will serve a two-year term as NAIMES liaison to CCME. The role of NAIMES liaison includes serving as co-chair to the Legislative Committee and co-facilitator of the Institutions Breakout Session with the CCME Vice President.

ARTICLE X – Awards and Scholarship Program

Section 1. CCME recognizes the outstanding contributions of its Members and the accomplishments of those involved in military education through the presentation of annual awards and scholarships.

Section 2. Council awards and scholarships are as follows:

- a. The John Brian Service and Leadership Award. Presented to an employee of any branch of the United States Armed Forces who is directly involved in the delivery of voluntary off-duty education programs on a military installation.
- b. The William E. Kennedy Award. Presented to an employee of an institution offering a program of instruction at one or more military installations.

- c. The CCME President's Award. Presented to an individual or organization making a significant contribution that advances the cause of military education.
- d. The CCME Institution Award. Presented to an educational institution in recognition of its significant contributions to the cause of military education.
- e. The CCME Corporate Award. Presented to an organization in recognition of its significant contributions to the cause of military education.

Section 3. CCME Scholarships are presented to students who are service members, veterans and their spouses. The number of scholarships given shall be decided each year by the Finance Committee with submission to the Executive Board for final approval.

ARTICLE XI – Parliamentary Authority

Robert's Rules of Order, newly revised, current edition, shall govern the proceedings of CCME in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that CCME may adopt.

ARTICLE XII – Amendment of Bylaws

Section 1. These bylaws may be amended by a two-thirds vote of those Members present at any regular or special meeting, provided that notices of the proposed amendments have been made available to each member for review not less than thirty (30) days prior to the date of such meetings. These bylaws may also be amended in the following manner:

- a. Any proposed amendments shall first be presented in writing to the Executive Board.
- b. Any proposed amendments approved by the Executive Board shall be submitted in writing to the entire CCME Membership at least (30) days prior to the next annual Symposium for Membership approval at the business meeting.

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