

**Proposed By-Law Changes  
To Be Voted on electronically**

In 2019 the CCME Executive Board performed a comprehensive review of the current by-laws and have proposed the following amendments.

According to by-laws, these proposed changes must be posted 60 days to all members prior to electronic vote

Any questions/comments on the proposed changes can be sent to: Janine Wert at [Janine\\_Wert@uml.edu](mailto:Janine_Wert@uml.edu)

**Article III (Section 4 a.) Purpose**

**(The document – Supplement 1 – is no longer relevant and not used by CCME as indicated in current language)**

**How it currently reads:**

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)

**Proposed language:**

Section 4. CCME shall:

- a. Serve as the professional development home of the Advisory Councils on Military Education (ACME). The ACMEs will be education affiliates with CCME as per Memorandum of Agreement between State Advisory Councils on Military Education (ACME) and The Council of College and Military Educators (CCME).

### **Article III (Section 4 g.) - Purpose**

#### **How it currently reads:**

Section 4. CCME shall:

- g. Inform and represent the CCME membership through multiple forums including the CCME annual Symposium, newsletter, website, Facebook and email.

#### **Proposed language:**

- g. Inform and represent the CCME membership through multiple forums including the CCME annual Symposium, newsletter, website, and social media.

## **Article IV – (Section 2) Membership**

### **How it currently reads:**

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.

### **Proposed language:**

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

## **Article IV – (Section 4 c) Membership**

### **How it currently reads:**

#### 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.

### **Proposed language:**

#### 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.
- c. All memberships expire annually on March 31 regardless of payment date.

## Article V- Officers

**(In order to better facilitate succession planning, The Board proposes to eliminate the President-Elect position and have the Vice-President move directly into the President position. – See short description below)**

**Current model:** Vice President-elect moves directly to Vice President (2-year term). To become President, the individual is required to run for President-elect, then moves directly to President, then moves into Immediate Past President role (3-year term).

**Proposed model:** Effective upon vote approval, individual would be elected to the Vice President-elect position, then would move directly to Vice President, then would move directly to President, then would move to the Immediate Past President role (4-year term).

## **Article V (Section 1) Officers**

### **How it currently reads:**

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

### **Proposed language:**

Section 1. The Executive Board of CCME shall be the 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 the Symposium Event Manager, Treasurer and Historian, who are appointed by the President.

## Article V (Section 2 a, b, c, f, g, h and k) Officers

### How it currently reads:

#### Section 2.

- a. The Executive Board except for Symposium Event Manager, Treasurer and Historian shall serve a one-year term.
- b. The President-Elect shall be elected every year at the annual symposium to serve a one-year term. President-Elect nominees must have a minimum of two years previous experience on the CCME Board in either an elected or appointed position. Upon completion of the one-year term, the President-Elect shall automatically become 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 automatically become Vice President for one year.
- f. Elected members of the Executive Board 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. In the event of a tie, a runoff election will be held. 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.
- 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.

### Proposed language:

#### Section 2.

- a. The Executive Board except for Symposium Event Manager, Treasurer and Historian shall serve a two-year term.
- b. 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 automatically become Vice President for one year. Vice President-Elect nominees must have a minimum of two years previous experience on the CCME Board in either an elected or appointed position. Upon completion of the one-year term, the Vice President shall automatically serve as President for a one-year term. Upon completion of the one-year term, the President shall automatically serve as Immediate Past-President for a one year.
- c. REMOVE 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 automatically become Vice President for one year.
- f. Elected members of the Executive Board shall be elected by ballot to serve until the close of the following annual Symposium or via electronic vote.
- g. A majority of the votes cast by ballot at the annual Symposium or via electronic vote shall constitute an

election. In the event of a tie, a runoff election will be held. Officers will begin serving at the end of the last session of the annual Symposium.

- h. Treasurer will oversee Endowment Fund.
- k. The Executive Board reserves the right, by majority vote, to remove any elected member of the Board for non-performance, violations of the CCME Code of Conduct or inability to fulfill the length of the term.



## Article V (Section 3, a. through f.) Officers

### How it currently reads:

#### Section 3.

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

### Proposed language:

#### 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 Executive Board.

Add j. President can appoint a vacancy, but it will only fulfill the current term of the President.

## ARTICLE VI – Meetings

### **How it currently reads:**

Section 5;

- c. It is permissible for members of Standing Committees to present and vote on motions via electronic means.

### **Proposed language;**

Section 5.

- c. **Recommendation to Remove 5c** It is permissible for members of Standing Committees to present and vote on motions via electronic means.

### **Add section 5 e**

- e. Committee chairs must attend majority of annual board meetings, they cannot send replacement in their absence.

## ARTICLE VII (Section 1) –Voting Members

### **How it currently reads:**

Section 1. The Executive Board and Chairs of Standing Committees constitute the voting Members of the Board of CCME. Subject to approval by the Executive 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.

### **Proposed language:**

Section 1. The Executive Board constitute the voting Members of the Board of CCME. Subject to approval by the Executive Board, the President has broad discretionary power to enhance the effectiveness and continuity of the Executive Board.

## **Article VIII Standing Committees**

### **How it currently reads:**

#### ARTICLE VIII– Standing Committees

The Standing Committees of CCME shall be Finance, Legislative, Membership, Symposium Event Management, Public Affairs, 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 Executive Board, to serve a one-year term, not to exceed four consecutive years on any single committee. Standing Committee members may come from the same academic institution of an active Executive Board member.

### **Proposed language:**

#### ARTICLE VIII– Standing Committees

The Standing Committees of CCME shall be Finance, Legislative, Membership, Symposium Event Management, Public Affairs, 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 Executive Board, to serve a one-year term, not to exceed four consecutive years on any single committee. Standing Committee members may come from the same academic institution of an active Executive Board member. Ad hoc committees may be appointed by the President as deemed necessary.

## **Article VIII (Section 1) Standing Committees**

### **How it currently reads:**

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.

### **Proposed language:**

Section 1. The Finance Committee shall be chaired by the Treasurer and be comprised of the Executive Board. 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.

## **Article VIII (Section 1) Standing Committees**

### **How it currently reads:**

Section 2. The Legislative Committee shall be co-chaired by the Vice President.

- a. Consist of two additional committee members designated by the co-chairs from current CCME 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.

### **Proposed language:**

Section 2. The Legislative Committee shall be chaired by the Vice President.

- a. Consist of two additional committee members designated by the co-chairs from current CCME 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.

## **Article VIII (Section 9) Standing Committees**

### **How it currently reads:**

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.

### **Proposed language:**

The board proposes to delete this item as these duties are assigned to board members who report back to the entire board.

## **ARTICLE IX (Section I) – LIAISONS**

### **How it currently reads:**

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.

### **Proposed language:**

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 CCME Executive board has final approval on all nominees. 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.



## **ARTICLE IX (Section 2) – LIAISONS**

### **How it currently reads:**

Section 2. 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 CCME 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.

### **Proposed language:**

Section 2. The Department of Defense Liaison is officially designated by DoD to act as a communication link between CCME and DoD.

## Article X Awards and Scholarship Program

**(While the board is committed to continuing the practice of recognizing contributions of members and those involved in military education, the proposal is to delete listing these individual awards, by name, in the by-laws as some are not given every year, the list may be subject to change, and additions may be made which would otherwise require amending by-laws in the future.)**

### **How it currently reads:**

#### 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.

### **Proposed language:**

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. 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 Scholarship Committee and Treasurer with submission to the Executive Board for final approval.

## **Article XII Amendment of Bylaws**

### **How it currently reads:**

#### 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, if 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.

### **Proposed language:**

Section 1. These bylaws may be amended by a vote of two-thirds of those Members present at any regular or special meeting, if notices of the proposed amendments have been made available to each member for review not less than sixty (60) 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 thirty (30) days prior to the next annual Symposium or an electronic vote for Membership approval at the business meeting.
- c. Voting may also be conducted electronically if deemed necessary by the President. In such a case, a two-thirds majority of those responding is required for the amendment to pass.