

BYLAWS OF THE
COUNCIL OF COLLEGE AND MILITARY EDUCATORS

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Article I – NAME

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

Article II – MISSION STATEMENT

Mission – To serve as a professional development platform that showcases educational and career opportunities for military affiliated students.

Article III – PURPOSE

To be the premier facilitator of meaningful dialog, that leads to relevant strategies, innovation, and collaboration, to enhance student success.

Article IV – GENERAL PROVISIONS

CCME Shall:

Section 1. Provide 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, veterans and their families hereinafter referred to as the military community.

Section 2. Facilitate communication between the military community and educational institutions, government agencies, veteran service organizations and other organizations that provide services to the military affiliated community.

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

Section 4. Serve as the professional development option for 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).

Section 5. Promote and support quality education programs that impact off-duty voluntary postsecondary education programs of the military community.

Section 6. Promote and support quality education programs delivered by accredited postsecondary educational institutions to the military community.

Section 7. 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.

Section 8. Recognize notable achievements with honorary awards to CCME members and organizations that have contributed to the advancement of education opportunities.

Section 9. Conduct an annual Symposium at which CCME business will be conducted, officers elected, and Members provided with professional development and networking opportunities.

Section 10. CCME shall: g. Inform and represent the CCME membership through multiple forums including the CCME annual Symposium, newsletter, website, and social media.

Article V – MEMBERSHIP

Section 1. Membership in CCME shall be voluntary.

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.

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 website.

Section 4. All members may volunteer to participate as a member of any CCME committee.

Section 5. 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 Finance Committee and approved by the Board prior to the beginning of each membership year.
- c. All memberships expire annually on March 31 regardless of payment date.

ARTICLE VI – ORGANIZATION

Section 1. The Board (hereafter known as “the Board) shall supervise, control and direct affairs of the organization, pursue its purposes and determine its policing consistent with its mission and purpose except as otherwise provided in these bylaws. The Board may propose operating rules and procedures as deemed necessary to carry on day-to-day operations, The CCME membership shall receive notice, of a minimum of 30 days of any changes to these bylaws or polices adopted by the Board. Board must be members oof CCME.

Section 2. CCME Officers shall be the President, Vice President, Vice President-Elect, Secretary, Secretary-Elect, Immediate Past-President, Event Officer, Conferment Officer, Public Affairs Officer, Workforce Officer, Strategy Officer, Treasurer and Historian. All positions are elected positions except for the Event. Treasurer and Historian, who are appointed by the President with advice of the Board shall serve at the pleasure of the President and the Board.

Section 3. Elections will take place annually at the annual symposium or via electronic vote if positions become vacant. If no nominations are received from the membership the President may appointment vacancies with the concurrence of the board.

Vice President Elect shall be elected every year at the annual symposium or by electronic vote 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).

The Secretary-Elect shall be elected every year at the annual symposium or by electronic vote to serve a one-year term. Upon completion of the one-year term, the Secretary-Elect shall automatically become Secretary for one year.

- a. The following Board Event Officer, Conferment Officer, Public Affairs Officer, Workforce Officer, Strategy Officer shall serve a two-year term. The Event Officer will be elected on even years, the Conferment Officer, Public Affairs Officer, Workforce Officer, and Strategy Officer will be elected on odd years.
- b. It is not permissible for members of the same academic institution, corporation, or private agency to serve on the Board (elected positions only) simultaneously. In the event of unprecedented times, this may be allowed with the approval of the President, only one member would have voting rights.
- c. All elected members of the Board shall retain a direct relationship with military education, government advocacy or such entities as veteran service organizations for their entire term of office. If the Officer shall leave the fields above, the President may retain or replace the individual as the situation dictates.
- d. The Board of Directors 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.

Section 4. Succession of Responsibilities:

- 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. In case of an emergency where any executive positions become vacant, the President shall appoint an open position with the concurrence of the Board.
- 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.

Section 5. Resignation/Removal: Elected officers must submit resignations in writing to the President. Removal of an elected officer requires the approval of the majority vote of the Board. The President may select a replacement with approval from the Board or ad hoc election electronically.

Section 6. Standing and Ad Hoc Committees: Both standing, and ad hoc committees will be appointed by the President with the concurrence of their good standing membership. Standing Committees are defined as those deemed necessary over an extended period. Ad hoc committees are defined as those of a specific nature. Both Standing and Ad Hoc committees will be chartered and responsible to the board.

Committee Chairs or Co-chairs are responsible for coordinating their committee's internal topics prior to General Members meetings to provide status and updates to the Board. Chairs and/or Co-

chairs brief the board during the General membership meeting. Committee Chairs or Co-Chairs are also responsible for coordinating with the Operations Officer to ensure that the committee is in accordance with CCME policies. AD-hoc committees are dissolved when their purpose is fulfilled.

Section 7. Accountability: The Board will attend all meetings. Board members must report absence or tardiness to any CCME meeting to the President or Vice President at least 24 hours in advance. Three instances of unexcused tardiness or absence will result in an automatic removal hearing and vote by the Board. At mid-term, the Board will conduct an internal peer-to-peer review.

ARTICLE VII – Meetings

Section 1. CCME shall hold an annual symposium, the time and place to be determined by the 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. General Member Meetings

- a. General Members meetings will be scheduled once every two months.
- b. General Members meetings are attended by CCME members and Board members only.
- c. Any General member can volunteer as a committee chair or co-chair.

Section 4. Special meetings may be called by the President or any of the Board. Special meetings may transact only such business as is stated in the call and at least five (5) days written notice shall be given to the Board.

Section 5. A majority of the members in attendance at the annual symposium Business meeting shall constitute a quorum. 3/4 of the Board of Directors shall constitute a quorum for meetings of that body.

Section 6. The Secretary will prepare the minutes of each meeting that accurately detail the events, discussions, and decisions of the organization. The minutes will be prepared and distributed to all Board no later than seven days after each organization meeting. Each member is responsible for reviewing the minutes prior to the next scheduled meeting.

Section 7. Procedures The President presides over CCME meetings. If the President is not available, the Vice President will preside, if the Vice President is not available then the Vice

President Elect will. All minutes are considered official business and will adhere to parliamentary procedures as governed by Roberts Rules of Order. All Board. have one vote with majority rule. Meetings can be conducted virtually or in a physical group setting.

Section 8. Electronic Communication: For Board unable to attend a meeting, he/she may communicate electronically via E-Mail with any member of the Board. Votes via E-mail may be solicited when the President determines a time-critical issue requires action.

ARTICLE VIII - Finances

Section 1 The Treasurer shall manage all financial transactions on behalf of CCME. The Treasurer may delegate specific authority to others as deemed appropriate but but maintains overall responsibility and accountability for all fiscal actions. All monies raised will be immediately turned over to the Treasurer or a designated representative for deposit. Only the Treasurer, the President, or the Vice President may spend funds, and all expenditures must have a receipt and be documented accordingly.

Section 2 Use of Funds: Use of organization funds for any reason requires a majority vote unless specifically pre-authorized by the board via the CCME annual budget. The President or/and Treasurer may authorize charges under \$750.

- a. Audits: Conduct at least annually in August to coincide with the annual FY Tax period. The CCME President or Board in good standing can authorize no-notice audits if deemed necessary.
- b. Financial Statements: Will be available to all organization members during general member meetings along with an end of fiscal year statement. Additionally, the Treasurer will provide financial status at the beginning of each organizational meeting and provide a status when requested from any member of the Board.
- c. Signing Checks: All checks for organization expenditures will be signed by the Treasurer and/or the President or Vice President. If the officers are geographically located, at minimum, two officers will sign a document that describes the Purchase, Purchase amount, and Date. The document must have a disclaimer describing the board's prior approval.

ARTICLE IX– Voting Members

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

Section 2. The Board of Directors shall have general supervision of CCME in the interim between regular meetings and implement the program of CCME under the direction of the President.

ARTICLE X – 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 Board. The CCME 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 Board and the President in coordinating ACME advocacy efforts in support of Voluntary Education.

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

Section 3 The Department of Education Liaison is officially designated by the Department of Education to act as a communication link between CCME and the department.

Section 4. The President may appoint additional liaisons with the advice/consent of the Board.

ARTICLE XI – 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. 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 Board for final approval.

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 Board for final approval.

ARTICLE XII – 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 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 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 Board.
- b. An affirmative vote of 2/3rd of the voting Board present at the Board meeting shall be required for the adoption of any amendment.
- c. The results from the Board and the effective date will be announced 30 days prior to the next General Members meeting. All amendments or alterations will be recorded in the meeting minutes provided to all General Members.

ARTICLE XIII Dissolution

In the case of dissolution of the CCME, funds at the time of dissolution will be used to satisfy any outstanding debts, liabilities, or incurred obligations. The balance of these assets, whether monetary or otherwise, will be disposed of as determined by state and or federal regulations with advice of the existing Board.

- a. 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.