

**BYLAWS OF THE
COUNCIL OF COLLEGE AND MILITARY EDUCATORS
PROPOSED CHANGES OUT FOR REVIEW AS OF 12/9/2024**

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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 be the premier facilitator of meaningful dialogue within the military community, driving the development of relevant strategies and innovative solutions. We aim to foster collaboration that enhances educational and career success for veterans, retirees, uniformed service members, and their families.

**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 collaboration to enhance educational and career success for veterans, retirees, uniformed service members, and their families.

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 primary resource and platform for enhancing the skills and knowledge of the Advisory Councils on Military Education (ACME). The ACMEs will be education affiliates with CCME as per Memorandum of Agreement between State ACME and CCME.

Section 5. Advocate for quality education programs that impact 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: Award scholarships to Service members, Veterans, Spouses, and Military Children pursuing education credentials.

Section 10. Conduct an annual Symposium during which CCME business will be conducted, officers elected, and Members provided with updates, professional development, learning engagement, and networking opportunities.

Section 11. CCME shall: 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 generally run from April 1 through March 31st, until an individual prorated year can be implemented.

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 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 members must be members of CCME.

Section 2. CCME Officers shall be the President, Vice President of Operations, Vice President of Development, Secretary, Secretary-Elect, Event Officer, Conferment Officer, Public Affairs Officer, Workforce Officer, Strategy Officer, Treasurer and Historian. The Events Officer, Treasurer, and Historian shall be appointed by the President with the advice of the Board and shall serve at the pleasure of the President and the Board.

- a. Defined roles for each board position in CCME:

- 1) **President**

- a) The President is the principal officer of CCME and presides over all meetings of the organization.
- b) Responsible for providing leadership, vision, and direction to the organization.

- c) Acts as the official spokesperson for CCME and represents the organization in external engagements.
- d) Oversees the implementation of CCME's mission, goals, and strategic initiatives.
- e) Chairs the Board of Directors meetings and ensures that board decisions are effectively implemented.
- f) Works closely with other board members to foster collaboration and achieve organizational objectives.

2) Vice President of Operations:

- a) Oversees the logistical planning and execution of the Council's events, including the annual symposium.
- b) Manages the day-to-day operations activities of the Council to ensure alignment with strategic objectives.
- c) Coordinates with other Board members and committees to facilitate smooth operations and resources allocation.
- d) Ensures adherence to timelines, budgets, and operational policies for council initiatives.
- e) Acts as a liaison between the Board and external partners to address operational challenges and opportunities.
- f) Assumes responsibilities of the President in their absence or as directed by the board.

3) Vice President of Development

- a) Leads efforts to identify, establish, and maintain partnerships with organizations that align with the Council's mission.
- b) Develops and implements strategies to grow membership and enhance member engagement.
- c) Oversees sponsorship acquisition and fund development activities to support the Council's programs and events.
- d) Collaborates with the Public Affairs officer to promote the Council's initiatives and expand its reach.
- e) Provides guidance on emerging trends and opportunities to advance the Council's goals in military and higher education.
- f) Assists in the succession planning and development of future Board members and committee chairs.

4) Secretary:

- a) Responsible for maintaining accurate records of all meetings and proceedings of CCME.
- b) Prepares meeting agendas in collaboration with the President and distributes meeting materials to board members.

- c) Manages official correspondence and communications on behalf of CCME.
- d) Keeps track of membership records, including membership applications, renewals, and dues payments.
- e) Assists the President and other board members with administrative tasks as needed.

5) Secretary-Elect:

- a) Prepares to assume the role of the Secretary in the subsequent term.
- b) Assists the current Secretary in their duties and responsibilities.
- c) Participates in meetings and familiarizes themselves with the organization's operations.
- d) Provides support in maintaining records and managing administrative tasks.

6) Event Officer:

- a) Plans, organizes, and coordinates all events hosted or sponsored by CCME, including the annual symposium.
- b) Secures venues, vendors, and speakers for events in collaboration with the President and other board members.
- c) Manages event logistics, including registration, accommodations, and on-site coordination.
- d) Ensures that events align with CCME's mission and objectives and meet the needs of attendees.
- e) Evaluates event effectiveness and makes recommendations for improvements.

7) Conferment Officer:

- a) Oversees the conferment of awards, honors, and scholarships to deserving individuals and organizations.
- b) Develops criteria and selection processes for awards and scholarships in accordance with CCME's policies and values.
- c) Reviews nominations and applications, conducts evaluations, and makes recommendations for award recipients.
- d) Coordinates award ceremonies and presentations at CCME events.
- e) Maintains records of awards and scholarships conferred by CCME.

8) Public Affairs Officer:

- a) Manages CCME's public relations and external communications efforts.
- b) Develops and implements strategies to enhance CCME's visibility and reputation.

- c) Creates content for press releases, newsletters, social media, and other communication channels.
- d) Represents CCME in media interviews, conferences, and public events.
- e) Monitors media coverage and public perceptions of CCME and responds to inquiries or concerns.

9) Workforce Officer:

- a) Focuses on initiatives related to workforce development and employment opportunities for military-affiliated individuals.
- b) Collaborates with educational institutions, government agencies, and employers to promote job training, placement, and retention programs.
- c) Identifies trends and best practices in workforce development and advocates for policies that support military-affiliated workers.
- d) Provides resources and support to CCME members seeking career advancement or transition assistance.
- e) Facilitates partnerships and collaborations between CCME and organizations involved in workforce development.

10) Strategy Officer:

- a) Leads strategic planning efforts to guide CCME's growth, sustainability, and impact.
- b) Conducts environmental scans, SWOT analyses, and other assessments to inform strategic decision-making.
- c) Develops long-term goals, objectives, and action plans in alignment with CCME's mission and vision.
- d) Monitors progress toward strategic goals and adjusts as needed.
- e) Provides strategic guidance and support to other board members and committees.

11) Treasurer:

- a) Manages CCME's finances, including budgeting, accounting, and financial reporting.
- b) Develops annual budgets and financial plans in collaboration with the President and other board members.
- c) Oversees the collection of dues, fees, and other revenue streams and ensures accurate record-keeping.
- d) Monitors expenses, reviews financial statements, and provides regular updates to the board on the organization's financial health.
- e) Works with auditors or financial consultants to ensure compliance with accounting standards and regulations.

12) Historian:

- a) Preserves and maintains records of CCME's historical activities, achievements, and milestones.
- b) Collects, organizes, and archives documents, photos, videos, and other artifacts pertaining to CCME's history and development.

13) Immediate Past President:

- a) The Immediate Past President shall attend all meetings, but shall serve in an advisory capacity and will not be a voting member.

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 appoint individuals to fill vacancies with the concurrence of the Board.

- a. President: The President shall serve a one-year term. To qualify for election, candidates must be serving as one of the two Vice Presidents at the time of nomination. The President may serve an additional one-year term if approved by a majority vote of the Board and agreed upon by the incumbent.
- b. Vice Presidents: Two Vice Presidents, titled Vice President of Operations and Vice President of Development, shall each serve a two-year term with staggered elections. The Vice President of Development shall be elected in 2026 to initiate the staggered term process.
 - i) At the conclusion of the President's term, or in the event of the resignation or death of the President, the Board shall vote to determine which Vice President will assume the role of President for the unexpired term and an additional one-year term. The vacant Vice President position created by this succession shall be filled through an election conducted according to procedures outlined in the by-laws.
 - ii) If a Vice President serves two full years without becoming President, they shall step down at the conclusion of their term unless the Board and the Vice President mutually agree to an additional one-year term to maintain continuity.
- c. Secretary: The Secretary shall serve a one-year term immediately following a one-year term as Secretary-Elect. The Secretary-Elect shall be elected to prepare for succession into the Secretary role, ensuring continuity. Both roles shall result in a total of two years of service on the Board.
- d. Additional Board Positions: The Event Officer, Conferment Officer, Workforce Officer, and Strategy Officer shall each serve a two-year term. The Conferment Officer shall be elected in even years, while the Workforce Officer and Strategy Officer shall be elected in odd years. Board members fulfilling these roles may serve an additional two-year term if approved by a majority vote of the Board and agreed upon by the incumbent President.
- e. Simultaneous Membership Restriction: Individuals from the same academic institution, corporation, or private agency shall not simultaneously hold multiple elected Board

positions. In extraordinary circumstances, the President may approve such an arrangement, provided only one member holds voting rights.

- f. Eligibility Requirements: All candidates for Vice President and President must have served as a committee chair, Board member, or advisor prior to running for these positions. All elected Board members must maintain a direct affiliation with military education, government advocacy, or veteran service organizations throughout their term. Should a Board member's affiliation change, the President, with a majority vote of the Board, may decide whether to retain or replace the individual.
- g. Removal of Board Members: The Board of Directors may, by majority vote, remove any elected member for non-performance, violations of the CCME Code of Conduct, or inability to fulfill the term's duration.

Section 4. Succession of Responsibilities:

- a. The President is the principal officer of CCME.
- b. The Vice President of Operations shall perform the duties of the President in the absence of the President. The board will vote deciding between the two Vice Presidents who will 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.

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 the Board and the committee members with 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 of Operations 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 conduct 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. Conducting CCME business to include, but not limited to reporting from officers and committees and electing officers.
- b. Providing members with business updates and a forum to contribute to the business of CCME.
- c. Activating learning and networking engagements.

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. Ad hoc meetings may be called by the President or any of the Board. Ad hoc 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. 2/3 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 of Operations will preside, if the Vice President of Operations is not available then the Vice President of Development will. All minutes are considered official records and will adhere to parliamentary procedures as governed by Robert's Rules of Order. Each member of the board holds one vote. Decisions are made by 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/they 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 & CONTRACTS

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 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, the Vice President of Operations, or the Vice President of Development 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 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 Presidents. 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.
- d. Contracts: Any contract that incurs a financial obligation for CCME must not be signed without securing approval from at least two-thirds of the Board members. This majority vote is required to ensure that decisions involving financial commitments are made with a higher degree of consensus and scrutiny.

ARTICLE IX– VOTING

Section 1. Eligibility: The Board members constitute the voting body 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. Voting Process: Voting may be conducted virtually, electronically, or in person as deemed necessary by the President. In any such a case, a response from two-thirds majority of the total amount of board members is required for a motion to pass, in accordance with Article VII section 7 and 8.

- a. Pre-Vote Review: Prior to the vote, all details, including financial implications and potential risks, must be clearly presented to the board members. Adequate time should be allowed for all board members to review the contract documents and seek clarifications if necessary.
- b. Legal and Compliance Checks: Contracts must be reviewed by legal counsel before being presented to the board for a vote. This ensures that all contractual terms comply with applicable laws and align with the organization's policies. Any concerns raised by legal counsel should be addressed prior to the board vote.
- c. Record Keeping: The results of the vote, along with a signed copy of the approved minutes, contracts, and all pertinent discussion points, should be filed in the organization's records. These documents should be accessible for audit purposes and future reference.

Section 3. Procedure: A board member will elect to pass a motion, followed by a member who seconds the motion for vote. All other members will provide their answer in the designated method.

Section 4. Timeline: A suspense date and time must be provided for electronic motions. For in person and virtual meetings, the voting open when the motion is passed, and closes either once all present members have voted or when the meeting ends.

Section 5. Quorum: A quorum of two-thirds of Board members must be present for motions to be passed. If the motion is completed electronically, two-thirds of the total board members must respond before the suspense date and time.

ARTICLE X – LIAISONS

Section 1. The Advisory Council on Military Education (ACME) Liaison shall be nominated by the state ACMEs to serve as liaison between the ACMEs 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 Department of Labor Liaison is officially designated by the Department of Labor to act as a communication link between CCME and the department.

Section 5. The Department of Veterans Affairs is officially designated by the Department of Veterans Affairs to act as a communication link between CCME and the department.

Section 6. The President may appoint additional liaisons with the advice/consent of the Board. These special appointments should not exceed five years and have a term of 3-years.

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, their spouses, and military-connected children. 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 Awards are presented to members for their outstanding contributions to the cause of voluntary education. Awardees are selected based on the recommendations of the Awards Committee with the Board's final approval.

Section 4. President Emeritus is an honorary designation awarded to a former president of CCME who has completed their presidential term but is still recognized for their service and contributions. This title signifies that the individual has served with distinction and is still held in high regard within military voluntary and veteran education. The specific responsibilities associated with the President Emeritus position will be determined by the board. Duties may include but are not limited to continued involvement in ceremonial roles, advisory capacities, and other forms of ongoing support.

Eligibility for nomination:

- a. Length of Service: The individual needs to have served on the board of directors for at least five to ten years.
- b. Status: The individual must be a past president.

- c. Distinguished Service: The individual should have a record of distinguished service, having made significant contributions to CCME's growth, reputation, and overall success.
- d. Board Approval: This designation requires majority approval from the CCME board of directors.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Section 1. 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 XIII – AMENDMENT OF BYLAWS

Section 1. In accordance with Article IX, 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. A quorum of 2/3 board members 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 XIV DISSOLUTION

Section 1. 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.

Board Authorization Signature Block:

We, the undersigned officers of the Council of College and Military Educators (CCME), hereby authorize the submission of the grant proposal titled "Enhancing Educational Opportunities for Military Personnel" to the relevant funding agency:

President: _____

Vice President Operations: _____

Vice President Development: _____

Secretary: _____

Number of Members Voting:

- Aye: _____

- Nay: _____

- Total Board members _____