

BYLAWS  
OF THE  
COUNCIL OF COLLEGE AND MILITARY EDUCATORS

(Effective 9 March 2020)

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.

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

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

## Article IV – 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 web site.

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

## ARTICLE V – OFFICERS

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.

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).

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. 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 automatically become Secretary for one year.
- d. The Treasurer, Symposium Event Manager and the Historian shall be appointed by the President with the advice and consent of the Executive Board and shall serve at the pleasure of the President and Executive Board.
- e. 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.
- f. 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.
- g. Treasurer will oversee Endowment Fund.
- 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 members of the Executive Board 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, violations of the CCME Code of Conduct or inability to fulfill the length of the term.

### 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.
- f. 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 Executive Board.
- g. In case of an emergency and the Symposium Event Manager Position becomes vacant, the President shall appoint a new Symposium Event Manager with the advice and consent 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.

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. Parliamentary procedures as outlined in Article XI will be used as a guide when calling for a vote.
- d. Committee chairs must attend majority of annual board meetings, they cannot send replacement in
- e. Committee chairs must attend majority of annual board meetings, they cannot send replacement in their absence.

## ARTICLE VII–Voting Members

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.

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, 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.

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.

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.

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.

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 and work with that company at the annual Symposium.
- c. Identify and hire the decorator/shipping company for the annual Symposium and work with that company to manage the exhibit hall.
- 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.

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 and making 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.

## 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 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.

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

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.

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## 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 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.

*Amended: March 9, 2020*