THE CONTINUING EDUCATION ASSOCIATION OF NEW YORK

(CEANY)

The Association for Public Continuing Higher Education

POLICIES AND PROCEDURES

MANUAL

**DOCUMENT REVISION HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Author** | **Reason for Issue** | **Date** |
| Version 0.1 | CEANY | First draft | Jan 11, 2018 |
| Version 0.2 | CEANY | Second draft | Mar 22, 2018 |
| Version 0.3 | CEANY | Third draft | June 21, 2018 |
| Version 0.4 | CEANY | Fourth draft | July 19, 2018 |
| Version 01 | CEANY | 1st Version | January 9, 2019 |
| Version 01.X | CEANY | Draft after By-Laws approval | February 16, 2021 |
| Version 01.1 | CEANY | Significant changes based on newly enacted By-Laws (Nov 6, 2020) | November 17, 2021 |
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# Introduction

“Policies and procedures should be developed in response to the potential for future use or in advance of an event rather than in response to an event, crisis or problem.”

This manual has been compiled for use by CEANY’s Board of Directors and Members involved with CEANY business for the following purposes:

* To guide Directors and Members in the performance of their duties
* To identify and delineate duties and responsibilities of Directors and Members
* To provide the means for efficient leadership of CEANY functions within the framework of the By-Laws of CEANY
* To provide for the sharing of information with the membership
* To provide for a smooth transition of changes in CEANY leadership

Policies presented in this manual are, by definition: 1. “a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions.”

-Merriam-Webster Dictionary

These policies—along with associated procedures documenting the steps or activities designed to accomplish the goals and directives of a related policy—provide for a decisive process that one may follow, under various circumstances, to achieve consistency in the approach to decision making processes.

Aligned with the principles of CEANY, outlined in its By-Laws, these policies and procedures provide for day-to-day operational guidance for CEANY activities.

# Document Procedure

A Policy and Procedure Manual (PPM) shall be maintained, adopted, or amended, by the Board of Directors. It shall be maintained by the By-Laws Committee and be furnished to each member of the Board of Directors.

Policy Change Process

A change summary shall be included in the PPM immediately before the table of contents. The change summary will document any revisions to the PPM and its attachments or appendices. The change summary will identify the revision number, the date of the revision, a brief description of the revision, and who authorized the revision. The description shall identify the type of change (editorial, minor, or major change).

Revision Numbering System

Any major changes to the document can be indicated by whole numbers, for example, v01 would be the first version, v02 the second version. Minor changes can be indicated by increasing the decimal figure for example, v01.01 indicates a minor change has been made to the first version, and v03.01 a minor change has been made to the third version. In the example v03.01, the 03 is the Version #, and the 01 is the Change #.

Types of Changes

*Editorial Change*

Correction of grammatical or spelling errors that:

* Does not affect section numbers other than page, table, figure title numbers, or obvious and demonstrable typographical errors.
* Reword phrases, sentences, and paragraphs, without changing the meaning.
* Change the format of the document (e.g., rearrange unnumbered lists of items, rescale items, move details to new sheets, pagination, table, or figure title number changes, etc.).
* Add/update document references.
* Changes to clarifying languages that do not introduce conflicting language, add, or change requirements.
* An editorial change does not:
  + make contextual or technical changes.
  + change the meaning, overall scope, or purpose.
  + create a new procedure.
* The Version Number is not changed and the Change Number is increased (e.g., from Version 1.2 to Version 1.3).

*Minor Change*

* Any change to the PPM and its attachments or appendices that meet any of following conditions:
  + Reformatting that does alter the contextual or technical content
  + Updating organizational names or titles provided organizational responsibilities are not changed.
  + Updating or changing reference citations where the technical requirements are equivalent or more rigorous.
  + Clarifying language that does not introduce conflicting language and does not add or delete specific requirements.
* The By-Laws Committee authorizes minor changes.
* The Version Number is not changed and the Change Number is increased when a minor change is made (e.g., from Version 1.2 to Version 1.3).

*Major Change*

* Any change to the PPM and its attachments or an appendix that does not meet the criteria for an editorial or a minor change.
* After approved amendments or changes to the By-Laws.
* The By-Laws Committee authorizes major changes.
* The Version Number is changed and there is no Change Number when a major change is made (e.g., from Version 2.X to Version 3.0).

Revision Procedure

Any Board of Directors member may recommend revisions to the PPM. The recommendation must clearly identify the changes to be made and propose specific language to accomplish the desired result. Change requests should be sent to the By-Laws Committee Chairperson and the President.

# Board of Directors

CEANY is a volunteer-led organization. To serve our mission well and make great progress towards our vision requires collective and coordinated action; the power of which come from the cooperative nature of the Board as a whole rather than any one individual Director. It is this shared responsibility, accountability, and authentic engagement of all Board Members that has helped sustain CEANY for 50 years.

The Board of Directors shall have ultimate authority in governing the operations, finances and affairs of the Association. The Board, with the advice of various committees, if so authorized, shall implement, monitor and modify, as may be needed, policies and procedures necessary for proper corporate management. It shall be empowered to employ necessary staff, retain necessary professional assistance, authorize agreements and expenditures and take all necessary and proper steps to advance the purposes and promote the best interests of the Association.

The Board of Directors shall be comprised of Officers, Directors, and Ex Officio Directors. The Board, by majority vote may appoint ex officio, non-voting Directors to serve on the Board, if deemed to be in the best interests of the Association. The voting Directors shall be the elected Officers and Directors. Five of the fifteen elected Directors shall be elected each year at the Annual Meeting of the Membership, each to serve three-year terms. The Ex Officio Directors may be the Chairpersons of Committees, Regional Chairpersons, the Annual Conference Committee Chairperson, and other Representatives.

The Board of Directors consists of:

* Elected Officers of the Association
* Elected Directors of the Association
* Chairpersons of the Committees
* Regional Chairpersons
* Annual Conference Committee Chairperson
* Other Representatives.

## Officers

Officers, Appointment & Term

Nominations for officers shall be limited to the current and/or past Board of Directors with voting rights. The voting membership elects and appoints the officers at the Annual Meeting of the Membership. Officers shall be appointed to hold office for two (2) years from the date of appointment. Each Officer shall hold office for the term for which he/she is appointed and until his or her successor has been appointed.

Nominations for the Vice President/President Elect are limited to the current and/or past Board of Directors. Nominations are unnecessary for the position of President because the current Vice President/President Elect automatically assumes the office of the President upon the termination of the current President’s term. Any two or more offices may be held by the same person, except the offices of President and Vice-President/President Elect, or President and Secretary, or the offices corresponding thereto.

The overall term of office for the Vice President/President-Elect shall involve four years, two years as Vice President/President-Elect, and two years as President. The Treasurer and Secretary shall each hold a two-year term of office.

There are four (4) elected Officers who serve on the Board as voting members.

Suspension, Removal, Resignation

Officers serve at the discretion of the Members. Any Officer appointed by the Members may be suspended or removed by a majority vote of the Members. In the event of the resignation, suspension, removal, incapacitation or death of both the President and the Vice President/President Elect, the Secretary becomes the President and completes the unexpired term of the President. The New President appoints a Vice President and Secretary with the majority vote of the Board. The Nominations Committee arranges for a formal election of a new Secretary.

### President

According to the By-Laws, the President shall be the principal volunteer executive officer of the Association and shall in general monitor and supervise the business and affairs of the Association. He/she shall preside at all meetings of the Board of Directors and shall be a voting member of all Committees of the Board and Committees of the Association, unless otherwise precluded by statute, regulation and/or these By-Laws.

The President is authorized to sign any deeds, mortgages, bonds, contracts or other instruments that the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board, these By-Laws and/or applicable regulation or statute to some other Officer or agent of the Association.

The President is the sole Officer or Director authorized to speak on behalf of the Association, unless the President and/or the Board of Directors have otherwise delegated such authority to another Officer, Director and/or representative or otherwise directed by these By-Laws. The President shall perform such other duties as from time-to-time may be assigned to him/her by the Board.

The President serves a term of office for a total of four years, two as Vice President/President-Elect and two as President. The President attends the regional meetings and reports on the Association's status to the members. Other reports to the membership are provided in written and/or digital form throughout the year as needed and at the Annual Meeting of the Membership of the Association. The President represents the Association to CUNY, SUNY, and all other entities or functions that request CEANY participation.

Knowledge, Skills, and Abilities of the President

**Demonstrate a strong knowledge of principles, ethics and practices of successful organizations.** This person should ideally have the highest integrity possible. In addition, the person should clearly understand the key differences between the governance role of the Board and the management role of the President.

**Demonstrate excellent verbal communication, interpersonal and relationship-building skills.** This person should be able to effectively work with a variety of people and personalities, showing respect and consideration of multiple points of view, being able to draw out all members of the Board in discussions. He/she should also have the ability to communicate clearly in person and in writing in order to represent the organization.

**Effectively manage Board.** The President needs to create agendas and documents that provide the necessary and pertinent information to guide the organization towards its goals.

**Work effectively with a diverse set of stakeholders.** The President has many constituencies with whom he/she will interact and therefore must have the ability to communicate easily about the organization. But most importantly, the President must be able to interact with openness and respect, constantly showing enthusiasm and commitment regarding the important mission the organization is trying to accomplish.

**Be comfortable with presenting, informing and motivating individuals and groups about mission and philosophy**. Ideally the President is both articulate and persuasive, as on many occasions, he/she will have to speak to outside groups, members, and CUNY/SUNY Central Administration about the association. Above all, the President positive, and confident about the mission of the organization.

**Set the standard of behavior for the Board.** The President not only convenes the meetings, he or she also acts as a role model for the Directors showing others how they should behave. The President is the professional leader who listens, shows respect and openness, and never acts outrageously or petulantly.

Roles of the President

**Focus on the mission of the organization and plan for the achievement of that mission.** This is the key strategic role that the President plays, constantly asking how a particular action or program leads the organization to more robustly meet its mission. Essentially, the President constantly needs to keep the “eye” of the entire organization focused on the ball, helping everyone decide on what is important.

**Set norms and culture for the Board.** The President (more than anyone else in the organization) has the ability to set the tone regarding civility, respect, and the overall climate on the Board, and potentially within the organization itself.

**Discuss the shared mission with the entire Board.** At least annually, the President should discuss CEANY’s mission at a Board Meeting. In addition, the President can solicit Board member perceptions of how the organization is doing, their concerns, and what leadership or other roles they might aspire to on the Board. This can be done one-on-one at the Board member’s request or President’s discretion.

**Engage the Board on outcomes.** The focus of the Board should be on the accomplishment of the mission and the President should work on ways of meaningfully measuring and evaluating outcomes, as a means of enhancing program efforts.

**Represent the Board of Directors as a spokesperson to the general public and at outside events.** The role of representative extends to public and/or civic meetings, and wherever the story of the Association needs to be told.

**Control and run the agenda, keeping within time limits.** During the actual Board meetings, the President needs to manage meetings so that some members do not dominate proceedings or overpower other Board members, and other are encouraged to participate. The President needs to keep an eye on the clock, and implement time limits if need so that the meeting stays on track and all Board work gets done within the meeting timeframe.

**Require minutes from committees.** The President should set clear expectations for Committee Chairs to provide succinct, but adequate, minutes with clear action items, including recommendations for the Board to consider. Background should be provided for Board members to understand the context of the recommendations.

**Review financial and budgeting information with the Treasurer.** The President needs to keep in close contact with the Treasurer at all times especially on financial matters. For example, reviewing the financial situation jointly prior to the meeting is a good strategy so that a thorough discussion can be had is good strategy. In this way decisions can be made regarding what information and background should be shared with the Board, and how everyone will participate in decisions.

**Collaborate with the Nominations Committee.** It is important to work closely with the Nominations Committee to assure a constant flow of qualified prospects to become Board members as well as committee chairs and committee members. A dynamic and changing Board and Committees create a healthier organizational environment than a stagnant Board. Furthermore, selecting new Board members that may have the talent and expertise to be a future President should also be in their criteria.

**Groom and help to develop the next President.** The President needs to fully support the Vice President as he/she moves into the President's role, either through coaching or a form of mentorship. After leadership changes, it’s important for the past president to step out, but be available to assist with continuity. Making this process seem seamless is crucial to the success of the organization.

### Vice President/President-Elect

In the absence of the President, or in the event of his/her inability or refusal to act, the

Vice President/President Elect shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President/President Elect shall perform such other duties as from time-to-time may be assigned to him/her by the President and/or the Board.

The Vice President/President-Elect shall serve in the capacities as follows:

* Assist the By-Laws Committee with updating the Policies and Procedures Manual
* Chairperson of the Committee of the Regions.

Nominations for the Vice President/President-Elect are limited to current and/or past Directors of the Board who served for at least one consecutive year.

### Secretary

The Secretary shall generally be responsible for assuring that the records of the Association are properly recorded, documented and stored and that all informal or formal notices that may be issued by the Association are tendered in a manner in compliance with all applicable statutes, regulations, contracts, ethical obligations, the Certificate of Incorporation, as may be amended, and these By-Laws. The Secretary generally serves as custodian of the records of the Association.

The Secretary:

* Assures that the minutes of the meetings of the Board of Directors, and Committees of the Board or Association, if any, are properly recorded, documented and stored
* Keeps a record of the post office address, telephone number and, electronic address of each Member, Director, Officer and member of a committee who does not serve on the Board, if any; notify Directors of election and members of committees of appointment.
* May delegate recording, documentation and storage and other duties, as seemed appropriate, to other Officers, excepting the President, Directors, or employees of the Association. The Secretary shall perform such other duties as from time-to-time may be assigned to him/her by the President and/or the Board.
* Provides written notice of any Meeting of the Membership shall be given personally or by first class mail, facsimile or by electronic mail, not less than ten (10) nor more than fifty (50) days before the date of the Meeting.
* Recommends to the Board of Directors to set a date as the record date for the purpose of determining the Members entitled to vote at any Meeting of the Membership, or to express consent to or dissent to any proposal without a Meeting. The record date shall not be more than fifty (50) nor less than ten (10) days before the date of the Meeting.
* Provides notice to each Member entitled to vote prior to each Meeting of Membership, stating the place, date, and hour of the Meeting. Notice of a Special Meeting shall, in addition, identify:
  + the person, or persons, calling the meeting; and,
  + the purpose, or purposes, for which said meeting is being called.
* Keeps the minutes of the Board of Directors, all committee meetings, and minutes of the Annual Meeting of the Membership.
* Attends to such correspondence as may be assigned and performs all the duties incidental to their office.
* In the event of the resignation, suspension, removal, incapacitation or death of both the President and the Vice President/President Elect, the Secretary becomes the President and completes the unexpired term of the President. The New President appoints a Vice President and Secretary with the majority vote of the Board. The Nominations Committee arranges for a formal election of a new Secretary.

Procedures:

* Minutes of Board of Directors meetings and the Annual Meeting of the Membership are transcribed after the completion of each meeting and should be emailed to all Board of Directors members within 10 days to ensure that the members can properly address action items.
* All minutes and other documents must be saved to the organization’s online file hosting service.
* Distribution of the Annual Meeting of the Membership minutes to membership will occur when the Secretary notifies the membership of the next Annual Meeting of the Membership.

### Treasurer

The Treasurer shall be responsible for the supervision and accounting of all funds received or expended by the Association and shall keep the Board of Directors informed on all pertinent financial matters. May serve on the Audit and Finance Committee, or its functional equivalent, if applicable, and, but not as Chair of any such Committee of the Board, of the Audit Committee.

The Treasurer develops and maintains an appropriate accounting system to account for all Association fiscal transactions, including income statements, bank statements, check register, accounting back-up and tax reporting.

The Association's fiscal year is November 1 - October 31.

Board of Directors financial reporting

The Treasurer shall provide a financial report at all Regular Meetings of the Board in a format prescribed by the Board. The Treasurer shall perform other duties as from time-to-time may be assigned to him/her by the President and/or the Board.

Annual Meeting of the Membership financial reporting

Typically, the revenues and expenses from the Annual Meeting of the Membership, the regional meetings and general operating expenses are run through the Association's checking account.

Events and other association programs financial reporting

The member who is responsible for an organization’s program (Conference Committee Chairperson or Regional Chairperson) is provided a budget and should submit invoices, speaker contracts and expenses that do not exceed that budget to the Treasurer for payment. All fiscal actions from these functions are directly reported to the Board of Directors in quarterly income statements.

Expenses and Revenue

Principal Association revenue sources are membership dues, excess conference revenue, and interest on any other financial account. General operating expenses include bank fees, Board of Directors meetings, board insurance, committees, conferences, regional meetings, financial auditing and tax consulting, marketing (print/design), mail service, presidential reimbursement, professional services (outsourcing, archivist), and website hosting and maintenance. Conference expenses include gift and prizes, hotel rooms and services, marketing, professional services, and speakers. Resolution and awards revenue include auction/raffle moneys and expense include scholarships and plaques. Miscellaneous revenue and expense categories are used for isolated instances when monies do not fit established line items.

Treasurer Procedures

* Maintain the Association’s checking account at a local bank and use Federal ID #16118600. All Association revenue (check, ACH Wire transfer and/or PayPal payments) should be made to this account. All Association expenses (check or debit card payments) should be made from this account.
  + Ensure the new President becomes the signatory of record on the Association’s checking account after election.
  + Ensure the active President, Treasurer and Vice President are the only Association members with active debit cards linked to the Association’s checking account.
  + Ensure the active Treasurer, President and Vice President are the only signatories on the accounts but require only one signature for withdrawal of monies. This is a safeguard in the event the Treasurer is not available. It also is an efficiency measure when some Officers change at the beginning of each fiscal year so there is a smooth transition.
  + Maintain minimum daily balance of $1,500 to eliminate or reduce any service charges.
  + Set-up alerts for any expense transaction of more than $100.
  + Reconcile monthly statement to ensure all transaction have appropriate back-up and are recorded on the income statement.
* Maintain the Association’s Savings Account to hold an emergency balance of funds.
  + Maintain minimum daily balance of $10,000 to eliminate any service charges.
  + Set-up alerts for any expense transaction more than $100.
  + Transfer funds between saving and checking accounts when appropriate.
  + Change of signatories for Association’s checking account is automatically applied to Associations’ saving account. However, the same principal applies to Treasurer, President and Vice President should all have signatory access.
* Expenses
  + Payments must be only for official Association budgeted expenses and / or approved by the President, the Board of Directors, or Committee Chairperson.
  + An appropriate accounting back-up (audit) must be maintained. Standard accounting principles should be followed.
  + All payments must be categorized and recorded on the income statement
* Revenue
  + Deposit all check payments and record in the deposit of funds.
  + Transfer payments from PayPal and record revenue and Bank Fees (PayPal) in income statement
  + Maintain ACH Wire Transfer accounts record deposit of funds
  + An appropriate accounting back-up (audit) for each deposit including payment, deposit transaction and CEANY invoice(s) reflecting applied payment.
* Monitor outsourcing services
  + Audit the recording of payments and membership in the database.
  + Assist in troubleshooting Accounts Receivables and membership concerns.
* Reporting
  + Report to the Board of Directors at each meeting and discuss the past period's activity. Reports to the Board of Directors should cover the period of time from one meeting to the next.
  + The report given at the Business Meeting conducted at the Annual Meeting of the Membership is for the entire fiscal year. Appropriate printed reports should be prepared for members and the Secretary to be include with the minutes.
  + Report to tax preparer annually and provide any documentation required for Association tax preparation included W-9 for service providers, income statement, bank statements, etc.
* Maintenance and monitoring of vendor contracts
  + Ensure invoices align with contracted services.
  + Alert board of contract expiration, renewal or execution.
  + Provide Association’s tax-exempt documentation to vendors.
  + Maintain contracts and W-9s for speakers and service providers.
  + Track all payments to Board of Directors members.
* Transfer
  + It is the practice that the Treasurer maintains the fiscal records on a password protected common drive that the Secretary, President and Vice President can access at any time. The outgoing Treasurer should provide a digital back-up to the Archivist for transactions during their tenure.
* Budget Planning and Preparation
  + The Treasurer provides assistance to the Audit and Finance Committee when developing a budget for approval by the Board of Directors. This can include:
    - Request that all Board of Directors members and Committee Chairpersons provide budget requests for the upcoming fiscal year by June.
    - Carefully reviews and analyzes the current year to determine what changes should be made for the next year.
    - The Audit and Finance Committee proposes yearly budget at the September Board of Directors meeting that serves as the first of the fiscal year at the end of the Annual Meeting of the Membership. After discussion and possible changes, it should be approved by majority vote of the Board of Directors.
* Association Financial Policies
  + The Treasurer provides assistance to the Audit and Finance Committee when proposing policies governing the finances of the Association for adoption by the Board.
* Audit
  + The Treasurer provides assistance to the Audit and Finance Committee for overseeing all audits.

## Directors

The Board of Directors shall have ultimate authority in governing the operations, finances and affairs of the Association. The Board, with the advice of various committees, if so authorized, shall implement, monitor and modify, as may be needed, policies and procedures necessary for proper corporate management. It shall be empowered to employ necessary staff, retain necessary professional assistance, authorize agreements and expenditures and take all necessary and proper steps to advance the purposes and promote the best interests of the Association.

Each Director shall have one (1) vote for the transaction of any business considered by the Board of Directors.

Selection Procedure and Terms of Office

There are fifteen (15) elected Directors who serve on the Board as voting members.

* Directors provide overall management of the Association and propose policies for member approval at the Annual Meeting of the Membership.
* Directors are elected for three-year terms at the Annual Meeting of the Membership.
* Directors are eligible for reelection.

The term of office for a Director shall be three (3) years in duration, unless otherwise provided in these By-Laws. Approximately one-third (1/3) of the Directors shall be selected every three (3) years. The terms of office for all Directors shall begin on the day of their election.

To be eligible for nomination as a Director, an individual must hold an Individual or Institutional membership in the Association for a minimum of one year.

Board Director Roles and Responsibilities

**Is committed to the mission of CEANY.** Board Directors are committed to the mission of CEANY, which dedicates itself to the promotion and support of quality programs of public continuing higher education in New York State. The Association serves as an advocate for the postsecondary adult learner and encourages the professional development of its members.

Further, Board Directors recognize and appreciate the significant obligations they and the other Board Directors will need to carry out CEANY’s work. They approach the work in a spirit of cooperation, creativity, collegiality, integrity, and respect realizing that they are investing in the development of continuing education as a field, the quality of continuing education in New York State and their own individual professional development.

**Is dedicated to the collective nature of the Board as a whole.** Members of the Board of Directors including committee chairs are accountable to the full board and should never be permitted to operate as a “mini-board.” No one committee, Director, or Member can make decisions alone that significantly impact the Association as whole.

**Will read and understand the organization’s By-Laws and Policies and Procedures Manual, and agree to operate in conformity with them.** Board Directors will work diligently to understand the mission, purpose, goals, committees, and activities of the organization as outlined in the By-Laws. The Association’s policies and procedures are designed to protect Board Directors from potential problems. Board directors need to be sure that they are overseeing the policies and procedures, and make sure they are being followed.

It is also appropriate, prudent, and necessary that a Board member take an interest in the operations and management of the Association, and that they have conversations with staff and ask questions outside of Board meeting business, unless otherwise specified.

**Attends Board meetings and important related meetings and is fully engaged.** Attends scheduled board meetings, in addition to committee / task force meetings as needed, and makes themselves available for consultation by phone and e-mail as needed. Board Directors also come prepared to discuss the issues and business at hand.  
  
Generally, there are four full Board Meetings a year (usually January, March, June, and September) at a location identified by the Board, and an abbreviated Board meeting in November immediately before the annual conference at that year’s conference location.

Board meeting dates are set following the November Board meeting and typically start Thursday at 12pm and recess at 5pm, and start again Friday at 8:30am and adjourn at 12pm.

Board Directors will attend and offer their support of CEANY’s annual events including the Annual Meeting of the Membership and the appropriate regional meeting and also actively encourage support and attendance by their colleagues. Board members will also volunteer for and willingly accept assignments and completes them thoroughly and on time.

Understanding that emergencies or other priorities may take precedence periodically, if a Board Director misses one of the four full scheduled board meetings per year or is otherwise unable to fulfill their obligations as a Board member, will offer their resignation. If a Board Director misses any portion of the meeting, it is their responsibility to review the minutes and otherwise reach out to the Secretary to learn what was missed and to obtain any relevant share information.

**Makes a serious commitment and actively participates in committee work.** Board Directors chair and/or serve in a leadership capacity on at least one committee or task force where they can actively apply their skills, perspective and experience to the betterment of the organization and continuing education in New York State.

Committees / task forces of the Association meet via conference call, web conferencing, or in person and the meeting frequency depends on their respective work agenda. Committees are expected to provide a written report to Board Directors at least one week in advance of the board meeting, and then report activity at each Board meeting.

**Prepares themselves well for meetings, stays informed about committee matters, and reviews and comments on minutes and reports.** Board Members will prepare for all board and committee / task force meetings by reviewing and providing all related documents and materials in advance. Oversight also means taking more than a cursory look at financial reports, committee reports and other documents. Board directors need to understand the reports, ask questions and challenge the information provided.

**Fulfills the fiduciary responsibilities of a Board Director.** Board Directors will understand the CEANY budget and take an active part in reviewing and approving the budget and monitoring our performance against that budget. If they do not understand an element of CEANY’s fiscal health, they should reach out to the President or appropriate Board member, committees, or staff for clarification.

Further, Board Directors are active participants in revenue generation for CEANY, but are not allowed to put their own personal interests above the interests of the organization when they are conducting business.

**Understands that they, or their institution, will need to cover their expenses and provide financial support for Board service.** CEANY’s support for quarterly Board meetings includes one overnight room, lunch on Thursday and breakfast on Friday for each Board meeting. CEANY’s support for the annual conference includes one overnight room the night prior to the conference. CEANY does not pay annual membership fees, regional meeting attendance, food or mileage, annual conference registration, food or hotel fees, or quarterly Board meeting mileage or food other than described above.

**Discontinue Board Director Status when necessary.** The Board Director will notify the President in order to discontinue Board service should they be unable to serve at the required level of commitment and participation as soon as possible. An email regarding resignation is required. The discontinued Board Director may provide a suggestion for a replacement at the time of resignation to the Board of Directors, who will determine the final replacement.

Vacancies

A vacancy in office shall arise upon the resignation, removal, incapacitation or death of a Director. A vacancy on the Board of Directors occurring in the interim between Annual Meetings may be filled by an interim successor appointed by a two-thirds (2/3) vote of the remainder of the Board of Directors. At the next Annual Meeting following the vacancy, the Membership may elect, by majority vote, a permanent successor for the vacant position. Directors elected to fill vacancies shall hold office for the remainder of the term of the vacated position in accordance with the classification of said position and until their successors have been elected and qualified. No period of interim service shall be considered for purposes of establishing limitations on the terms of Directors.

Resignation

A Director may resign, at any time, by giving written notice to the President. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the President, and the acceptance of the resignation shall not be necessary to make it effective.

Removal

Any, or all Directors may be permanently removed for cause, by a two-thirds (2/3) majority vote of the Board of Directors at any Regular Meeting or Special Meeting of the Board called for that purpose, or with or without, cause, by a two-thirds (2/3) majority vote of the Membership at any Annual Meeting or Special Meeting of the Members called for that purpose. At any Meeting where a vote is to be taken to remove a Director, the Director in question may attend and shall be given a reasonable opportunity to argue in his/her defense.

## Ex-Officio Board Members

The Board, by majority vote may also appoint ex-officio, non-voting Directors to serve on the Board, if deemed to be in the best interests of the Association. Any such ex-officio, non-voting Directors shall be entitled to all rights and entitlements of other Directors, and obligated to honor all corresponding fiduciary duties, excepting they shall:

* not be entitled to:
* attend, or receive notice of, any Meeting of the Board, or its various committees, if the purpose of said Meeting(s) relates to concerns with respect to the given ex-officio, non-voting Director;
* be counted for purposes of determining quorum for any Meeting of the Board, or its various committees;
* vote on any matter being considered by the Board, or its various committees; and/or,
* hold elective Office with the Association.

Ex-Officio Director terms are one (1) year in length. Ex-Officio Directors are eligible to serve each year.

Immediate Past President

The Immediate Past President helps the Association maintain continuity from one administration to the next and shall have the option to perform the following duties:

* Serve a one (1) year term as a non-voting ex-officio member of the Board of Directors
* Serve as the official representative of the Association at the request of the President or the Board of Directors
* Perform other duties as assigned by the President or Board of Directors

## Board Meetings

Annual Meetings

The Board of Directors, by yearly resolution of the Board, shall as soon as practicable after the Annual Meeting of the Membership, convene an Annual Meeting of the Board of Directors for the purpose of conducting the business of the Association and approving the Board of Directors. This meeting typically occurs after the Annual Meeting of the Membership during the Annual Conference.

Regular Meetings

The Board of Directors, in accordance with a schedule to be determined by resolution to the Board, shall endeavor to annually convene, at least, five (5) Regular Meetings.

Special Meetings

The Board of Directors, whenever called by the President, the Secretary, or any three (3) Directors, may convene Special Meetings in order to consider specific matters that may be confronted by the Association between Regular Meetings, provided the order of business is limited solely to purposes specified in the Meeting notice. Notice of Special Meetings, including purpose, time, date and location, shall be given by regular mail, facsimile, electronic communication, telephone and/or personal delivery. If notice is given by telephone or personal delivery, it shall be given not less than three (3) days before the Meeting. If notice is given by regular mail, facsimile or electronic communication, it shall be given not less than five (5) days before the meeting.

Quorum

A quorum shall be required for the legal and proper conduct of the business of the Board of Directors. A majority of the Entire Board shall constitute a quorum for the transaction of any business. When a quorum is once present to organize a meeting, it is not broken by the subsequent withdrawal of any Directors.

Electronic Voting

See Section 8.1 – Electronic Voting Procedure

## Board Liaisons

Liaisons from the public education system maintains a connection with the Board of Directors and the organization’s membership. Each year, the Board of Directors will identify liaisons and can be from the following public organizations:

* City University of New York (CUNY)
* State University of New York (SUNY)
* New York State Education Department (NYSED)

Liaison roles can include:

* Attend Board of Directors meeting, share information of importance to the Association and provide input on Association business, receive copies of the Board meeting and Annual Meeting of the Membership minutes, and make reports to the Board of Directors when appropriate or requested.
* Disseminate information such as activities, events, issues and new developments of mutual interest from liaison’s organization

# Committees

The Board of Directors may charge committees to perform various functions on behalf of the Association in either of the two (2) available types: Committees of the Board and Committees of the Association. Each Committee of the Board and Committee of the Association, and every member thereof, shall serve at the pleasure of the Board. All Committees shall keep minutes of all proceedings, to be regularly submitted to the Secretary for subsequent distribution to the Entire Board, and report to the Board, at its next scheduled Regular Meeting, all activities and determinations.

## Committee Meetings

Meetings of committees shall be held at such time and place as may be fixed by the President or the Chair of the applicable Committee or by majority vote of the members of the committee.

### Quorum, Manner of Acting, and Minutes

Unless otherwise provided by resolution of the Board of Directors, a majority of all of the members of a committee shall constitute a quorum for the transaction of business and the vote of a majority of all of the members of the committee shall be the act of the committee. The procedures and manner of acting of all committees shall be subject at all times to the direction of the Board. All committees shall maintain appropriate minutes of their meetings in an effort to document proper and appropriate oversight and must submit their minutes prior to the next Board of Directors meeting.

## Committee Year-End Report

The chairperson of each committee will submit a year-end report with a copy sent to the Board of Directors no later than four weeks before the Annual Meeting of the Membership. In addition, a copy is to be sent to the committee chairperson's successor once voted in. These committee reports should include the members of the committee for that year and any significant activities that took place during that year.

Year-End Report Format and Sections

Committee Chairs may consider the following when writing their Year-End Report.

* Committee Members
  + List the committee members and identify Chair or Co-Chairs.
* Committee Priorities
  + List key committee priorities or goals and identify their status as either: Completed, In Progress, Not Started, or No Longer Applicable. Provide rationale if needed.
* Accomplishments
  + List key committee accomplishments.
* Thoughts or aspirations for the Committee for the upcoming year
  + Provide information that could assist the incoming Committee including suggested priorities and work.
* Any other comments
  + This open-ended section allows the Committee Chair to elaborate on additional points including thanking committee members and key members.

Committee Year-End Report President’s Responsibilities

A copy of each Committee’s Year-End Report must be sent directly to the President. The report details may be included in the President’s presentation at the Annual Meeting of the Membership.

Committee Year-End Report Secretary’s Responsibilities

A copy of each Committee’s Year-End Report must be sent directly to the Secretary. Once received by the Secretary, the Secretary will enter them into the following Board minutes.

Committee Year-End Report Archivist’s Responsibilities

A copy of each Committee’s Year-End Report must be sent directly to the Archivist. The Archivist will enter each Committee’s Year-End Report into the Association’s archives.

## Committees of the Board

Committees of the Board of Directors shall be comprised solely of, at least, three (3) voting Directors elected by majority vote of the Entire Board and shall have either standing authority and/or may be designated specific authority from time-to-time by the Board to take action within statutory limitations that would legally bind the Board and/or the Association.

The Board shall appoint, at least three (3) Directors to serve on the following standing Committees of the Board: Executive, and Audit and Finance. The Board, by resolution adopted by the majority of the Entire Board, may designate additional standing Committees of the Board, with such authority as the applicable resolution shall provide.

### Executive Committee

The Executive Committee shall be comprised of the elected Officers of the Association -

President, Vice-President/President Elect, Secretary and Treasurer; and, any additional members of the Board of Directors that may be appointed to serve on the Committee from time-to-time. The President shall serve as the Chair of the Executive Committee. The Executive Committee shall maintain surveillance of the operations and affairs of the Association and shall be empowered to transact only such business as may be necessary between Regular Meetings of the Board of Directors, unless otherwise authorized by the Board. Meetings of the Committee may be called by the Chair or by any three (3) members of the Committee.

### Audit and Finance Committee

The Audit and Finance Committee shall be comprised of, at least, three (3) Directors. The Treasurer shall serve on the Committee, but shall be precluded from serving as Chair. The Audit and Finance Committee shall be responsible for overseeing all audits and the overall fiscal affairs of the Association. The Committee shall:

* develop a budget for approval by the Board of Directors;
* propose policies governing the finances of the Association for adoption by the Board; and,
* endeavor to assure that all the Association’s institutional funds are deposited, invested and withdrawn in a manner consistent with all applicable statutes, regulations and contractual obligations, if any.

## Committees of the Association

Committees of the Association shall be comprised of, at least, three (3) individuals elected by majority vote of the Entire Board and shall either have standing authority or may be designated specific authority from time-to-time by the Board. Committees of the Association are advisory in nature and cannot under any circumstances take actions that bind the Board and/or the Association.

The Board shall appoint, at least, three (3) voting Directors, Members and/or other non-Directors, to serve on the following standing Committees of the Association: Nominations Committee; Recognition and Awards Committee; By-Laws Committee; Advocacy and Resolutions Committee; Membership, Communications and Engagement Committee; Professional Development Committee; Regional Committees; and the Committee of the Regions. The Board, by resolution adopted by the majority of the Entire Board, may designate other standing, or ad hoc, Committees of the Association, with such authority as the applicable resolution shall provide.

### Committee of the Regions

* The Vice President is the chairperson of this committee. They are charged to effectively coordinate with the Association's membership throughout the three regions: East, South, and West.
* The Committee of the Regions shall consist of the Chairperson from each of the designated regions and the Vice President/President-Elect. The Vice President/President-Elect shall serve as the Chairperson of this Committee.
* The Committee shall coordinate and design annual regional conferences in consultation with the Board of Directors. It shall establish times, dates, logistics and facilitate agenda items for discussion.
* The Committee shall recruit new members to the Association and will assist in the award ceremonies at the annual conference.

Regional Chairpersons

* The President appoints a member from each of the three regions (East, South, and West) to serve as the Chairperson of that region with the majority vote of the Board. The term of appointment is one year. They are non-voting members of the Board of Directors unless they are a Board of Directors Director.
* Regional Chairpersons are urged to affiliate with the Nominations and Resolutions and Awards Committees. Such affiliation provides a regional balance and perspective to select candidates for positions of leadership as well as for Association awards.
* Duties:
  + Seek and share members’ professional development needs.
  + Respond to individual issues and concerns within a region.
  + Promote membership.
  + Provide feedback to the Board of Directors on Association issues.
  + Plan and present annual Regional Meetings, focusing on professional development for continuing educators and current issues in the industry
  + Encourage members to nominate, then organize & executive an approach to select the Region’s Charles A. Burns Outstanding Adult Continuing Education Student Award.
  + Serve as the Region’s representative on the Resolutions & Awards Committee, select all award recipients each year, and organize and facilitate the awards ceremonies at the annual conference.
  + Organize, facilitate and document the official award of the Regional Charles A. Burns Outstanding Adult Continuing Education Student Scholarship within each region.
  + Facilitate Charles A. Burns Outstanding Adult Continuing Education Student participation in the Annual Conference’s Awards Ceremony if awarded from their Region, including navigating travel & hotel details, coaching student acceptance speech, and receiving / caretaking student entourage at the conference. If the Chairperson position for any region cannot be filled, the other Regional Chairpersons share the above duties until the position is filled.
* If the Chairperson position for any Regional Committee cannot be filled, the Vice President fulfills the above duties until the position is filled.

Regional Committees

The Association brings members together locally through its three Regional Committees. At least one event is hosted in each region every year, giving members the opportunity to learn more about trends in the continuing higher education industry, tour other higher education institutions and grow their professional network while minimizing their travel costs. Such activities shall include the planning and implementation of regional conferences, in cooperation with the Chairperson of the Committee of the Regions and the Board of Directors.

Upon recommendation by the Nominations Committee, the President shall appoint Regional Chairpersons who shall serve as non-voting members of the Board of Directors. Regional Chairpersons shall serve for a term of one year.

The three Regional Committees are:

*East Regional Committee*

The East Regional Committee, covering Albany, Clinton, Columbia, Delaware, Dutchess, Essex, Franklin, Fulton, Greene, Hamilton, Herkimer, Lewis, Montgomery, Oneida, Otsego, Renssellaer, Saratoga, Schenectady, Schoharie, St. Lawrence, Sullivan, Ulster, Warren, and Washington counties.

*South Regional Committee*

The South Regional Committee, covering Bronx, Kings, Nassau, New York, Orange, Putnam, Queens, Richmond, Rockland, Suffolk, Westchester counties.

*West Regional Committee*

The West Regional Committee, covering Allegany, Broome, Cattaraugus, Cayuga, Chenango, Chautauqua, Chemung, Cortland, Erie, Genesee, Jefferson, Livingston, Madison, Monroe, Niagara, Onondaga, Ontario, Orleans, Oswego, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, Wyoming, Yates counties.

### By-Laws Committee

The By-Laws Committee recommends and prepares proposed amendments to the By-Laws, and submits approved changes to the membership for adoption. In addition, the Committee oversees updates to the Policies and Procedures Manual.

By-Laws Review and Change Processes

The Committee may be either proactive or reactive in nature regarding By-Laws changes:

* In a reactive mode, the Committee receives specific proposals and then prepares any such changes so that they appear in appropriate places and display appropriate cross-references.
* In the proactive mode, the Committee may make By-Laws recommendations to the Board of Directors about items of substance, style, or structure.

By-Laws changes can be received from the Executive Committee, other Committees, Board of Directors, Association members, and By-Laws Committee members. Once received, the Committee will review submissions and prepare changes.

The committee reviews proposed changes with the Board of Directors, makes appropriate revisions after the review, and prepares final proposed changes for review by the general membership.

Voting Requirements to Make By-Laws Changes

All suggested changes to the By-Laws must adhere to the rules in the current By-Laws. Currently, changes must be approved by a 2/3rds majority vote of the Board of Directors. Any changes in the By-Laws which are approved by the Board of Directors must be set forth in a notice to the members before the next Annual Meeting of the Membership.

All Board of Directors-approved changes must be announced to all CEANY members in good standing no later than 30 days prior to the Annual Meeting of the Membership. The Secretary notifies the membership of the time and place of the Annual Meeting of the Membership and the Board of Directors-approved By-Laws proposed amendments. Any amendment, repeal or alteration of the By-Laws authorized by the Board shall be presented to the Membership at the next Annual Meeting of the Members called for that purpose, and may be vetoed, in whole or in part, or otherwise modified by majority vote of the Members present. Approved changes take effect immediately.

New By-Laws Dissemination

It is the responsibility of the By-Laws Committee Chairperson to provide the Board of Directors with a final copy of the By-Laws as amended at the Annual Meeting of the Membership. The final copy is to be uploaded to the Association's website no later than two weeks after the Annual Meeting of the Membership.

Policies and Procedures Alignment to New By-Laws

Committees of the Board and Committees of the Association must review the By-Laws changes and update their respective sections of the Association’s Policies and Procedures Manual to match the change. Changes must be sent to the By-Laws Committee for review before updating the Policies and Procedures Manual. After updating the Manual, the completed version is sent to the Board for adoption.

Provide Interpretation of By-Laws

The By-Laws Committee responds to requests for interpretation of various sections of the document and makes recommendations accordingly.

Policies and Procedures Manual Update

The Committee coordinates a review process of the Policies and Procedures Manual with the Committees of the Board and the Committees of the Association. This must occur, especially when the By-Laws are changed, in order to align both the Policies and Procedures Manual and the By-Laws. After updating the Manual, the completed version is sent to the Board for adoption.

### Finance Committee

The Treasurer is the Chairperson of this committee. Members include the President, Vice President, Conference Committee Chairperson(s), and Membership, Engagement and Communications Committee Chairperson.

This committee shall assist the Treasurer in making budgetary and financial decisions that are in keeping with the Association’s goals and objectives for each year.

Purpose/Structure:

* Assists the Treasurer to establish each year's budget assuring projected revenues and expenditures meet the Association's goals and activities for the year in consultation with the Board of Directors
* Meets as needed, typically before Board of Directors meetings, on an ad-hoc basis to provide guidance for the Treasurer
* Reviews end-of-year revenue and expenditures
* Recommends budgetary adjustments as appropriate
* Reviews findings and recommendations from tax preparer regarding audit documentation
* Provides quarterly reports to the Board of Directors

### Advocacy and Resolutions Committee

The Committee is responsible to coordinate advocacy activities, and to solicit and accept recommendations for Association Resolutions.

The Board of Directors, by resolution, appoints the chairperson and committee members. Members may self-nominate or be recommended by the Chairperson or the President.

#### Advocacy

The committee keeps the Board of Directors and membership informed about continuing education matters, including workforce development, on national, state and local levels.

The purpose of the Committee is to promote membership understanding of the State University, the City University, the State Education Department, the state legislature, the Governor’s Office, and other participants in the budget/legislation process. In addition, the Committee will:

* Disseminate information regarding issues, challenges and pending state and federal legislation that may impact continuing adult higher education.
* Provide advocacy opportunities to members.
* Maintain liaison with State Education Department, State University, and City University, as well as appropriate federal and state legislative staffs regarding issues of concern to adult and continuing education.
* Promote lifelong learning by recommending ways that the Association can highlight the successes of continuing education programs and encourage the Governor, legislature, and other state officials to support lifelong learning by their actions.

Advocacy Through Member Education

When advocating, it is important to focus on educating our stakeholders (e.g., legislators, elected officials). Education is providing basic information about our organization, our member's’ issues, or member's’ programs. Education could include information about who is affected, number of people served, budget or proven impacts and accomplishments. Education does not provide value judgments or ask people to take a particular stance, and is not considered lobbying.

When thinking about advocacy activities, it is important to connect the issues to what’s happening and the real-world impact in the stakeholder's’ immediate area. For example, CEANY advocates can provide statistics, facts, and stories to illustrate a point. It is also important to focus on how the community and the policymaker’s constituents are affected, and how our member's programs would like them to address the issue.

#### Resolutions

The committee reviews all resolutions and has authority to recommend, reject, or amend all such resolutions prior to the referral to the Board of Directors. To be considered by the Association, resolutions shall address concerns within the scope of Association activities as defined in the By-Laws.

* Resolutions submitted for consideration might relate to:
  + Acknowledgement of achievements within and/or outside the field of public continuing higher education;
  + Plans, policies, legislation and general direction of the field of public higher education in or outside New York State which would impact upon the members of the Association and/or their respective institutions; or
  + Other areas that generally relate to the Association or its membership as deemed appropriate by the Advocacy and Resolutions Committee and Board of Directors.

Submission of Recommendations for Resolutions

Resolutions may be submitted by any member of the Association to the Chairperson of the Advocacy and Resolutions Committee and/or the Executive Committee. All resolutions must be submitted in writing. Requests to be considered should include the following:

* The formal resolution
* Information on how the issue impacts the Association
* Pros and cons of the position as well as the consequences to the Association
* How the position aligns with the core purpose and strategic priorities of the Association

Voting Requirements for Resolutions

All resolutions submitted for consideration by the Association must receive majority approval by members of the Advocacy and Resolutions Committee and the Board of Directors before submission to the membership for approval.

Approval of a resolution at a membership meeting, where the membership is notified in advance of the meeting date as per the B-Laws, will require a majority of those members present at the meeting to approve the resolution and any other balloting method allowed by the By-Laws.

### Membership, Communications and Engagement Committee

The role and activities of the Membership, Communications and Engagement Committee are to collaborate with Regional Chairpersons to contact past members and potential members eligible for membership in CEANY to encourage participation; to prepare membership information to increase CEANY membership, to recommendation membership pricing structure, to maintain an active and accurate membership list; to promote membership renewals, and assist with collecting fees when needed.

Additionally, the Membership, Communications and Engagement Committee will develop the Association communication plan; recommend policies and procedures regarding promotion of the Association and assist in the coordination of their creation and distribution; develop and disseminate news releases and other documents for public consumption; manage organizational social media accounts, create ways for increased engagement amongst members and the organization, and assist other committees in their efforts related to membership engagement.

#### Membership

This committee has responsibility for CEANY member outreach efforts, which include:

* Communication of CEANY activities and benefits to new members in collaboration with other Committees;
* Presentation of Membership Committee's activities at the Annual Meeting of the Membership during the annual conference;
* Review current membership annually, invoice new members for annual dues, and collect present member renewal dues;
* Prepare and update Association membership files, records and mailing lists,
* Prepare membership forms, brochures and theme development for annual new membership initiatives;
* Coordinate regional membership recruitment and membership activities.

Definition of Membership Categories

*Individual Membership*

Individual membership shall be open to those employed or retired as deans, directors, professional continuing educators, community service/lifelong learning staff, and faculty of public higher education (CUNY, SUNY, or NYS Education Department).

*Institutional Membership*

Institutional membership shall be limited to public colleges, universities, and their governing bodies (CUNY, SUNY, or NYS Education Department) in New York State.

*Associate-Individual Membership*

Associate-Individual membership shall be open to those employed or retired as deans, directors, professional continuing educators, community service/lifelong learning staff, and faculty of institutions, agencies, or associations of higher education. Associate-Individual members are non-voting and may not hold elected office.

*Associate-Institutional Membership*

Associate-Institutional membership shall be open to private not-for-profit and for-profit colleges, universities, and other organizations that offer programs related to the Association’s mission. Associate-Institutional members are non-voting and may not hold elected office.

*Student Membership*

Student membership is open to any individual currently registered at an institution of public higher education, who is not otherwise employed full time in the field of public higher education. Student members are non-voting and may not hold elected office.

*Honorary Membership*

Individuals may be nominated and approved for Honorary membership by the Board of Directors. Such membership may be extended to persons currently active in, or retired from active participation in continuing education programs, or other individuals of distinction as determined by the Board of Directors. Honorary members are non-voting and may not hold elected office. Honorary membership shall be for the life of the individual(s) so designated.

Membership Procedures

*Membership Period*

The membership period is for one full year. It begins on November 1st and ends on the following October 31st.

*Membership Renewal*

Renewals are initiated in the beginning of October electronically to each current member. For an institutional member, the renewal notification is sent to the designated contact person and they are asked to update their institution’s member list.

Once payment is received, a confirmation is electronically sent to the institution’s designated contact person.

Follow-up renewal reminders are sent at appropriate intervals thereafter, and the assistance of the Board of Directors is called upon as well as needed.

*New Members*

New members apply online and the system invoices automatically requesting payment. When payment is received, a “new member welcome packet" (with a welcome letter and other appropriate documents) is mailed out.

*Annual Reporting Requirements*

It is the responsibility of the Chairperson to report at each Board of Directors Meeting the status of the membership, including those institutions that have not submitted their annual renewal dues. The Chairperson also presents a report at the Annual Meeting of the Membership, which includes information on the number of current members and their distribution across the various membership categories.

*Membership Directory*

The website membership directory will be the most up to date available tool for current members.

Membership Policies and Clarifications

*Institutional Add-ons and Changes*

Institutional add-ons added during the membership year after the institutional membership has already been renewed expire at the end of the standard membership year, October 31st.

CEANY recognizes that changes may occur due to transfer, promotion, termination, etc. The designated contact person for each institution is responsible to notify the Chairperson of changes to the institution's membership, and requesting replacement of one member with another at any time during the membership year.

Annually, no later than August 1st, a call to bundle administrators is sent to request an update to their institutions memberships to maintain an accurate database.

*Increase Membership*

In order to maximize membership recruitment efforts throughout the year, an audit of CEANY membership is performed to identify all member and non-member schools. Using this list, the Chairperson will work to formulate a membership recruitment plan for the upcoming year with each Regional Chairperson. Every effort should be made to secure membership from those institutions within each region who are not presently institutional members. The Chairperson provides each member with a list of non-member institutions at the annual conference for their contact. A list of all CEANY institution members, by region, is provided to each member.

#### Engagement and Communication

Communications Plan

Develop an Association communication plan for internal processes and external member communications. Review annually for optimization.

Promotional/Marketing Materials

Recommend policy, procedures, and purchases regarding all Association publications, including membership brochures, marketing materials (tablecloth, banners, etc.) and other publications produced for general circulation.

Branding Standards

Create organizational branding standards for use in all communications and engagement efforts from standardized presentations, backgrounds, and fonts.

Communications with Members (Email)

Work with Committee Chairs and the Webmaster to prepare and disseminate appropriate news releases, activities and events regarding Association activities, using agreed upon communications plan.

Publicity, Press Releases, Member News

In November, the Chairperson obtains the names of all members either elected or appointed to leadership posts, i.e. Board of Directors, Committee Chairpersons and recipients of conference awards and submits press releases to the appropriate public affairs directors. To stay abreast of news in the CEANY member community, the committee will generate numerous pipelines for members to share information with the Committee, to share with members.

Social Media

The Chairperson and team will create and maintain presences on all social media platforms that are deemed applicable to the CEANY audience, sharing organizational, member, continuing and higher education news.

List Serve

The chairperson will work with the Webmaster to manage all necessary emails that need to be sent to members, via the agreed upon platform.

Engagement

The chairperson will work with the committee to create a member engagement plan with two clear focuses annually. The committee will work with other committees (Annual Conference Committee, Professional Development Committee, Resolutions and Awards Committee) to provide members a clear vision and theme for the year. The overarching goal of each annual plan should be to increase member engagement to CEANY’s resources, opportunities, and people.

Annual Conference

The chairperson or committee representative will participate in the conference committee to connect the organizational marketing and engagement efforts to the annual event. The committee will propose and run special contests, campaigns, and engagement opportunities that are conference specific.

Miscellaneous

Periodically, the Committee is called upon to prepare and administer such efforts as calls for papers, documents for other committees or to coordinate efforts to amend the By-Laws. Such tasks are ultimately beneficial because they enable the Association to achieve a unified and professional presentation in its various documents The Committee may want to develop and maintain a mailing list that supplements the membership lists. Certainly all Association members legitimately expect to receive Association publications, but other individuals and institutions should also receive them. These would include Presidents of all CUNY and SUNY institutions, members of the New York State Senate and Assembly Education Committees, Presidents and counterpart editors of other professional organizations, etc.

### Recognition and Awards Committee

The Committee is responsible to solicit and accept recommendations for recognition and awards. After Committee approval, awards are presented to the Board of Directors. The Committee determines the proper method to select awardees in each category.

Criteria for Presentation of Awards

Awards are conferred exclusively on the basis of merit, following established procedures and criteria, and conferral is therefore not necessarily an annual expectation of the Association.

Any member of the Association may submit recommendations for honors.

All recommendations submitted for consideration of awards must be approved by a majority of the members of the Recognition and Awards Committee. The Board of Directors and the general membership must approve any new award or honor category.

The Recognition and Awards Committee determines criteria for specific awards or honors and approved by the Board of Directors at the time that such an award is established. Recommendations for such criteria are requested in writing from the individual(s) submitting a proposal for such.

#### Award Categories

Outstanding Continuing Educator Award

This award is intended to recognize an individual who has made exemplary contributions to the general field of continuing education on a state, national or international level. The focus of this recognition is on contributions of a general nature that extend beyond Association activities.

Criteria

* Nominations must be made by a current member of CEANY in good standing.
* Nominations must be for a current member of CEANY in good standing, self-nominations are acceptable.
* Should have made exemplary contributions to the field of public continuing higher education during the recent past.
* Should have made significant contributions to the advancement and recognition of continuing education theory and practice.
* Should have provided significant leadership in the field of continuing higher education in New York State.

Procedure

* Each nomination must be supported by at least two additional recommendations from individuals who are in a position to verify the nominee's actions directly impacted an important aspect of continuing education or the Association.
* Complete a CEANY Nomination Form including a 500 word or less summary of the nominee’s qualifications
* The Chairperson of the Recognition and Awards Committee must receive nominations and recommendations by the date specified and announced by the committee.
* The Recognition and Awards Committee reserves the right to seek additional information on each nominee and/or to nominate other persons.
* The Recognition and Awards Committee reviews all nominations and a subcommittee makes the selection. The award is presented at the Association's annual conference. This award need not be given annually.

Charles A. (Chuck) Burns Outstanding Adult Student Award

This award is named after “Chuck Burns,” a long-time member of CEANY, who was a consummate professional and advocate of continuing education. Throughout his career he was a strong proponent of helping those who wanted to help themselves through training and education, as well as “giving back” to the less well-recognized and less-visible students, frequently the adult student.

Chuck Burns was the community college liaison to the Chancellor’s office in SUNY Central Administration for many years. In the 1980s as Director of Community College Education Services, he structured unemployment retraining programs, youth internships, and non-credit community service, occupational, and remedial courses. As a SUNY Assistant Provost, he advocated for supporting non-credit programs in community colleges and garnered SUNY support for CEANY.

Chuck Burns was an early member of CEANY and created the venue for what became the annual community college retreat in Rensselearville. He contributed to the field of continuing education, writing guidelines for best practices, promoting non-credit community-service courses and offering dual-credit courses in high schools. He conducted numerous staff development and training workshops at CEANY conferences and retreats. He passed away in 1996.

The Outstanding Adult Student Award is given in his honor and memory.

The Regional & Charles A. Burns Outstanding Adult Continuing Education Student awards recognize adult students from the three CEANY Regions (East, South and West) who have achieved excellence by demonstrating persistence, drive and success in overcoming obstacles to achieve their educational goals. Regional winners are forwarded for state-wide consideration of the annual Charles A. Burns Outstanding Adult Continuing Education Student Award.

Each year, the Committee decides on the scholarship’s monetary value to be given to the regional and state recipients of the Charles A. Burns Outstanding Adult Continuing Education Student after the Treasurer provides the current Recognition and Awards running balance from the Association Budget. Current amounts are reflected in the steps below.

The award is selected in two steps.

STEP 1: Regional Nominees

* CEANY institutions submit nominees to a Regional sub-committee by date specified and announced by the Committee.
* Each Regional student winner is recognized in an appropriate manner by the region and receives an award of $1000, a certificate, and the Regional Chairperson provides a write-up to submit to the Membership, Communications and Engagement Committee.

STEP 2: Statewide Nominees

* Each Regional Chairperson submits the name and nomination package of that region's award recipient to the Recognition and Awards Committee for review. A sub-committee selects the recipient for the state-wide award.
* The award recipient is invited to be the guest of CEANY at the annual conference. The Association underwrites all reasonable expenses.
* The award recipient is recognized with a certificate, $1000 scholarship and a notice to the President of the student's home campus.

Criteria

* Nominations are limited to one per region. The Regional Chairperson submits the nomination.
* The nominee is eligible if they participated in a continuing education program in a unit of public higher education with membership in CEANY.
* The person has experienced significant life, career or educational change as a result of the program.

Emeritus Honor Award

The Emeritus Award is offered for those retirees who have displayed substantial activity within the Association over a period of time. It provides recognition to qualified Association members upon their official retirement from their major continuing education role at their institution.

Criteria

* Nominations must be made by a current member of CEANY in good standing.
* Must have been a member in good standing of CEANY for at least a total of ten years.
* Must have been a member of the continuing education profession for at least at total of fifteen years.
* Must have served the Association in a leadership capacity for at least five years (i.e. chair of committee(s), conference or meeting chair, etc.).
* Must have made a significant contribution to continuing education and to an institution.

Procedure

* Persons may be nominated by colleagues from their institution, or by any Association member.
* Each nomination is accompanied by sufficient documentation that answers each of the criteria listed above.
* Each nomination shall be submitted on the Association's standard nomination form that includes a 500 word or less summary of the nominee’s qualifications.
* Each nomination should include two (2) Letters of Support describing the nominee’s qualifications; one letter must be from the nominating CEANY member institution.
* Additional documentation that illustrates and supports his/her exemplary contribution to, and involvement in continuing education may be requested by the Committee. Quality and quantity of documentation is important.
* The Recognition and Awards Committee receives all nominations by the date specified and announced by the Committee. Since retirement decisions are sometimes made on short notice, and the deadline for nominations may have passed, the Committee is empowered to evaluate late nominations for this award.
* The Committee reserves the right to request additional information on each nominee.
* The committee reviews all nominations, a sub-committee selects the award recipient, and the award is presented at the Association's Annual Meeting
* This award need not be given each year, but multiple awards can be given.

Past-President Award

The out-going President is given a plaque commemorating their term of office. The plaque is 13” x 10” x ½” with a gavel mounted in the middle. In the upper right-hand corner is 9” x 13” CEANY emblem. The emblem/logo may be obtained from the chairperson of the Membership, Communications and Engagement Committee. In the lower left-hand corner is a 7 ½” x 4” nameplate including name, number of President, i.e. “Fifteenth President” etc., and the term of office. The incoming President presents the Past-President Award plaque to the new Immediate Past-President. This occurs at the Annual Meeting of the Membership of the annual conference.

Dr. James C. Hall, Jr. Exemplary Program Awards

These awards recognize innovative and effective programming and marketing activities that make a contribution to the field of adult and continuing education.

They are named after Dr. James C. Hall, Jr., who was the Dean and later Vice President of Continuing Education at York College of CUNY until his death in 1992. Under Jim's leadership, Adult/Continuing Education at York expanded its mission to serve the Jamaica-Queens community through business outreach, including a Small Business Development Center and incubator, tuition-based certificate programming, and the largest grant-funded Adult Learning Center in CUNY, serving adults in need of ESL, GED, career counseling, basic education, and transitional service to college. Jim strove for, and achieved a mixed-funding model of overall budgeting which responded to the needs of the constituents rather than the demands of the funder. York College was one of the pioneering ACCESS centers and provided a seamless continuum of wrap-around services long before that model became the norm. Jim was a savvy politician, who effortlessly cut through red tape. He was an appreciative boss who set goals for his staff and celebrated their achievements. Jim was an educational visionary who was able to put his ideas into practice. He believed passionately in the power of adult education to change lives and he was immensely appreciative of the people who made it happen.

Three common qualities of excellence are reflected in all of these awards. They are:

* Innovation, which includes new topics, new ideas, and new or improved combination of existing or traditional ideas applied to the field of adult or continuing education.
* Quality and Effectiveness, which reflects how well the program, activity, or service fulfilled its stated objectives.
* Contribution to Adult or Continuing Education, which considers the degree to which a program or process makes an ongoing contribution to adult or continuing education and can be replicated by other institutions.

These awards are given in his honor and memory.

Criteria

* Innovation - includes programs or processes that incorporate new ideas, new topics and new or improved combination of old ideas, traditional ideas, topics or processes applied to the field of adult or continuing education.
* Quality/Effectiveness - reflects how well the program' activity, or service fulfilled its stated objectives. Applicants should briefly outline objectives, criteria for evaluation and results of evaluations.
* Contribution to Adult/Continuing Education - considers the degree to which a program or process makes an ongoing contribution to adult/continuing education and can be replicated by other institutions

Procedure

* A sub-committee selects one first place winner and up to two honorable mentions in each of the six categories.
* Each institution is limited to one submission in each category
* Programs submitted for consideration must have been implemented in the most recent past year.
* The committee reviews all nominations, a sub-committee selects the award recipient(s), and the award is presented at the Association's Annual Meeting.
* These awards need not be given each year, but multiple awards can be given.

*Dr. James C. Hall, Jr. Exemplary Non-Credit Program Development Award*

Offered for programs that are creative, successful, or innovative. In addition, these programs may have provided new direction for the institution or allowed it to serve a new population. These may be individual courses, seminars, events, or a series. Specific information such as number of participants, fees (if any), and a narrative describing why the program is exemplary must be submitted.

*Dr. James C. Hall, Jr. Exemplary Credit Program Development Award*

*(Programs which are both credit and non-credit should be submitted as credit programs.)* Offered for programs that are creative successful or innovative. In addition, they may have allowed the institution to serve the community/adult/special populations more effectively. Specific information such as numbers of participants' fees (if any), grant funding (if any), and a narrative describing why the program is exemplary must be submitted.

*Dr. James C. Hall, Jr. Exemplary Program Marketing Award*

The Exemplary Marketing Program award is offered for an outstanding marketing program that is comprehensive, creative, and effective with measurable results. This category can also include a “marketing strategy/approach.” Please provide a narrative describing research and needs assessment, the targeted market, marketing strategy, marketing approach, cost, distribution method, and the effectiveness of the advertisement / campaign / brochure as well as visual examples (.pdf copies, links to visual web-based materials, etc.), where applicable.

* Course Catalog/Brochure. Offered for creative and effective layout, graphics, and copy. A narrative describing the target market, distribution method, costs, and effectiveness of the brochure must be submitted.
* Advertisement. Offered for creative and effective advertisement in print or electronic media. A narrative describing the target market, costs, and effectiveness of the advertisement must be submitted.
* Marketing Plan. Offered for an overall marketing plan, which is comprehensive and effective as shown by measurable results. A narrative describing research and needs assessment, the targeted market, marketing approach, cost, and the effectiveness of the campaign must be submitted.

*Dr. James C. Hall, Jr. Exemplary Outstanding Business/Organizational Collaboration Award*

The Outstanding Business/Organization Collaboration Award is offered to a continuing education Program in New York State that supports and has collaborated with at least one business / organization to provide innovative and effective services and/or training either to individuals pursuing employment and/or a specific business or industry hoping to address a specific need or gap. Businesses / organizations could be non-profit, for-profit, or other educational institutions. The award is designed to recognize an outstanding collaboration with a business /organization that has yielded continuing education services or training (credit or non-credit).

Criteria

* Nominations must be made by a current member of CEANY in good standing.
* Nomination must be for a current member of CEANY in good standing, self-nominations are acceptable.
* To be considered for this award, nominators must provide evidence of exemplary achievement in at least three of the categories listed below:
  + A unique collaboration of education / training / services
  + Significant impact / effectiveness of program
  + Innovative programming
  + Fiscal success - For example: securing grants, attaining sustainable revenue, providing technical or other support, and/or obtaining funding in another way
  + Demonstrated workforce and/or community significance

Procedure

* Persons may be nominated by colleagues from their institution, or by any Association member.
* Each nomination is accompanied by sufficient documentation that answers each of the criteria listed above.
* Each nomination shall be submitted on the Association's standard nomination form
* The Recognition and Awards Committee receives all nominations by the date specified and announced by the Committee.
* The Committee reserves the right to request additional information on each nominee.
* The committee reviews all nominations, a sub-committee selects the award recipient, and the award is presented at the Association's annual conference.
* This award need not be given each year if there are not adequate nominations, but multiple awards can be given.

Outstanding Continuing Education Instructor Award

This award is intended to recognize an instructor who has made exemplary contributions in support of teaching continuing education students and programs.

Criteria

* Nominations must be made by a current member of CEANY in good standing.
* Nomination must be for an instructor from a current CEANY member school in good standing, self-nominations are acceptable.
* All nominees must have been involved in teaching continuing education classes (credit or non-credit) during the past academic year. Nominees may be full-time or part-time continuing education faculty engaged in teaching either credit or non-credit classes at a public institution of higher education in the state of New York. A member of CEANY from the instructor’s institution must submit a letter of support for the instructor’s nomination.
* A nominee must have clearly demonstrated excellence in teaching through the use of such techniques as a student-centered approach in teaching, an ability to mentor students, the desire and capability to impact students’ lives/futures, and a dedication to lifelong learning. Evidence could include: syllabi or other course materials, testimonials from colleagues, supervisors, or students, or publicity pieces featuring the nominee.
* A nominee must have performed at a level beyond the expected, either in quality of teaching, service to students, and/or program/course development.

Procedure

* Persons may be nominated by colleagues from their institution, or by any Association member.
* Each nomination is accompanied by sufficient documentation that answers each of the criteria listed above.
* Each nomination shall be submitted on the Association's standard nomination form that includes a 500 word or less summary of the nominee’s qualifications.
* Each nomination should include two (2) letters of support describing the nominee’s qualifications; one letter must be from the nominating CEANY member institution.
* Additional documentation that illustrates and supports his/her exemplary contribution to, and involvement in continuing education may be requested by the Committee. Quality and quantity of documentation is important.
* The Recognition and Awards Committee receives all nominations by the date specified and announced by the Committee.
* The Committee reserves the right to request additional information on each nominee.
* The committee reviews all nominations, a sub-committee selects the award recipient, and the award is presented at the Association's annual conference.
* This award need not be given each year if there are not adequate nominations, but multiple awards can be given.

Outstanding Experienced Continuing Education Professional Award

The Outstanding Experienced Continuing Education Professional award recognizes experienced continuing education professionals by honoring leaders who strive toward the highest levels of personal and professional accomplishment and who excel in continuing education.

Criteria

* Nominations must be made by a current member of CEANY in good standing.
* Nomination must be for a current member of CEANY in good standing, self-nominations are acceptable.
* The CEANY member must have been employed for a period of at least five years in a professional, continuing education position, at the time of his/her nomination.
* Performed exemplary service to the field of public continuing higher education during the past two years.
* The individual must demonstrate leadership, commitment, vision, and inspiration.

Procedure

* Persons may be nominated by colleagues from their institution, or by any Association member.
* Each nomination is accompanied by sufficient documentation that answers each of the criteria listed above.
* Each nomination shall be submitted on the Association's standard nomination form that includes a 500 word or less summary of the nominee’s qualifications.
* Each nomination should include two (2) Letters of Support describing the nominee’s qualifications; one letter must be from the nominating CEANY member institution.
* Additional documentation that illustrates and supports his/her exemplary contribution to, and involvement in continuing education may be requested by the Committee. Quality and quantity of documentation is important.
* The Recognition and Awards Committee receives all nominations by the date specified and announced by the Committee.
* The Committee reserves the right to request additional information on each nominee.
* The committee reviews all nominations, a sub-committee selects the award recipient, and the award is presented at the Association's Annual Meeting
* This award need not be given each year if there are not adequate nominations, but multiple awards can be given.

Outstanding New Continuing Education Professional Award

The Outstanding New Continuing Education Professional award recognizes new continuing education professionals by honoring emerging leaders who strive toward the highest levels of personal and professional accomplishment and who excel in continuing education.

Criteria

* Nominations must be made by a current member of CEANY in good standing.
* Nomination must be for a current member of CEANY in good standing, self-nominations are acceptable.
* The CEANY member must have been employed for a period of at least two years and no more than five years, in a professional, continuing education position, at the time of his/her nomination.
* Performed exemplary service to the field of public continuing higher education during the past two years.
* The individual must demonstrate leadership, commitment, vision, and inspiration.

Procedure

* Persons may be nominated by colleagues from their institution, or by any Association member.
* Each nomination is accompanied by sufficient documentation that answers each of the criteria listed above.
* Each nomination shall be submitted on the Association's standard nomination form that includes a 500 word or less summary of the nominee’s qualifications.
* Each nomination should include two (2) Letters of Support describing the nominee’s qualifications; one letter must be from the nominating CEANY member institution.
* Additional documentation that illustrates and supports his/her exemplary contribution to, and involvement in continuing education may be requested by the Committee. Quality and quantity of documentation is important.
* The Recognition and Awards Committee receives all nominations by the date specified and announced by the Committee.
* The Committee reserves the right to request additional information on each nominee.
* The committee reviews all nominations, a sub-committee selects the award recipient, and the award is presented at the Association's Annual Meeting
* This award need not be given each year if there are not adequate nominations, but multiple awards can be given.

Certificate of Appreciation

The Certificate of Appreciation is intended to recognize an individual who has made exemplary contributions in support of CEANY activities. This may include support of CEANY conferences, continuing education programs, operations, faculty, students, etc. It is for college/continuing education professionals and staff who fulfill the below criteria.

Criteria

* Current member of CEANY in good standing.
* Exhibition of high standards of competency in performing a task or project, as measured against customary practice in the profession.
* Expenditure of time and energy beyond the routine requirements of the job or project. In general, taking the “extra step” – hard to define, but easy to identify.
* Candidate must have working knowledge of the background and mission of CEANY (e.g. support staff should have a clear understanding and appreciation of the organization, not simply following orders).

Procedure

* The Executive Committee will submit a list of awardees to the Chair of the Recognition and Awards Committee. The Committee will review and make recommendations for any additional awards to the Executive Committee.
* Certificates need not be given each year, but multiple certificates can be given.

### Nominations Committee

The Nominations Committee is responsible for:

* Preparing a slate of nominations for the positions of Vice President/President Elect, Secretary, and Treasurer to be submitted to the Membership for vote;
* Recommending individuals of the membership to fill vacancies occurring on the Board of Directors to be submitted to the Membership for vote (potential members of the Board of Directors must have been active members of the Association for at least one year);
* Recommending to the President of the Association the names of individuals to serve on Committees of the Board and Committees of the Association; and
* Make recommendations to the Board of Directors regarding such terms of office, presidential succession, and other topics affecting the Nominations Committee.

Vice President/President-Elect Nominations

* The current President reminds the Board one year out about the elections of a new Vice President / President-Elect so that orderly planning can occur.The President discusses the need for succession and invites all that are interested to submit their names to the Nominations Committee or Executive Committee.

Succession Planning for Vice President/President Elect

Selecting Board members into the organization’s highest leadership position is a high-stakes proposition. The leadership of the Board needs to be carefully managed and cultivated. The Board can facilitate the preparation and succession of a stream of qualified leaders into this extremely important position by defining the role of the leadership position so all involved are aware of the key skills and abilities needed (see Section 3.1.1 President).

Considerations for the Nominations Committee and Executive Committee on the next Vice President/President Elect:

* The President can make committee assignments and provide committee leadership opportunities in a manner that will allow the person to grow and learn about different facets of the organization.
* Don’t wait for someone to stand up and volunteer, as the most appropriate candidate is not necessarily the most assertive or overt. In discussion with the Nominations Committee or the Executive Committee, talk about each of the possible candidates, listing their strengths and weaknesses for the position.
* Be careful of selecting the loudest or most dominant person to lead the Association, as you ultimately need someone to facilitate the involvement of all of the members.
* It is important to recognize that leadership is situational, and that one must look for the characteristics that will be the best fit for the Board. For example, a strong and successful continuing education leader that has shown a great bottom line doesn’t necessarily make the best leader for a mission-driven organization. Just because someone's department is successful, does not automatically mean that they have the right skills to lead. Look at the Board and the mission, and then decide who the best fit is.

Considerations for the Board of Directors on the next Vice President/President-Elect:

* The Board needs to actively identify and invest in potential leaders, giving them opportunities to develop the necessary perspectives and skills to assume future leadership positions.
* Every leader will undoubtedly have weaknesses as well as strengths, but the challenge for the Board is to try to help the individual work on these weaknesses, and to allow them to further strengthen their skills.
* Keep an eye open for those that eagerly take on new assignments, report their outcomes in a timely manner, are constructive in their suggestions, and draw out the best in others.
* The goal is not to identify an anointed leader early, but rather to have several board members in the leadership pipeline at all times.
* Keep in mind that a President ultimately grows into their role.

Secretary, Treasurer and Directors of the Board of Directors Nominations

* The committee collects nominations from Board members, communicates back and forth with candidates, and recommends one candidate who emerges as the best choice for each position.
* The Chairperson or President informs the proposed Officers and Directors of the Board of Directors of their selection prior to the Board of Directors meeting, preceding the Annual Meeting of the Membership.
* Officers and Directors of Board of Directors positions should reflect and maintain a balance of representation from the regions, the various kinds of member institutions, and CUNY/SUNY. The election of new Officers and Directors of the Board of Directors is conducted at the Annual Meeting of the Membership. Additional nominations for these positions may be made from the floor and are encouraged.

Ex Officio Directors

When deemed to be in the best interests of the Association, the Nominations Committee can recommend ex officio, non-voting Directors to serve on the Board. Specifically regarding the Regional Chairpersons, the Nominations Committee can recommend individuals as non-voting ex officio members of the Board of Director.

Committees of the Association

When recommending individuals for Committees of the Association, the committees must be comprised of, at least, three (3) voting Directors, Members and/or other non-Directors

### Professional Development Committee

The functions of the Professional Development Committee are to:

* Assess needs, coordinate, and evaluate professional development activities for the Association's membership.
* Provide professional development workshops, webinars, seminars, and resources for CEANY members and other continuing educators across New York State as requested or required.
* Provide and introduce "state-of-the-art" ideas and knowledge that serve to improve continuing education programs and services within New York.
* Create an increased awareness of and programming for the critical need for on-going professional development for continuing education practitioners.

Procedures

* Each Regional Chairperson is welcome to be a member of this committee. Their role is to provide a regional perspective to all professional development programs. In lieu of the Regional Chairpersons being on the Committee, it is recommended that the committee be evenly populated by CUNY/SUNY, 2- and 4-year college, and other constituent groups (e.g., CPD, EOC’s, etc.) reps to the extent possible.
* Assess and bring to the attention of the chairperson all professional development concerns and requests for activities and/or services.
* Conduct an annual professional development needs survey. After the annual conference, the Chairperson emails the professional development survey to all members. Surveys are returned to the Chairperson to tally and compile the statewide and regional profiles. This information is forwarded to the Board of Directors at the December meeting and used for conference and program/resource planning. Regional results are presented to each Regional Chairperson and used as a planning resource for spring regional meeting programs. In the spring, the professional development survey instrument is reviewed and updated by the committee and readied for next year's committee's use.
* As needed, this Committee forms ad-hoc committees to respond to regional or statewide professional development issues for continuing educators.

# Ad Hoc Committees

## Annual Conference Committee

As best possible the chairperson will be from the region selected to sponsor the annual conference, but it is not required. Members may be from any region. It is suggested that the conference site move rotationally to each of the three regions each year.

Previous Annual Conference Committee Chairpersons have developed a comprehensive practice & procedures manual which is passed on to each successive chairperson.

Committee Functions and Goals

The purpose and deliverables of the committee are as follows:

* Develop and deliver a compelling, informative and engaging multi-day professional development event to the CEANY membership and larger continuing education community, with attention to an established timeline and budget.
* Determine the location of the annual conference established by the Annual Conference Committee Chairperson and Board of Directors. The following conditions will be carefully considered as part of the criteria for selecting a conference location (See Appendix A. *Conference Site Prospectus – to be added*):
  + Location, quality, and cost of hotel accommodations.
  + Availability transit options and cost associated with travel to the conference city.
* Hold regular planning meetings to communicate progress, delegate duties and plan.
* Develop programming for an annual conference event to include, but not limited to: Plenary Speakers, Concurrent Session Speakers, Annual Meeting of the Membership, Awards Ceremonies, Fundraising, Vendors/Sponsorships, and Social Events.
* Collaborate with Professional Development Committee, Treasurer, Audit & Finance Committee, Membership, Engagement and Communications Committee, Archivist, and Webmaster with regards to the overall planning and promotion.
* Create marketing and registration materials and media to include, but not limited to: website content, web registration, print materials, and email marketing.
* Development and management of conference budget with Treasurer
  + Research and plan conference costs and estimated revenue
  + Presentation of conference budget with Treasurer, for Board of Directors approval
  + Execution and management of Board of Directors approved budget for the annual conference
  + Collection of end of conference financial accounting and expenses to ensure accurate final financial reporting and timely payment of conference costs
* Management of annual conference materials and inventory
* Orchestration and assistance with conference event
* Development and presentation of conference report to include, but not limited to: overall program and session attendee data, overall program and session evaluation data, and event financials.
* Amend existing or develop a comprehensive conference manual, digitally or hard copy, that can be passed on to each successive Annual Conference Committee Chairperson.

Suggested Annual Conference Subcommittee Roles and Responsibilities

*Programming Focused:*

* Plenary and Keynote: (2 people)  
  Work with Committee members and CEANY leadership to determine and secure plenary and keynote speakers. Work with Committee members to arrange for payment. Relay and arrange for speaker technical and material support needs. Secure speaker bio, photo, and description of session topic(s). Act as primary point of contact for keynote and plenary speakers.
* Concurrent Sessions: (4 people)  
  Distribute RFP to secure session proposals. Determine appropriate sessions based on submissions. Work with presenters to schedule sessions into allotted timeslots. Relay and arrange for session technical and material support needs. Secure session titles and descriptions, and presenter bios. Work with CEANY leadership to arrange for concurrent session facilitators.
* Social and Fundraising: (3 people)  
  Working with committee members, arrange for “just-for-fun” events to bookend formal programming to include: on-site gatherings, off-site outings and/or tours and fundraising events for CEANY student scholarships. Fundraising programming may include securing items from member campuses and Board of Directors members for auction or raffle and managing a fundraising event.
* Vendors: (2 people)  
  If the Annual Conference Committee opts to invite vendors to participate, it would be necessary to solicit vendors and secure commitments to participate to table and/or provide sessions for those interested in their products or services. Work with committee members to secure payment from vendors. Act as primary point of contact for participating vendors.
* Evaluations: (2 people)  
  Develop and distribute individual session evaluations and overall conference evaluations to include: paper copies and/or online-based evaluations (e.g., Survey Monkey). Tabulate complete evaluation results from online-based evaluations and session facilitators.

*Logistics Focused:*

* Web: (1 person)   
  Arrange for annual conference information to be displayed online. Work with Annual Conference Committee members and other committees to develop and post conference information, including save the dates, RFPs, session information, registration information, and more.
* Marketing and Promotions: (3 people)  
  Develop conference theme to include imagery, themed tracks, and appropriate taglines and theme descriptions. Work with other conference sub-committees to develop copy for promotion of conference events and sessions as information becomes available. Work with Membership, Engagement and Communications Committee and other committees to promote conference via social media through video, photo and text-based content. Work with other conference sub-committees to develop print promotions to include: save-the-date, calls for registration. Arrange for printing of conference agendas for participants.
* Venue: (2 people)  
  Take primary responsibility for hotel logistics to include:
  + Development of conference agenda skeleton
  + Scheduling sessions and events into appropriate spaces
  + Conference meals and food and beverage
  + AV support for sessions will be secured
  + Act as the primary point of contact for hotel staff related to conference needs.
  + Ensure appropriate signage
  + Space setups
* Registrations: (2 people)  
  Determine registration timeline. Track and report registrations to other conference sub-committees and chairs. Work with Membership, Engagement and Communications Committee and other committees to ensure accurate information and functionality about registration process. Plan for staffing and management of registration table at conference. Arrange for preparation of attendee nametags.
* Treasurer: (1 person)  
  Assist with the development of annual conference budget. Track conference spending. Itemize and categorize spending for oversight purposes. Work with other conference sub-committees, Treasurer and Finance Committee to ensure timely recording and payment of conference expenses.
* Special:  
  As needed sub committees for activities/events/initiatives associated with special occasions, etc. (Ex: Anniversary or other designated special occasions)

Conference Planning Resources

Previous Annual Conference Committee Chairpersons and Committee members have established documentation and procedures to assist with the work of developing and delivering an annual conference. The following resources exist to this end:

* Conference Site Prospectus
* CEANY Speaker Agreement
* Suggested Conference Timeline
* CEANY Inventory
* CEANY Online Account Login Credentials Record
* Budget Template
* Prior Vendor Contact List
* Cloud-based documentation of previous conference committee work

Past President (Retired) Conference Registration Fee Waiver

CEANY welcomes past presidents who have retired and wish to participate in the Annual Conference and remain involved in discussions of professional matters with former colleagues. Having retired past presidents at the Annual Conference is of value to the current and incoming presidents as well as our conference attendees as an additional source of advice from more experienced colleagues.

The Annual Conference registration fee will be waived for past presidents who retired with the hope/expectation that they will donate to the association (i.e. student scholarships). Therefore,

* the Annual Conference registration fee will not be charged for past presidents of CEANY who retired, and
* registration fees do not change for past presidents who continue to serve as active employees of CEANY institutions

## Other Committees

Other committees of the Association can be appointed as necessary by the Board of Directors.

# Archives

The President appoints the Archivist with the majority vote of the Board of Directors. The Archivist is responsible to collect, organize, and disseminate, as appropriate, all historically significant documents, records, and memorabilia of the Association. Items that may comprise the archives are as follows:

* Copies of all issues of CEANY Newsletter or any CEANY orchestrated publication.
* All minutes of the Board of Directors meetings and general business meetings of the Association including the Annual Meeting of the Membership. These minutes should include the Treasurer's report, as well as all activity that has been acted upon and approved by the Board of Directors and the general membership. In addition, all appropriate correspondence of legal nature or other type that is deemed significant should be included as appendices to the minutes.
* There should be a year-end report from each Standing and ad hoc Committee. The Chairperson of each Committee should prepare these reports. One copy of each should be sent to the Presidents, Archivist, and Secretary no later than four weeks before the Annual Meeting of the Membership. One copy of each should be sent to the Archivist and one copy passed to the Committee Chairperson's successor. These committee reports should include the members of the committee for that year and any significant activities that took place during that year.
* Conference materials. Copies of each annual conference program should be placed in the archives.
* If any photographs are taken at CEANY events or other CEANY business activities, they may be included in the archives noting the name of the occasion when the photograph was taken, the location at which it was taken, and the names of the people in the photograph. Electronic format is preferable.
* An annual membership list should be included in the archives whether it is a separate listing or a copy of the Membership Directory as is appropriate for each year. Creation of this roster should coincide with Board of Directors fixed date for determining the Members entitled to vote at any Meeting of the Membership. The record date shall not be more than fifty (50) nor less than ten (10) days before the date of the Meeting
* Copies of all paper correspondence and relevant documents of the President should be collected and organized and forwarded by the President to the Archivist shortly after leaving the presidency. Presidential papers, documents, and correspondence provide a historical reference base, along with other documents as previously described for each Presidential term of office.

Historical documents are to be kept and organized by the Archivist and be made available for review by appropriate individuals. Upon request of the President or from appropriate members of the Board of Directors, the Archivist may search the archives to obtain pertinent information for use by Association officials or their representatives. Association historical materials are not to be transported to meetings or conferences, but should be retained in their entirety in a safe and permanent location by the archivist. Exceptions, as provided by the Archivist, may be considered.

The storage and care of the archives should be carried out within the perimeters stated within the CEANY Collection Policy (see separate document).

Mission Statement

Our mission is to identify, collect, preserve, and make accessible records related to the ongoing history of the Continuing Education Association of New York (CEANY) organization or records demonstrating unique enduring informational or intrinsic value.

Collection Policy

To fulfill this mission, the Archives should carry out the following tasks as part of its collections’ policy:

Acquisition of Records

*Definition of Archival or Enduring Informational Value*

For the purposes of this policy, organizational records possess archival or enduring value if they contain information which satisfies one or more of the following:

* Documents the evolution of organization, policies and practices of CEANY.
* Documents the social, legal and legislative history of the CEANY.
* Documents the lives or correspondences of essential faculty of CEANY.
* Records and publications produced by the CEANY as well as books and materials published by its faculty.
* Contains information which is used by researchers for reasons other than those for which the records were created, such as commercial, cultural, educational, legal, public policy, health or medical, social science or vocational reasons.

*Definition of Intrinsic Value*

The CEANY Archives may acquire organizational records which lack high informational value but which possess compelling intrinsic value. As defined by Staff Information Paper 21 of the National Archives and Records Administration entitled, Intrinsic Value In Material: "Intrinsic value is the archival term that is applied to permanently valuable records that have qualities and characteristics that make records in their original form the only archivally acceptable form of preservation. Although all records in their original form have qualities and characteristics that would not be preserved in copies; records with intrinsic value have them to such a significant degree that the originals must be saved."

Records determined to have intrinsic value meet one or more of the following characteristics:

* Physical form that may be a subject for study if the records provide meaningful documentation or significant examples of the form.
* Aesthetic or artistic quality.
* Unique or curious physical features.
* Age that provides a quality of uniqueness.
* Value for use in presentations.
* General and substantial public interest because of direct association with famous and historically significant people, places, things, issues or events.
* Significance as documentation of the formulation of policy at the highest executive levels when the policy has significance and broad effect throughout or beyond the agency.

*Major Collecting Emphasis*

The CEANY Archives places major emphasis on acquiring archival records from and/or about the following subjects:

* Presidential Records
  1. Board of Directors Members and Committee Chairpersons Roster
  2. Meeting Minutes
  3. Committee Reports
  4. Legal/Fiscal Records
  5. Correspondences
  6. Membership/Resource Directory
* CEANY Annual Conferences and Retreats
* CEANY Newsletter of Publication

Procedures for Acquiring/Storing

The ideal environment for archival materials include controlled temperatures, relative humidity, clean air with good circulation, controlled light sources and freedom from biological infestations.

*Accession Processes*

* Upon the receipt of records not mentioned above or within the Policies and Procedures Manual the Archivist must acquire written procedure of what to do with the records upon the need for their deaccession. (ex. Are they to be returned to originator of the records or can the Archivists use their discretion and discard them as they see fit?)
* Archivist should organize records chronologically by subject in accordance with previous accessions’ organizational methods. After new accessions are properly prepared, they should be added to the collection and entered into the database.
* Archivist must remove all foreign objects that may interfere with the longevity of the records. (ex. staples, rubber bands, tape, paper clips, acidic folders or plastic encasements)
* Archivist should be aware of limitations and shelf-life of electronic and digital records being accessioned. When needed, records should be reformatted to allow future accessibility.
* Remove or limit access to records that contain personal information (Contact information, social security numbers, credit card information, etc.)
* All accessions should be acquired within the guidelines stated by Policies and Procedures Manual.
* Archival tissue paper should be interleaved between pages to minimize paper deterioration and residual ink deposits.
* Pictures may be included in the Archives only if the photograph includes the name, date, and location of the occasion, and any names of the people in the photograph.

*Recurrent Process*

* Archivist should update CEANY rosters including: conference locations, board members & committees, Charles A. Burns Outstanding Adult Continuing Education Student Awards, Outstanding Educator, and Dr. James C. Hall Jr. Exemplary Program Awards.
* Every new item accessioned should be entered into the CEANY Collection Database

*Storing Processes*

* Constant temperature should be kept around or below 68 degrees Fahrenheit and about 45 percent humidity. The need for temperature consistency should be mandatory for records housed in plastic containers due to the high risk of condensation and lack of airflow.
* Records should be protected from direct light exposure and harsh fluorescents. Darker environments are preferable.
* Records should not be housed near sprinklers, pipes, air-conditioning units, or windows that may put them at risk for water damage.
* Record storage units should be elevated so that records do not have any direct contact to floor. Archivist should not place shelves or boxes directly against exterior or basement walls because of the possibility of excessive moisture build-up, condensation, or actual leaks. The use of polyvinyl chloride (PVC) should be avoided at all costs. Whatever storage unit media is chosen should be used consistently throughout the life of records.
* Remove records from binders and place them in acid-free folders. [Binders tend to: tear and weaken paper which leads to the misplacement and loss of items] To keep folders from slumping, use archival cardboard wedges to fill empty space in order to keep records tightly packed together.
* Pictures should be placed in clear protective sheathing. This will allow visual access but protection from biological contaminants, etc. Identifiers should be written with Indian blue pencil on the back of the photograph, or more preferable, on a label placed on the sheath NOT the picture.
* Archivist should conduct an annual inspection of Records to check for signs of deterioration, proper space allocation for records, and/or the unnecessary slumping/bending of records caused by filing; then remedy problems that arise.

Issues of Access/Procedures for Loaning Archival Records

The Association’s archival materials are not to be transported to meeting or conferences, but should be retained in their entirety in a safe and permanent location by the archivist. Exceptions, deemed acceptable by the archivist, may considered.

Digitization and Storage

While digitization is recommended and encouraged to allow better access to records, Archivist is recommended to have printed versions of certain records to demonstrate moral and archival responsibility of its history and business practices. Please see recommended list of documents under “Major Collecting Emphasis” above. Certain fiscal records required for annual federal audit will be maintained and archived separately by treasurer. Any digitization, specifically those of a fiscal nature, should be housed on protected server decided upon by Board of Directors.

Deaccession of Records

Although the bulk of the CEANY records are important to the historic understanding of the organization, there are certain items that could be thrown away. Deaccessioning of records allows a better allocation of funds and time in preservation of records, as well as easier access to certain documents.

Throw out multiple copies of records (One exception are Conference items that will be filed in both Presidential Records and Conference Records, as well as any other deemed needed by Archivist)

# Webmaster

The President appoints the Webmaster with the majority vote of the Board of Directors. The Webmaster is responsible for the upkeep, functionality, and esthetics of the organization website. Responsibilities may comprise but are not excluded to:

* Updating of website content. High traffic webpages that should constantly stay accurate and updated are the Home Page & the Events Page. Other pages that will require annual (to monthly) upkeep are Board of Directors & Committee pages, annual conference, & awards.
* Working with Committee Chairs to set up the registration of their events and email reminders for: annual conference, regional meetings, and professional development webinars.
* Troubleshooting issues that arise with performance of the website.
* Provide data to committees that require access to registration information (Examples: Annual Conference Committee Chairperson and Archivist require annual conference registration. Archivist will require an annual list of membership).
* Dissemination of important and timely information to membership.

Web Submission

*Submission of events:*

* Have all marketing materials prepared
  + An outline/timeline for expected submissions and postings
  + Dates for reminder emails
  + Dates for registration (deadlines, etc.)
  + Pricing of registration, and types of registration
  + Write up of event that you would like posted including links and pictures
  + Please have all intended postings vetted within your committee. When it reaches the Webmaster it should be final product.
  + Submissions should be at least 3 weeks in advance of event to allow ample time for marketing as well as at least a week buffer for changes to materials to be vetted again with committee if recommended by webmaster.
* Updates on Website
* Incorrect information (ex: logos, spelling, dates, links)
  + Contact Webmaster immediately and indicate what needs to be changed
* New Information not currently supported on the Website (ex: Remedial Course Database, Credit / Non-Credit Programs, Discussion Board, Higher Education Resources)
  + New Additions to the Website must be approved by the Officers
* Submissions (ex: White Pages, Job Postings)
  + Job Postings: If possible an email or MS Word document with all required information (Job Description, Title, Job ID#, Location, Full time/Part Time, Salary, Minimum Qualifications, How to Apply, Closing Date, Correct Links)
  + White Pages: Be sure indicate authors of paper. It should preferably be a CEANY member (Word Document or Pdf file preferable over a link).
* Information Requests:
* Would like to know who is registered for your event
  + Contact Webmaster and let them know when you want them to run report and what information you need (Names, email, phone, title, etc.)
* Would like to send information to target audience (region, lapsed members)
  + Contact Webmaster and let them know when you want them to run report and what information you need (Names, email, phone, title, etc.)
* Issues/Inquiries with Payment or Registration
  + Contact Webmaster with inquiry. Depending on the issue it may have to be sent to Contract Admin (Valerie).

# Additional Organizational Processes

## Electronic Voting Procedure

For issues requiring Board of Directors (BOD) decisions or actions that could not be completed at scheduled meetings, or which the President or a Board Director feels would require resolution before the next scheduled BOD meeting, the following procedures will be followed.

In order to authorize an action, every voting member of the BOD must respond to the call for a vote in writing by electronic means. The vote must be unanimous (less any legitimate recusals or abstentions, such as for conflict of interest), allowing the President to declare the motion passed by unanimous written consent.

1. Any Board Director who has voting rights under CEANY By-Laws may make a motion by wording as such and emailing it to the President.
2. The President emails the motion to the Board group with the email subject line format as "CEANY Motion: Header" (for example: CEANY Motion: By-Laws Revisions). The President is to stipulate a timeline for how long discussion is open before the vote.
3. A “second” of a motion in this situation is needed and discussion begins.
4. Only one motion may be debated during the timeline, unless approved by the President. Email discussion should include the text of the motion with each posting (a reply with the motion text is sufficient).
5. Amendments by the President may be emailed any time during the discussion period. The email subject line format will be “CEANY Amendment #: Header” (for example: CEANY Amendment #1: By-Laws Revisions).
6. The President opens the subsequent amendment(s) for discussion and re-issues a timeline, if necessary.
7. Discussion and voting are not concurrent. Extensions of discussions can be requested. The President or any BOD can call to table\* a motion for further discussion, or postpone\*\* a motion to in-person meetings.
8. After discussion period is over, the President opens up voting by emailing the motion, including any amendments, with the message subject header: “CEANY Motion Vote: Header” or “CEANY Motion as amended # Vote- Header” (Example: Motion as amended #3 Vote: By-laws Revisions) with a timeline to respond.
9. Voting members of the BOD will send their response utilizing an electronic voting tool of the President’s choice (e.g., SurveyMonkey) to “approve,” “oppose,” or “abstain.”
10. The President emails the results to the BOD in “roll-call” fashion, stating the BOD's name and their vote.
11. At the next BOD meeting, the Board Secretary presents the President's results email whereby the BODs affirms the electronic vote so it is recorded in the minutes.

\* Motion to table – This motion is often used in the attempt to prevent the motion to move forward – to kill the main motion without a direct vote or further debate. Procedure:

* Requires second? Yes
* Debatable? Yes
* Amendable? Yes
* Vote required Unanimous (email voting only; in-person requires majority)

\*\* Motion to postpone to a certain time - is used to delay action on a pending question until a different day, meeting, hour or until after a certain event. This is properly used only when it is necessary to suspend consideration of a main motion in order to deal with another matter that has come up unexpectedly and which must be dealt with before the pending motion can be properly addressed. Procedure:

* Requires second? Yes
* Debatable? No
* Amendable? No
* Vote required Unanimous (email voting only; in-person requires majority)

**Simplified Version**

Every voting member of the BOD must respond to the call for a vote and the vote must be **unanimous**.

* A voting Board of Director makes a motion
* Another Director seconds
* President sets timeline for how long discussion is open before the vote (e.g., 5 business days)
* After discussion period is over, the President opens up voting
* The President may designate the Secretary to set up the vote utilizing an electronic voting tool of the President’s choice (e.g., SurveyMonkey or email) to “approve,” “oppose,” or “abstain” the motion
* Results are emailed to the BOD in “roll-call” fashion, stating the BOD's name and their vote
* At the next BOD meeting, the Board Secretary presents the President's results email whereby the BODs affirms the electronic vote so it is recorded in the minutes.

**Unanimous Voting**

Unanimous has a variety of interpretations. Since there is no specificity in the By-Laws, unanimous can be considered "without objection". Meaning a vote on a motion can be called “unanimous” when there are abstentions. Final wording after the vote can say, "The motion passed without objection."

## Yearly Board Actions that Must Occur

The current By-Laws requires the following procedural actions be enacted by the Board. These should occur during the Annual Meeting of the Board of Directors, or during the first and second Board of Directors meeting.

* Motion to establish the month when the Annual Meeting of the Membership is to occur
* Motion for a Resolution to appoint the following Ex-Officio Directors…
* Motion to convene the Annual Meeting of the Board of Directors immediately after the next Annual Meeting of the Membership
* Motion for a Resolution to accept the Officers and voting Board of Directors into the Association
* Motion to schedule five Regular Board of Directors Meetings during the following months: January, March, June, September, and November
* President asks for a motion to appoint an Archivist
* President asks for a motion to appoint a Webmaster
* Motion for a Resolution to appoint the following Directors to serve on the Executive Committee, and the following Directors to serve on the Audit and Finance Committee, which are Committees of the Board.
  + The Executive and Audit and Finance Committees must have at least three (3) Directors each
* Nominations Committee Motions for a Resolution to appoint the following Directors and Members who are non‐Directors to serve on respective committees