

Proposed Changes to the ACET Constitution

Members of the ACET Working Group charged with creating the ACET Policies and Procedure Manual (PPM) created a document that necessitates changes and edits to the ACET Constitution and Bylaws. The proposed changes will ensure these documents are aligned and will improve the effectiveness of ACET. At the October 2023 Executive Council meeting the PPM was provisionally passed except for the changes that needed to be voted on by the membership at the April 2024 conference.

Changes to the Constitution and By-Laws must be approved by the general membership, while changes to the Policies and Procedures Manual are approved by the Executive Council.

The changes detailed here to the Constitution and By-Laws reflect changes in terminology and practice. Any place that contained an actual procedure to follow was moved to the Policies and Procedures Manual.

Change #1

OLD VERSION OLD VERSION

Article V Officers, section 1& 2 Officers

ARTICLE V OFFICERS Section 1 The elected officers & representatives of the Association shall be chosen from the voting membership and shall include the following: a. President-Elect b. Vice-President for Membership c. Secretary d. Treasurer e. Twenty (20) Regional Directors f. Two (2) National Association of Federal Education Program Administrators (NAFEPA) representatives
Section 2 The Parliamentarian will be appointed by the President and will be a non-voting position. The Parliamentarian must have a good working knowledge of the ACET organization by having served on the Executive Council for a minimum of two years. The NAFEPA Representatives are elected officers on the Executive Council with voting rights.

NEW VERSION OLD VERSION

Article V Officers, section 1& 2 Officers

ARTICLE V OFFICERS Section 1 The elected officers & representatives of the Association shall be chosen from the voting membership and shall include the following: a. President-Elect b. Vice-President for Membership c. Secretary d. Treasurer e. Twenty (20) Regional Directors **f. Parliamentarian** g. two (2) National Association of Federal Education Program Administrators (NAFEPA) representatives.
Section 2 The Parliamentarian is **an elected office**. The Parliamentarian must have a good working knowledge of the ACET organization by having served on the Executive Council for a minimum of two years. The NAFEPA Representatives are elected officers on the Executive Council with voting rights.

Changes: Add Parliamentarian as an elected office.

Change #2

OLD VERSION

Article V Officers, section 3 Officers

Section 3 The President-Elect shall be elected for a one-year term, shall serve as President the next year, and then serve as the Immediate Past President the following year. The Vice-President for Membership, Secretary and Treasurer shall be elected for two-year terms. The Vice-President for Membership and Secretary shall be elected in even-numbered years. The Treasurer shall be elected in odd-numbered years. Regional Directors of even-numbered regions shall be elected in even-numbered years. Regional Directors of odd-numbered regions shall be elected in odd-numbered years. Each NAFEPA Representative shall serve a three-year term, with staggered election years.

NEW VERSION

Article V Officers, section 3 Officers

Section 3 The President-Elect shall be elected for a one-year term, shall serve as President the next year, and then serve as the Immediate Past President the following year. The Vice-President for Membership, Secretary, Treasurer **and Parliamentarian** shall be elected for two-year terms. The Vice-President for Membership and Secretary shall be elected in even-numbered years. The Treasurer **and Parliamentarian** shall be elected in odd-numbered years. Regional Directors of even-numbered regions shall be elected in even-numbered years. Regional Directors of odd-numbered regions shall be elected in odd-numbered years. Each NAFEPA Representative shall serve a three-year term, with staggered election years.

Changes: Add Parliamentarian terms of office and two-year term with elections in odd years.

Changes #3

OLD VERSION

Article VIII Quorum

ARTICLE VIII QUORUM Section 1 A majority of the voting members present at the Executive Council meeting shall constitute a quorum of the Executive Council so long as it is not less than twenty-five percent (25%) of the council membership.

NEW VERSION

Article VIII Quorum

ARTICLE VIII QUORUM Section 1.
A majority of the voting members present at the Executive Council meeting shall constitute a quorum of the Executive Council.

Changes: A quorum of the Executive Council will be a majority of the members present at the Council Meeting.

Change #4

OLD VERSION
Article IX Committees

ARTICLE IX COMMITTEES Section 1 a. The President shall appoint such committees, with concurrence of the Executive Council, as he/she may deem advisable for carrying on the work of the organization. b. Standing committees of the Association may include: 1. Historical Committee 2. Nomination/Elections Committee 3. Program Planning Committee 4. Awards Committee 5. Legislative Committee 6. Past Presidents' Advisory Committee 7. Scholarship Committee 8. Registration Committee.
Section 2 The President shall be an ex-officio member of all committees except the Nomination/Elections Committee.

NEWVERSION
Article IX Committees

ARTICLE IX COMMITTEES Section 1 a. The President shall appoint such committees, with concurrence of the Executive Council, as he/she may deem advisable for carrying on the work of the organization. b. Standing committees of the Association may include:
Committee Chairpersons, **Directors, and Working Groups**, who will serve for one year (1) (or the conclusion of the next Fall conference) except for the Finance Committee which is a four-year (4) term: **Technical Advisory Committee, Scholarship Committee, Registration Committee, Finance Committee (also serves as Internal Audit Committee as needed), Virtual Academy Committee, Director of Publicity & Historical, Director of Awards & Recognitions, Director of Nominations & Elections, Climate & Culture Working Group, Technical Advisory Working Group.**
Section 2 The President shall be an ex-officio member of all committees and will work with all **Directors of Publicity & Historical, Director of Awards & Recognitions and Director of Nominations and Elections.**

Changes: Committees replaced with a combination of Committees, Directorships & Working Groups. Delete Legislative Committee as there are two elected positions that are responsible for the duties. Add Virtual Academy Committee, Technical Advisory Working Group, Climate & Culture Working Group, Director of Publicity & Historical, Director of Nominations & Elections, Director of Awards & Recognitions since these are individual roles. Add Finance Committee along with an Audit Committee Sub Committee.

Changes # 5

OLD VERSION Article X Expenditures

The Executive Director shall have an annual audit prepared by an outside audit firm or CPA and these results will be shared with the Treasurer prior to being given to the Executive Council. Whenever possible, the Executive Director and the Treasurer will meet in person or via conference **call with the audit firm or CPA to discuss the results of the audit.** The Executive Director and Treasurer will jointly prepare a statement of financial standing which will be given to members of the Association at the October meeting. The association will maintain a minimum fund balance of \$150,000. Should unforeseen circumstances occur and the balance falls below this figure, it will be unacceptable for the fund balance to drop below \$142,500, which is 5% of the \$150,000.00. Reasons for the shortfall must be reported to the Executive Council and the membership.

NEW VERSION Article X Expenditures

The Executive Director shall have an **annual internal review** by the Audit Committee, a subcommittee of the Finance Committee and these results will be shared with the Treasurer prior to being given to the Executive Council. Whenever possible, the Executive Director and the Treasurer will meet in person or via conference **call to discuss the results of the review.** The Executive Director and Treasurer will jointly prepare a statement of financial standing which will be given to members of the Association at the October meeting. The association will maintain a minimum fund balance of **\$300,000**. Should unforeseen circumstances occur and the balance falls below this figure, it will be unacceptable for the fund balance to drop below **\$285,000**, which is 5% of the **\$300,000.00**. Reasons for the shortfall must be reported to the Executive Council and the membership.

Changes: Change “annual audit” to annual by Audit Committee, a subcommittee of the Finance Committee. Change the minimum fund balance from \$150,000 to \$300,000. Change the figure that the fund balance minimum from \$142,000 to \$285,000 or 5% of new \$300,000 fund balance minimum.

Change #6

OLD VERSION
Bylaw Article 1, Membership

ARTICLE I MEMBERSHIP Section 1 All qualified persons shall be eligible for a membership of **15 months upon receipt of payment for a conference.**

NEW VERSION
Bylaw Article 1, Membership

ARTICLE I MEMBERSHIP Section 1 All qualified persons shall be eligible for a membership **is obtained through paid conference registration for the ACET Fall and Spring conferences.**

Changes: Change membership from 15 months of conference registration to membership being obtained by ACET Fall and Spring paid registration as there are no additional cost to become a member and ACET does not track membership and only keeps conference registration.

Change #7

OLD VERSION

Bylaw Article IV. section 1 Elections

Officers shall be elected as follows: Section 1 The Nomination/Elections **Committee** shall prepare a list of candidates for each position of President-Elect, Vice-President for Membership, Secretary, Treasurer and NAFEPA Representatives. The President-Elect shall be elected for a one-year term, shall serve as President the next year, and then serve as the Immediate Past President the following year. The permission of each candidate must be secured prior to his/her name being nominated. To run for Vice-President, Secretary, or Treasurer, a person must have been a member of the Association for at least two years. In order to run for the position of President-Elect, the member must have served for at least two years in one or more of the following positions: Regional Director, Vice President of Membership, Secretary, Treasurer, as a committee Chairperson, or have served on the Program Planning Committee.

In order to serve as a NAFEPA Representative, the person must have served as President. Regional Directors shall be elected by the respective regional members. If during the election process there is a tie vote, the regional members will take another vote via secret ballot. If that vote results in a tie, then the candidates tied for the position will draw for the position. The person who is not selected as the representative will become the alternate regional director.

NEW VERSION

Bylaw Article IV, section 1 Elections

Officers shall be elected as follows: Section 1 The **Director** of Nomination/Elections shall prepare a list of candidates for each position of President-Elect, Vice-President for Membership, Secretary, Treasurer, **Parliamentarian** and NAFEPA Representatives. The President-Elect shall be elected for a one-year term, shall serve as President the next year, and then serve as the Immediate Past President the following year. The permission of each candidate must be secured prior to his/her name being nominated. To run for Vice-President, Secretary, Treasurer or **Parliamentarian**, a person must have been a member of the Association for at least two years. In order to run for the position of President-Elect, the member must have served for at least two years in one or more of the following positions: Regional Director, Vice President of Membership, Secretary, Treasurer, **Parliamentarian** as a committee Chairperson, **Director** or have served on the Program Planning Committee. In order to serve as a NAFEPA Representative, the person must have served as President. Regional Directors shall be elected by the respective regional members. **Alternate Directors shall be elected by the respective regional members.** If during the election process there is a tie vote, the regional members will take another vote via secret ballot. If that vote results in a tie, then the candidates tied for the position will draw for the position. The person who is not selected as the representative will become the alternate regional director.

Changes: Delete the word Committee and add the Director of Nominations & Elections. Add the office of Parliamentarian as a position. Add Alternate Directors to list roles elected by regions.

Change # 8

OLD VERSION

Bylaw Article IV, section 2 & 5 Elections

ARTICLE IV ELECTIONS Officers shall be elected as follows:

Section 2 Provision shall be made for nominations from the floor for the positions of President-Elect, Vice President for Membership, Secretary, Treasurer and NAFEPA Representatives, provided prior permission is secured from the person nominated.

Section 5 In the event that the President-Elect, Vice-President for Membership, Secretary, Treasurer, or NAFEPA Representatives cannot complete his/her term, the Past Presidents' Advisory Committee will make a recommendation to the Executive Council who shall vote on a qualified member to serve the remainder of the term, if it is beyond one month of when that office would be elected. In the event that a Regional Director cannot attend an Executive Council meeting, the Alternate will attend the meeting, with voting rights, to represent the voice of the region. Regional Director vacancies shall be filled by the Alternate, who was elected at the same time as the Regional Director. Should that person not be available to serve, the President shall appoint a member from that region to serve as the interim Regional Director until the next election.

NEW VERSION

Bylaw Article IV, section 2 & 5 Elections

ARTICLE IV ELECTIONS Officers shall be elected as follows: Section 2

Section 2 Provision shall be made for nominations from the floor for the positions of President-Elect, Vice President for Membership, Secretary, Treasurer, **Parliamentarian** and NAFEPA Representatives, provided prior permission is secured from the person nominated.

Section 5 In the event that the President-Elect, Vice-President for Membership, Secretary, Treasurer, **Parliamentarian** or NAFEPA Representatives cannot complete his/her term, the Past Presidents' Advisory Committee will make a recommendation to the Executive Council who shall vote on a qualified member to serve the remainder of the term if it is beyond one month of when that office would be elected. If a Regional Director cannot attend an Executive Council meeting, the Alternate will attend the meeting, with voting rights, to represent the voice of the region. Regional Director vacancies shall be filled by the Alternate, who was elected at the same time as the Regional Director. Should that person not be available to serve, the President shall appoint a member from that region to serve as the interim Regional Director until the next election.

Changes: Add Parliamentarian as an elected position.

Change #9

OLD VERSION

Bylaw Article V, section 1 Duties of Officers

Section 1 The President

The President shall preside at all regular and called meetings of the Association and otherwise discharge the duties incumbent upon this office, including those duties elsewhere stated in this Constitution and By-Laws.

He/she shall appoint the Parliamentarian and Chairpersons for standing committees for his/her term of office and serve as an ex-officio member of all committees. The President will assure that (1) the Executive Director, Treasurer, and President positions are bonded; (2) an annual audit of the Association's finances is completed, and the results are duly reported to the membership.

NEW VERSION

Bylaw Article V, section 1 Duties of Officers

Section 1 The President

The President shall preside at all regular and called meetings of the Association and otherwise discharge the duties incumbent upon this office, including those duties elsewhere stated in this Constitution and By-Laws.

He/she shall appoint Chairpersons for standing committees, Directors & Working Groups for his/her term of office and serve as an ex-officio member of all committees. The President will assure that (1) the Executive Director, Treasurer, and President positions are bonded; (2) an annual financial review of the Association's finances is completed, and the results are duly reported to the membership.

The President will oversee the planning, coordinating and implementation of the Virtual Academies.

Changes: Delete Parliamentarian as an appointed position. Delete annual audit and add an annual review of finances. Add the overseeing of the Virtual Academy planning, coordinating and implementation.

Changes #10

OLD VERSION

Bylaw Article V, sections 3,4 &5

Section 3 Vice-President for Membership The Vice-President for Membership shall be responsible for recruiting new members, promoting the retention of current members and disseminating a list of the membership to the officers. Additionally, the Vice-President shall be responsible for securing facilitators for conference sessions and for conference evaluations.

Section 4 Secretary The Secretary shall keep accurate written records of the proceeding of all business meetings of the Association and the Executive Council. These records shall include but are not limited to the minutes, agendas and correspondence. After approval by the members of the Executive Council, all records will be filed with the Executive Director for inclusion in the permanent files of the organization. Copies of minutes must be provided to the President within two weeks after the meeting date.

Section 5 Treasurer The Treasurer shall work cooperatively with the Executive Director in the receiving and disbursing of all monies, keeping an accurate accounting of Association's funds, and filing all necessary documents with the Internal Revenue Service. In addition, the Treasurer will monitor the Association's fund balance to assure that it does not fall below \$300,000. With the assistance of the Executive Director he/she shall assure that an annual audit of the organization's finances is conducted and that the results of the audit are presented to the membership by October of each year.

NEW VERSION

Bylaw Article V, sections 3,4 & 5

Section 3 Vice-President for Membership The Vice-President for Membership shall be responsible for recruiting new members, promoting the retention of current members and disseminating a list of the membership to the officers. Additionally, the Vice-President shall be responsible for securing facilitators for conference sessions and for conference evaluations. *Will be responsible for overseeing Mini Grant Applications.*

Section 4 Secretary The Secretary shall keep accurate written records of the proceeding of all business meetings of the Association and the Executive Council. These records shall include but are not limited to the minutes, agendas, and correspondence. After approval by the members of the Executive Council, all records will be filed with the Executive Director for inclusion in the permanent files of the organization. Copies of minutes must be provided to the President within two weeks after the meeting date. *Will be responsible for overseeing Mini Grant Applications.*

Section 5 Treasurer The Treasurer shall work cooperatively with the Executive Director in the receiving and disbursing of all monies, keeping an accurate accounting of Association's funds, and filing all necessary documents with the Internal Revenue Service. In addition, the Treasurer will monitor the Association's fund balance to assure that it does not fall below \$300,000. With the assistance of the Executive Director, he/she shall assure that an annual review of the organization's finances is conducted and that the results of the review are presented to the membership by October of each year. Will be a standing member of the Finance Committee. *Will be responsible for overseeing Mini Grant Applications.*

Section 6 Parliamentarian The Parliamentarian provides guidance on Robert's Rules of Order during ACET Executive meetings. The Parliamentarian also provides historical information to the ACET Executive Council regarding past actions (and the reasons behind those actions if known). Ensure a quorum is present in the ACET Executive Council meeting before allowing the meeting to proceed. The Parliamentarian may attend a course on parliamentary procedure if necessary to provide training for the office, train the Council on Roberts Rules of Order as needed, post helpful videos on Parliamentarian ACET Executive Council page, advise the Council on points of order when needed, call for order in meetings, if needed, present amendments to the constitution, by-laws, or other additions to the workings of ACET at general meeting session for a vote during in person or virtual meetings and/or via electronic vote if needed, ensures that changes to the Constitution and By-laws are posted 10 days in advance of the meeting, answer questions on points of order or history if required, know the Constitution and By-Laws well enough to answer questions, serve as a voting member of the ACET Executive Council, and serve as a member of the Program Planning committee.

Change: Add Parliamentarian duties as an officer. Add Vice President, Secretary and Treasurer will oversee Mini Grant Applications.

Change #11

OLD VERSION

Bylaw Article V, section 7 Duties of Officers

Section 7 Executive Council The Executive Council shall approve or amend the budget of the Association, approve the dates and places of all conferences and workshops, authorize the appointment of special committees as necessary, and in general attend to the business of the Association.

NEW VERSION

Bylaw Article V, section 7 Duties of Officers

Section 7 Executive Council The Executive Council shall approve or amend the budget of the Association, approve the dates and places of all conferences, **virtual academies**, workshops, and authorize the appointment of special committees as necessary and in general attend to the business of the Association.

Changes: Add virtual academy budgets.

Change # 12

OLD VERSION
Bylaw Article VI, section 1 Duties of
Regional Directors & Alternates

Section 1 Duties of Regional Directors The twenty Regional Directors will serve as part of the Executive Council and shall make every effort to be at each meeting of the council. If they cannot be present, they shall make arrangements for an alternate to attend the meeting.

The duties of the Regional Directors may include but are not limited to: 1. Assuring that the membership in their region receives timely notification of any meetings/conferences of the organization 2. Assuring that members receive materials and information that further the mission of the organization. 3. Recruiting membership for ACET from their region. 4. Working on committees when asked, working at registration, serving as a facilitator during the conference. 5. Facilitating the dissemination, collection, evaluation and forwarding of scholarship information. 6. Conduct regional meetings at the ACET Conference.

OLD VERSION
Bylaw Article VI, section 1 Duties of
Regional Directors & Alternates

Section 1 Duties of Regional Directors The twenty Regional Directors will serve as part of the Executive Council and shall make every effort to be at each meeting of the council. If they cannot be present, they shall make arrangements for an alternate to attend the meeting.

Regional Directors may not serve any other elected office in the organization to give their full attention to the region that they serve and provide opportunities for members to become leaders in the organization.

The duties of the Regional Directors may include but are not limited to: 1. Assuring that the membership in their region receives timely notification of any meetings/conferences of the organization 2. Assuring that members receive materials and information that further the mission of the organization. 3. Recruiting membership for ACET from their region. 4. Working on committees when asked, working at registration, serving as a facilitator during the conference. 5. Facilitating the dissemination, collection, evaluation and forwarding of scholarship information. 6. Conduct regional meetings at the ACET Conference. 7. Disseminate, collect, and oversee the selection of the ACET scholarship finalists for their regions and submit the required documents to the ACET scholarship Chair in a timely way. 8. Submit Mini Grant Applications on behalf of their region to provide funding for membership recruitment and support ACET regional group meetings.

Changes: Add Alternates to the Section title. Add Regional Directors may not serve any other elected office in the organization to give their full attention to the region that they serve and provide opportunities for members to become leaders in the organization. Add #7 ACET Scholarship duties &

Changes #13

OLD VERSION

Bylaw Article VI, section 2 Duties of Regional Directors & Alternates

No Article VI, section 2 currently exists

NEW VERSION

Bylaw Article VI, section 2 Duties of Regional Directors & Alternates

Serves as the ACET liaison to members of his/her region. Responsible for disseminating information to members of the Region, leading regional meetings at the ACET conferences, and supervising scholarship procedures for region members. The twenty Regional Directors will serve as part of the Executive Council and shall make every effort to be at each meeting of the council. If they cannot be present, they shall plan for an alternate to attend the meeting. The duties of the Regional Directors may include but are not limited to: disseminate ACET information to members of their region through regular, ongoing, and timely communication. Assuring that members receive materials and information that further the mission of the organization. Actively recruit membership for ACET from their region. Working on committees when asked, working at registration, serving as a facilitator during the conference. Lead regional meetings at the ACET Conferences. Provide timely communication regarding the scholarship opportunities with their regional members, and supervise scholarship entries for the region, and ensure ACET Scholarship procedures are followed. Serve on the Executive Council Disseminate, collect, and oversee the selection of the ACET Scholarship finalists for their regions and submit the required documents to the ACET Scholarship Chair in a timely manner. (If the Regional Director is unable, provide) timely communication regarding the scholarship opportunities with their regional members, and supervising scholarship entries for the region, and ensuring ACET Scholarship procedures are followed. Serving on the Executive Council to substitute for the Regional Director in their absence or (if they resign their position.)

Changes: Add new section 2 to the Bylaws to address the role of Alternate Directors.

Changes #14

OLD VERSION

Bylaw Article VII, section 1
Reimbursement for Expenses

Section 1 Covered Expenditures The Officers, Regional Directors, Committee Chairpersons, and Committee Members will be reimbursed for limited expenses that are not covered by their districts/employers. The items and amount of reimbursement will be as follows: 1. All expenses for special meetings utilizing the fee structure found in the following Section 2 of this section, and which are not covered by their districts or employers. 2. All expenses involved in providing information to regional members and potential members as specified in the **ACET Procedures Manual**. 3. All expenses involved in hosting regional meetings which are not covered by the district and or employer as specified in the ACET Procedures Manual.

NEW VERSION

Bylaw Article VII, section 1
Reimbursement for Expenses

Section 1 Covered Expenditures The Officers, Regional Directors, Committee Chairpersons, and Committee Members will be reimbursed for limited expenses that are not covered by their districts/employers. The items and amount of reimbursement will be as follows: 1. All expenses for special meetings utilizing the fee structure found in the following Section 2 of this section, and which are not covered by their districts or employers. 2. All expenses involved in providing information to regional members and potential members as specified in the **ACET Policies & Procedures Manual**. 3. All expenses involved in hosting regional meetings which are not covered by the district and or employer as specified in the ACET Procedures Manual.

Changes: Change ACET Procedures Manual to ACET Policies & Procedures Manual.

Change # 15

OLD VERSION

Bylaw Article VII, section 2 Fee Reimbursement Structure

Section 2 Fee Reimbursement Structure
Officers, Regional Directors, Committee Chairpersons, NAFEPA Representatives, and Committee Members should first try to pay for their expenses utilizing any district/employer funds that they may have available. If no district/employer funds are available or are limited, the committee members will be reimbursed utilizing the fee structure specified in the **ACET Procedures Manual**.

NEW VERSION

Bylaw Article VII, section 2 Fee Reimbursement Structure

Section 2 Fee Reimbursement Structure
Officers, Regional Directors, Committee Chairpersons, [Directors, Working Groups](#), NAFEPA Representatives, and Committee Members should first try to pay for their expenses utilizing any district/employer funds that they may have available. If no district/employer funds are available or are limited, the committee members will be reimbursed utilizing the fee structure specified in the [ACET Policies & Procedures Manual](#).

Changes: Add Directors, Working Groups to list that may ask for reimbursement. Change ACET Procedures Manual to ACET Policies & Procedures Manual.

