

By-Laws of the Central Florida Higher Education Alliance



Article I – Name

The name of this organization shall be the Central Florida Higher Education Alliance (“CFHEA” or the “Alliance”).

Article II – Mission

The mission of the Alliance is to serve as an educational resource to the community. The CFHEA is comprised solely of regionally accredited, degree granting institutions working in collaboration with corporations and community organizations to increase awareness of higher education opportunities in Central Florida.

Article III – Membership

Section 1: **Membership:** Membership shall be open to any degree granting undergraduate or graduate level institution meeting the following criteria:

Section 1A: Members must currently hold regional accreditation as recognized by the United States Department of Education.

Section 1B: Members must currently have a local office, facility or teaching location in either Orange, Seminole, Osceola, Lake, Volusia, or Brevard counties. Member schools must also have a local representative to serve as the Alliance liaison.

Section 1C: Membership belongs to the institution. Institutions may have more than one membership for the purpose of representing different college programs or departments of the member institution. Each membership of the institution must separately comply with all membership requirements. Each active membership is entitled to one vote.

Section 1D: A member school in good standing is defined as having been represented at a minimum of four (4) general membership meetings during a fiscal year; having booked two (2) Education Fairs during the fiscal year, and being current on yearly dues.

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Section 2: **Application, Term, and Renewals**

Section 2A: Applications: Applications must be approved by a majority vote of the Board of Directors.

Section 2B: Term of Membership: Membership shall be on an annual basis in accordance with the fiscal year of July through June.

Section 2C: Renewals: Renewals shall be automatically granted if a member institution is in good standing for the prior year.

Section 3: **Membership Responsibilities:**

Section 3A: Familiarity: Member institutions and their representatives shall be familiar with the by-laws.

Section 3B: Attendance: Member institutions are expected to be represented at all general membership meetings.

Section 3C: Education Fairs: Member institutions shall schedule and/or coordinate at least the equivalent of two Education Fairs annually.

Education Fair is defined as:

1. An on-site visit to a company or organization for the purpose of providing information on college degree programs, financial aid, tuition, admission requirements, schedule and classes for all member schools.
2. No fees shall be charged by an employer, community or civic entity.
 - A. Unless a reasonable amount is approved by the Board of Directors

Equivalency is defined as:

1. Serving at least 6 months on the Board of Directors is equivalent to 2 Education Fairs.
2. Completion of a Special Project assigned by the Board is equivalent to 1 or 2 Education Fairs.

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Section 4: **Termination:** A member institution may be terminated for cause based on the following:

- Section 4A: Unethical, Immoral, or Improper Behavior: Termination may be imposed due to unethical, immoral, or improper behavior (refer to Article XI, Section 3 of Standing Rules) of a member institution's representative(s) and requires a majority vote of the Board of Directors.
- Section 4B: Non-Compliance with Article III or Standing Rules: Termination may be imposed due to non-compliance with any section or subsection of Article III or any of the Standing Rules. Such termination requires a majority vote of the Board of Directors.
- Section 4C: Appeal: A terminated institution may appeal its termination in writing to the Board of Directors within 30 days of notification. Said appeal shall be presented by a representative of the member institution at the next regularly scheduled Board of Directors' meeting. An appeal shall be granted by an approval vote of the majority of the board of Directors.

Article IV – Officers

- Section 1: **Officers:** The officers of the Organization shall consist of a President, Vice President of Education Fairs, Secretary, Treasurer, and Webmaster, who shall constitute the Board of Directors
- a. Position of Vice President of Community Outreach will be removed and all members of CFHEA will serve as liaisons for Community Outreach as we continuously build partnerships
 - b. Position of Director of Membership and Webmaster will be removed and split into two roles. President will be responsible for membership responsibilities with the support of board members as needed. Webmaster will be individual position.
- Section 2: **Duties of the Board of Directors:** The Board of Directors shall have general control of the affairs of the Organization. The Board of Directors shall interpret the By-Laws and Standing Rules and shall present all proposed major activities to the membership for approval.
- Section 3: **Duties of the President:** The President shall be responsible for overseeing execution of all programs, enforcing all rules, holding general membership meetings, and providing overall leadership for any and all other activities. The role will also include the responsibilities listed in section 7: Director of Membership.

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- Section 4: Duties of the Vice President of Education Fairs: The Vice President of Education Fairs shall coordinate the scheduling of Education Fairs, record events contributed by members, and shall assume the duties of the President in the absence of the President.
- Section 5: Duties of the Secretary: The Secretary shall perform all functions normally associated with the position, including but not limited to recording and distributing general and board meeting minutes, communicating with the membership, providing general correspondence on behalf of the Board of Directors, and maintaining the membership roster.
- Section 6: Duties of the Treasurer: The Treasurer shall be responsible for the collection and disbursement of all funds used in the operation of the Organization.
- Section 7: Duties of the Director of Membership: The Director of Membership will be included in the responsibilities of the President. With this responsibility the President, along with support from the board and members as needed, shall assume responsibilities for new institution inquiries and membership applications. This Director shall maintain and distribute membership information.
- Section 8: Duties of the Webmaster: The Webmaster shall maintain the website and assume responsibilities as assigned from time to time by the Board of Directors or by the President.

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Article V – Election of Officers

Section 1: Nominating Committee

Section 1A: Composition of Nominating Committee: The Nominating Committee shall consist of three members appointed by the President and approved by a majority vote of the Board members. The Committee shall consist of two Board members, one of whom the president shall designate as chair, and one member from the membership at large.

Section 1B: Slate of Officers: The Nominating Committee shall present a slate of officers to the membership electronically or via U.S. mail not less than 10 days and not more than 30 days prior to the annual meeting.

Section 2: Annual Election of Officers

Section 2A: Timing of Annual Election of Officers: The annual election of officers and nominations shall be announced at the June, end of the membership year, meeting. Nominations can be made by any member of the Alliance up until the nominations deadline designated by the nominating committee. All members nominated for a position will be notified prior to sending out the slate of officers.

Section 2B: Method of Voting: Elections shall be prepared by the Nominating Committee in advance and dispersed electronically to all members of the alliance. The submissions shall be collected electronically and kept on record for review by any member of the alliance.

Section 2C: Absentee Ballots: Absentee Ballots shall be made available to members who are unable to attend the annual meeting. A written absentee ballot shall be mailed electronically by the Nominating Committee to the member upon request and shall be returned to the Nominating Committee by the member at least 24 hours prior to the election.

Section 2D: Tellers: Tellers shall be appointed by the President. Tellers shall collect submissions from electronic voting and distribute results to the board members and nominating committee.

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Section 3: **Terms and Restrictions**

Section 3A: Terms: Officers shall serve for a term of one year.

Section 3B: Restrictions: A member school may not hold more than one elected office at a time and may not hold the same office for more than two consecutive terms.

General Membership Meetings: General membership meetings shall be held in May, July, September, December, January and March, unless otherwise ordered by the Board of Directors. The annual meeting shall be held in May at which time the new board will be elected. Their term of office will begin in July.

Article VI – Meetings

Section 1: General Membership Meetings: General membership meetings shall be held quarterly, virtual and/or face to face. The annual meeting shall be held in June at which time the new board will be elected. Their term of office will begin in July.

Section 2: Board of Directors' Meetings: The Board of Directors shall meet bi-monthly virtual or face to face unless otherwise determined by the Board of Directors and shall be held prior to the general membership meetings when possible. All meetings of the Board of Directors shall be open to the general membership for attendance.

Section 3: Quorum: Fifty percent (50%) of all member institutions must be present at general meetings to constitute a quorum. A majority of the Board of Directors constitutes a quorum at any meeting of the Board of Directors.

Article VII – Standing Committees

Section 1: Nominating Committee: Shall be chaired by a Board member appointed by the President. Duties of the Nominating Committee are outlined in Article V, Section 1.

Section 2: Other Committees will be formed on an as needed basis.

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Article VIII – Funds

Section 1: Fiscal Year: The fiscal year shall begin on July 1st.

Section 2: **Funds:**

Section 2A: Disbursement: All disbursements of funds for the alliance shall be done via check from the established CFHEA checking account. All checks for amounts over \$600.00 shall require the signature of two of the three approved board member signatures.

Section 2B: Budget: A budget shall be developed by the Treasurer and approved by a majority vote of the Board of Directors at the first meeting of the Board of Directors. The budget, as approved by the Board of Directors, shall be submitted for review to the general membership at the July meeting and must be approved by a 2/3-majority vote of the general membership. Any disbursement of funds that is a budget item may be made by the Treasurer at his or her sole discretion. Any disbursement of funds outside of budgeted items must be approved by a majority vote of the Board of Directors.

Section 2C: Oversight: At its discretion, any member of the Board of Directors may request a full accounting of funds from the Treasurer. The Treasurer shall make the accounting available at the next Board of Directors' meeting.

Section 3: **Dues:**

Section 3A: Annual Dues: The annual dues of the organization shall be determined each year by the newly elected board. Invoices will be distributed at the July general membership meeting or mailed. (Refer to Article III, Section 3E.)

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By-Laws and Standing Rules: By-laws may be adopted, amended, or repealed at any general membership meeting by a 2/3-majority vote of the members. Notice of such action must be given to the membership electronically or via U.S. mail at least 30 days prior to the general meeting at which such vote is to take place.

Article XI- Standing Rules

- Section 1: By the Organization: The CFHEA may use member institution names in marketing and promotional material, including but not limited to brochures, pamphlets, and advertising media. A member institution that does not wish to be included in any marketing and promotional materials must specifically request that it be excluded in writing to the secretary of the Alliance.
- Section 2: By Member Institutions: Member institutions may reference their membership in the Alliance in any marketing and promotional materials; however, if they wish to reference specific members of the Organization in said materials, they must secure written permission from that institution to do so.
- Section 3: Website password: Under no circumstances will member's page password be shared with any non-CFHEA member.
- Section 4: Education Fair Protocol:
- Section 4A: Schools invited to an Education Fair will be at the sole discretion of the host company and shall not be influenced by the coordinating member of the Alliance.
- Section 4B: To maximize their exposure to the diversity of educational opportunities available in Central Florida, employers are encouraged to invite all CFHEA member schools. However, when necessary, employers may limit the number of schools they invite.
- Section 4C: Schools not invited to an Education Fair may not call the corporate contact until the completion of the Education Fair.
- Section 4D: Members should be set up 15 minutes prior to the Education Fair and ready to present by the start time. Members shall not leave an Education Fair prior to the finishing time. In the event that there is an unforeseen circumstance delaying or preventing attendance, the member will communicate directly to the host school.

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Section 4E: Members must RSVP to the host college by the RSVP date to confirm or decline the invitation.

Section 4F: On the day of the Education Fair, representative member institutions must remain in the designated area of the Education Fair and contain their marketing efforts and materials to their own table.

Section 4G: Host schools will be allowed to choose the table they desire, host the raffle table, have a member of their institution run the raffle table, and create their own raffle ticket if the host company delegates that responsibility to the host school.

Section 4H: Arrangement of the host company's tables must remain as found by the member institution and must not be physically changed or assignments rearranged without the host company's permission.

Section 4I: Member institutions will not interfere or interrupt the recruiting efforts of another school nor speak in a derogatory manner regarding another school or their programs.

Section 4J: Each member school is only allowed one table per paid membership and online divisions of those schools are not entitled to their own table.

Section 4K: Education Fair distribution lists will consist of two (2) representatives for each paid membership unless requested by an institution to have a third party on the list that supports event registration such as a coordinator or administrative assistant.