

Amendments for 2019-20

Article III-Section 3 Membership

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

2a. Unless a reasonable amount is approved by the board of directors. **Removed-** *Any fair that is open to the general public and requires a reservation may not be claimed by a member school to fulfill their education fair obligations to CFHEA.*

Article IV-Section 1 Officers

- 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 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.

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: REMOVED-Duties of the Vice President of Community Outreach-. See section 1a, 3, & 7.

Section 7: Previously Section 8. 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.

Article V-Section 2 Election of Officers

- a. 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.
- b. 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.

d.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.

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.

Article XII-Funds

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 3B: Removed-Dues While on Probation for first year but will consider as an alternative to removal of membership for year 2 if probationary duties (3 events) was not completed.

Article IX-Standing Rules

Section 3B: Probation: Should a member school fail to meet its education fair requirement in a given fiscal year, it will be placed on probation for the following fiscal year as of June 30th. Probation will be removed after the member school hosts a number of education fairs equal to the education fairs missed for the preceding year and the required fairs (2) for the current year. Should a member school end a fiscal year still on probation, they may not be assessed fees but will need to reapply with a commitment to no less than 3 events. The Board will then vote to approve renewal of membership for the new year.

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 part on the list that supports event registration such as a coordinator or administrative assistant.