

COLORADO COUNCIL ON HIGH SCHOOL/COLLEGE RELATIONS BYLAWS

Article I Name

The name of this organization shall be the Colorado Council on High School/College Relations. Council and Corporation may hereafter be used interchangeably.

Article II Incorporation

The Colorado Council on High School/College Relations shall be duly incorporated under the provisions of the laws of the State of Colorado as a non-profit corporation.

Article III Purpose

In addition to the purpose set forth in the Articles of Incorporation, the purpose of this Council shall be:

- A. to foster and encourage volunteer cooperation between collegiate institutions, secondary schools, organizations and individuals that promote education within the State of Colorado;
- B. to promote ethical standards of conduct in the relationships of personnel in both collegiate institutions and secondary schools;
- C. to provide assistance in the development and maintenance of a continuous educational guidance program from junior high/middle school through college;
- D. to serve as the collection and dissemination agency for information pertinent to colleges and high schools such as requirements for collegiate admission, information about Colorado colleges and universities, transfer of credit between Colorado institutions of higher learning, vocational and career information, scholarships and other types of financial aid;
- E. to promote and encourage research and evaluation of factors involved in the transition of students from high schools to institutions of higher learning and of students transferring from one institution of higher learning to another;
- F. to provide an annual forum for college and secondary school personnel to discuss issues and trends and to promote professional relationships.
- G. to provide scholarships, as funds are available, to eligible high school seniors who plan to enroll at one of the member Colorado collegiate institutions.

Article IV Membership

Section 1. Composition.

Institutions, organizations, and individuals shall be eligible for Council membership in one of three categories and shall be represented by professionals who promote higher education opportunities in Colorado.

A. Categories of and qualifications for membership:

a. Voting

i. K-12 Schools:

1. Public and nonprofit charter schools: Any school operated by a school district within the State of Colorado.
2. Private schools: Any private or parochial school which operates a main campus in Colorado and is owned and operated by a duly recognized corporation or organization authorized by the State of Colorado. The organization must also be accredited by the North Central Association of Colleges and Schools, or approved by the Executive Committee.

ii. Nonprofit Institutions of Higher Learning that operate a campus in Colorado and that are accredited by one of the following agencies: Middle States Association of Schools and Colleges, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Schools and Colleges, Western Association of Schools and Colleges:

1. Two-year junior or community colleges offering Associate of Arts, Associate of Science, or Associate of General Studies degrees whose credits transfer to Colorado Council member colleges and universities.
2. Colleges or universities offering baccalaureate or higher degrees whose credits transfer to Colorado Council member colleges and universities.

b. Non-voting (Associate membership)

Organizations or individuals that:

- i. Foster and encourage volunteer cooperation between collegiate institutions, secondary schools, organizations and individuals who promote higher education within the State of Colorado;

- ii. Promote ethical standards of conduct in the relationships of personnel in both collegiate institutions and secondary schools;
- iii. Have a vested interest in providing or encouraging educational opportunities.

B. Application for Membership

- a. Any institution, organization, or individual that meets the qualifications for membership in the Council may request membership into one of the above categories by completing the Application for Membership.
- b. The Executive Committee will inform the applicant if additional statements or documents are required to evaluate the eligibility of the applicant and will then act on the application.
- c. The Executive Committee shall determine membership eligibility and voting status of all institutions and organizations seeking membership in the Council, and such decisions shall be binding on the applicant.

C. Ethics

All members as defined above agree to abide by the National Association for College Admission Counseling's (NACAC) Statement of Principles of Good Practice, as adopted by the Council.

Section 2. Institutional Participants.

Each of the member institutions may designate, authorize, or confirm personnel to take part in Council activities.

**Article V
Officers and the Executive Committee**

Section 1. Board of Directors.

All officers and members of the Executive Committee shall be the Board of Directors and shall be elected by the member institutions. Executive Committee and Board may hereafter be used interchangeably.

Section 2. Elected Officers.

- A. The officers of this Council shall be the officers of the Corporation and shall consist of a President, President-Elect, Past President, Secretary, and Treasurer.
- B. Council officers will be elected annually.
- C. A simple majority of institutional votes cast shall elect.

- D. Vacancies shall be filled from the voting membership of the Council by Executive Committee appointment, such appointees to serve until the next regular election for that office.

Section 3. Executive Committee.

- A. The Executive Committee shall consist of officers named in Article V, Section 2, the immediate past-president, four collegiate school representatives and eight high school representatives.
- B. Representatives to the Executive Committee shall include:
 - a. One member representing the universities.
 - b. One member representing the senior colleges.
 - c. One member representing the junior or community colleges.
 - d. One member representing a collegiate institution at-large.
 - e. One member representing each of seven districts Colorado. Districts are representative of regional areas by county and are grouped as follows:
 - i. District 1. Northwestern – Delta, Eagle, Garfield, Grand, Gunnison, Jackson, Mesa, Moffat, Pitkin, Rio Blanco, Routt and Summit.
 - ii. District 2. Southwestern – Alamosa, Archuleta, Chaffee, Conejos, Costilla, Dolores, Hinsdale, La Plata, Lake, Mineral, Montezuma, Montrose, Ouray, Rio Grande, Saguache, San Juan and San Miguel.
 - iii. District 3. Central – Douglas, Elbert, El Paso, Park and Teller.
 - iv. District 4. Northeastern – Kit Carson, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington, Weld and Yuma.
 - v. District 5. Southeastern – Baca, Bent, Cheyenne, Crowley, Custer, Fremont, Huerfano, Kiowa, Las Animas, Otero, Prowers and Pueblo.
 - vi. District 6. North Central – Boulder, Clear Creek, Gilpin, Jefferson, Larimer and Broomfield.
 - vii. District 7. Metro Denver – Adams, Arapahoe and Denver.
 - f. One member representing the private secondary schools in Colorado at-large.

Section 4. Term of Office.

All officers shall serve for one twelve-month year except the Treasurer, who shall serve for two years. The term of office shall begin at the close of the Annual Business Meeting, except that the term of the Treasurer shall begin on July 1 of the year following his/her election.

Section 5. Vacancies.

- A. In the event of a vacancy in the office of the President, the President-Elect shall hold office for the balance of the year and be entitled to continue as President for the following year.
- B. In the event of a vacancy in the office of the President-Elect, the Executive Committee shall fill the vacancy. The President-Elect so appointed may not succeed automatically to the office of the President, but shall be eligible for election to that office the following term.
- C. In the event of a vacancy in the office of the Treasurer or Secretary, the Executive Committee shall fill the vacancy for the duration of the term.
- D. In the event of a vacancy of a Representative on the Executive Committee, the Board shall fill the vacancy for the duration of the term.
- E. In the event of a vacancy of a duly appointed committee chairperson, the Board shall fill the vacancy for the duration of the term.

Section 6. Duties of Officers.

- A. The President shall:
 - a. preside at all meetings;
 - b. enforce all rules and regulations relating to the administration of the Council;
 - c. call meetings of the Council or the Executive Committee as deemed necessary or when a meeting is requested by the Executive Committee;
 - d. appoint all standing and special committees and committee chairpersons;
 - e. serve as an ex officio member of all standing or special committees.
- B. The President-Elect shall:
 - a. in the absence of the President, have all of the powers of the President;
 - b. be responsible for the planning of the agenda and the program for the annual business meeting.

- C. The Past President shall:
- a. In absence of the President and President-elect, have all of the powers of the President;
 - b. Chair the Elections and Recognition Committee for the annual business meeting.

D. The Treasurer Shall:

- a. be responsible for the collection of all funds accruing to the Council and shall disperse those funds at the discretion of the Executive Committee;
- b. maintain bank accounts in the name of the Council and shall deposit all monies coming to the Council in those accounts;
- c. pay all legal debts or obligations of the Council by checks drawn on those accounts;
- d. keep in trust certain monies assigned by the Executive Committee in savings accounts or investments approved by the Executive Committee;
- e. report at each meeting of the Executive Committee or of the Council on the condition of the treasury;
- f. on an annual basis, report to the Executive Committee showing the total of all fiscal activity of the Council for that fiscal year.

E. The Secretary shall:

- a. keep an accurate record of all proceedings of meetings of the Council, and of the Executive Committee;
- b. conduct all official correspondence of the Council and shall issue all notices of meetings;
- c. keep an accurate recording of all motions, resolutions, and decisions of the Council or of the Executive Committee;
- d. keep a register of all the institutional members and representatives of the Council;
- e. perform all duties pertaining to the office of Secretary.

Section 7. Duties of the Executive Committee.

The Executive Committee shall:

- A. be responsible to the Council for all management activities of the Council in the interim between regular or called business meetings of the Council.

- B. in the exercises of its management responsibilities, the Executive Committee may employ a State Secretary whose responsibility it shall be to manage and operate an office for the Council from which the normal business activities of the Council may be conducted. The State Secretary will serve the Council at the pleasure of the Executive Committee and shall be responsible to it for his/her duties.
- C. act for and on behalf of the Council between regular or called meetings.
- D. consider and act within a reasonable period of time on all applications for membership in the Council.
- E. assist the President-Elect in preparing the program and agenda for all regular and called business meetings of the Council, and shall coordinate all Council activities.
- F. have the authority to call meetings.

Section 8. Duties of Representatives.

It shall be the responsibility of the representatives to the Executive Committee to:

- A. represent their constituencies in the deliberations and work of the Council.
- B. keep their constituencies informed concerning the work and actions of the Council.
- C. Attend monthly Executive Committee meetings and serve on one of the standing or ad hoc committees.

Section 9. Absences.

Any member of the Executive Committee or any duly appointed committee chairperson who fails to attend three (3) consecutive duly called meetings except for excused reasons of health or business shall be considered inactive. The Secretary shall thereupon advise the President, who shall notify the member of this status and request their presence at the following meeting. Failure to attend the following meeting without an excused absence shall be deemed to constitute resignation. Upon a majority vote of the Executive Committee at that meeting, a vacancy will be declared.

Section 10. Performance of Duties.

Any member of the Executive Committee or any duly appointed committee chairperson who fails to carry out any of the duties of their position shall, upon approval of the majority of the Executive Committee Members, be warned in writing and placed on a thirty (30) day probation period. At the conclusion of this probation, by majority vote of the Executive Committee Members, the member will either be asked to resign or restored to normal standing within the Board.

Article VI Elections

Section 1. Elections of Officers and Executive Committee Members.

- A. Before the Annual Meeting the Executive Committee or its designee shall prepare and communicate to the member institutions a list of names of individuals from member institutions representing nominations for the following offices:
- President-Elect
 - Secretary
 - Treasurer
 - Executive members as defined in the Constitution, Article V, Section 3
- B. The Nominating Committee shall attempt to nominate at least two individuals for each office and Executive Committee position.
- C. Representatives will be elected by their respective constituencies; however, officers will be elected by the full membership. A simple majority of ballots cast shall elect.
- D. The President-Elect of the Council shall assume the Office of President at the close of the annual meeting that terminates the year of service as President-Elect.
- E. The Council representatives to the Executive Committee will be elected for two-year terms rotated according to the following plan:
- a. University representative elected each odd year
 - b. Senior college representative elected each even year
 - c. Junior or community college representative elected each odd year.
 - d. One-half of the public high school representatives and one private high school representative will be elected each odd year (those representing even numbered districts) and one-half of the high school representatives will be elected each even year (those representing odd numbered districts).
- F. All members of the Executive Committee must be duly appointed personnel of a member institution.

Article VII Meetings and Annual Conference

Section 1. Committees of the Council.

- A. The Executive Committee or the President may appoint as many standing or special committees as may be necessary to implement the programs of the Council.

- B. Membership on these committees need not be confined to members of the Council, but may include qualified and interested persons outside the membership of the Council.
- C. The President shall appoint chairpersons for these committees.
- D. The committees shall:
 - a. conduct the programs of the Council;
 - b. report regularly to the Executive Committee;
 - c. communicate regularly with the President;
 - d. submit a budget to the Executive Committee for approval;
 - e. submit an annual written report documenting committee activities.

Section 2. Meetings.

- A. The Executive Committee or the President shall have the responsibility for calling regular and special meetings of the Council.
- B. The rules for parliamentary procedure as laid down by "Robert's Rules of Order" shall govern all meetings of the Council.

Section 3. Annual Conference.

The Council will host one annual business meeting in December at a location convenient to the majority of the membership.

**Article VIII
Fiscal Matters**

Section 1. The fiscal year of the organization shall be July 1 through June 30.

Section 2. Dues and Fees.

- A. Membership is from January 1 through December 31. Each December the membership committee shall send out membership renewal notices for the following year.
- B. Annual dues for eligible colleges and universities shall be \$250 that shall include a \$150 fee for inclusion in the *Colorado Collegiate Handbook*.

C. Annual dues for eligible high schools shall be based on headcount:

Headcount	Dues
500 or fewer	\$15
501 - 1,500	\$25
1,501 or more	\$35

D. Annual dues for eligible associate members shall be \$20.

Section 3. Administrative Account.

The administrative account shall be maintained at a minimum of \$15,000.

Section 4. Reserve Account.

A minimum balance of \$150,000 shall be maintained in a reserve account, equivalent to approximately one year's operating costs, to allow for unexpected financial difficulties.

Section 5. RMACAC Joint Benevolent Project Revenue Sharing

In an agreement finalized in 1991, the Council and Rocky Mountain Association for College Admission Counseling (RMACAC) agreed to work cooperatively on projects. Together they sponsor the Denver College Fair each Spring and with part of the proceeds from that fair, they have a joint benevolent project to provide professional development opportunities to improve the profession and/or to benefit students. The Professional Development Committee is charged with working on the Joint Benevolent Project. Proceeds are shared as follows: RMACAC receives 75% of the net fair revenue, while the Council receives 25%. Proceeds are to be distributed to Council by RMACAC as soon after the fair as possible.

**Article IX
Publications**

All print or electronic publications, including the logo, or correspondence distributed under the name of the Colorado Council on High School/College Relations must be officially sanctioned by the Executive Committee.

**Article X
Amendments**

These bylaws may be amended at any Board meeting by two-thirds (2/3) vote of those in attendance, after thirty (30) days notice of the intended change has been given to all members of the Board.