

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 not-for-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 high 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 support 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, and to provide grants, as funds are available, to eligible members to support professional development, to encourage student engagement in the transition to college, and to recognize outstanding achievement.

Article IV Membership

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. K-12 School Membership including Public Area Technical Colleges (voting):
 - i. Public (including public charter) schools: Any school operated by a school district within the State of Colorado.
 - ii. 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 also must be accredited by the North Central Association of Colleges and Schools or approved by the Executive Committee.
 - iii. Public Area Technical Colleges: Those technical colleges operated by a public school district in Colorado.
- b. College or University Membership (voting):

Any not-for-profit college or university that operates a campus in Colorado, is approved by the Executive Committee, and is regionally accredited by 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, or Western Association of Schools and Colleges.

- i. Two-year colleges offering Associate of Arts, Associate of Science, or Associate of General Studies degrees whose credits transfer to Colorado Council member colleges and universities.

- ii. Colleges or universities offering baccalaureate or higher degrees whose credits transfer to Colorado Council member colleges and universities.

c. Associate Membership (non-voting):

Organizations or individuals representing Colorado-based organizations 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 (see Section D below);
- iii. Have a vested interest in providing or encouraging educational opportunities such as free scholarship access, educational skill development, information and resources about higher education and professional development.

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 individuals, institutions, and organizations seeking membership in the Council.

C. Voting Eligibility for Executive Committee Elections

Approved and paid voting member institutions shall be eligible to vote annually for Executive Committee candidates running for the respective offices. Each institution shall have one (1) vote. Ballots will be sent to eligible members prior to the Annual Meeting.

D. 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. Allegations of ethical violations are considered by the

Admissions Practices committee, which reports to the Executive Committee. When warranted, the Executive Committee can impose remedies, and failure to remedy may result in membership probation or revocation.

Article V Officers and the Executive Committee

Section 1. Board of Directors

Officers and representatives as defined in Section 2 shall be members of the Board of Directors and shall be elected by the member institutions. Executive Committee and Board may hereafter be used interchangeably.

Section 2. Executive Committee

- A. The Executive Committee shall consist of 15 elected members, of which five are officers, two are collegiate representatives, and eight are high school representatives. In addition, one chairperson of each standing committee appointed by the President shall be a member of the Executive Committee.
- B. The officers of this Council shall be officers of the Corporation and shall consist of a President, President-Elect, Past-President, Secretary, and Treasurer.
- C. Collegiate representatives to the Executive Committee shall include:
 - a. One member representing the four-year colleges/universities.
 - b. One member representing the two-year colleges.
- D. High school representatives to the Executive Committee shall include one member representing each of seven geographic districts in Colorado and one at-large member. Districts are representative of regional areas by county and are grouped as follows:
 - a. District 1. Northwestern – Delta, Eagle, Garfield, Grand, Gunnison, Jackson, Mesa, Moffat, Pitkin, Rio Blanco, Routt and Summit.
 - b. 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.
 - c. District 3. Central – Douglas, Elbert, El Paso, Park and Teller.
 - d. District 4. Northeastern – Kit Carson, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington, Weld and Yuma.

- e. District 5. Southeastern – Baca, Bent, Cheyenne, Crowley, Custer, Fremont, Huerfano, Kiowa, Las Animas, Otero, Prowers and Pueblo.
- f. District 6. North Central – Boulder, Clear Creek, Gilpin, Jefferson, Larimer and Broomfield.
- g. District 7. Metro Denver – Adams, Arapahoe, and Denver.
- h. One at-large member representing the private secondary schools in Colorado.

Section 3. Terms of Office

The President shall serve for three years; the first as President-Elect, the second as President, and the third as Past-President. The Treasurer shall serve for two years and the Secretary shall serve for two years. Terms of office shall begin at the close of the Annual Meeting.

Section 4. 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 5. 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 Executive Committee as deemed necessary or when a meeting is requested by the Executive Committee;
 - d. appoint all chairpersons to committees at the beginning of each new calendar year. Persons eligible to be appointed shall be current members of the Council;
 - e. appoint as many standing and/or special committees as may be necessary to implement the programs of the Council. Membership on these committees need not be confined to Executive committee members, but may include other qualified and interested persons including those who are themselves ineligible for membership. However, those ineligible for membership may not chair a committee or vote;
 - f. serve as an ex officio member of all standing or special committees;
 - g. forward all procedures and documents relevant to this position to the succeeding President.
- 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 Meeting;
 - c. forward all procedures and documents relevant to this position to the succeeding President-Elect.
- C. The Past-President shall:
- a. in absence of the President and President-Elect, have all powers of the President;
 - b. chair the Elections and Recognition Committee for the Annual Meeting;
 - c. forward all procedures and documents relevant to this position to the next Past-President.
- D. The Treasurer and his or her designee shall:
- a. be responsible for the collection of all funds accruing to the Council and shall disburse 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 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;
 - g. prepare and monitor the annual budget;
 - h. forward all procedures and documents relevant to this position to the next Treasurer.
- E. The Secretary shall:
- a. keep an accurate record of all proceedings of meetings 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 Executive Committee;
 - d. maintain copies of relevant correspondence sent to constituencies;
 - e. keep a register of all the institutional members and representatives of the Council's Executive Committee and chairpersons;
 - f. forward all procedures and documents relevant to this position to the succeeding Secretary.

Section 6. Duties of Representatives

It shall be the responsibility of Executive Committee members to:

- A. attend monthly Executive Committee meetings and serve on the Scholarship Committee and Counselor of the Month Committee;
- B. represent their constituencies in the deliberations and work of the Council. This may include "polling" their constituencies for input/feedback on pending topics;

- C. keep their constituencies informed concerning the work and actions of the Council.

Section 7. Duties of Chairpersons

It shall be the responsibility of Committee Chairpersons to:

- A. attend monthly Executive Committee meetings;
- B. represent their committee in the deliberations and work of the Council;
- C. work with Treasurer for assistance with annual budget preparation;
- D. submit an annual report of committee activities for the Annual Meeting.

Section 8. Absences

- A. Any member of the Executive Committee or any duly appointed committee chairperson who fails to attend three 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.
- B. Remote synchronous participation (e.g., via telephone conference or webcast) can constitute attendance, but not asynchronous emails or proxies.

Section 9. 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 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. Six weeks prior to 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 positions, if becoming vacant:

President-Elect
Secretary
Treasurer
Representatives as defined in Article V, Section 2

- B. Presidents are rotated each year by constituency and are elected from the following in this order: four-year college/university, two-year college, high school.
- C. The Nominating Committee shall attempt to nominate at least two individuals for each vacated position.
- D. Representatives will be elected by their respective member constituencies. However, officers will be elected by the full membership of high schools and colleges. A plurality of ballots cast shall elect. In the event of a tie, a vote will lie with the Executive Committee Officers. The election process shall be open for a two-week period of time, four weeks prior to the Annual Meeting. The Executive Committee or its designee must notify the CCHS/CR officers of the election outcome prior to the Annual Meeting.
- E. 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.
- F. The Secretary shall serve a two-year term, be elected each even year, and assume the office at the close of the Annual Meeting following the election.
- G. The Treasurer shall serve a two-year term, be elected each odd year, and assume the office at the close of the Annual Meeting following the election.
- H. The Council Representatives to the Executive Committee will be elected for two-year terms rotated according to the following plan:
- a. College/University Representative elected each odd year.
 - b. Two-Year College Representative elected each even year.
 - c. Even-numbered High School Representatives and the Private High School Representative will be elected each odd year; odd-numbered district High School Representatives will be elected each even year.

- I. All members of the Executive Committee must be duly appointed personnel of current member institutions.

Article VII

Meetings and Annual Conference

Section 1. Meetings

- A. The President shall have the responsibility for calling regular and special meetings of the Council. In the absence of the President, the President-Elect shall preside over regular and special meetings of the Executive Committee.
- B. Officers shall have the responsibility to call special meetings of the Executive Committee if necessary.
- C. The rules for parliamentary procedure as defined by "Robert's Rules of Order" shall govern all meetings of the Council with the following exceptions:
 - a. Elected officers, representatives and one appointed chairperson of each standing committee are eligible to make motions and vote on motions. Others in attendance are welcome to participate in discussions on motions, but are not eligible to cast votes on motions.
 - b. In order to streamline voting processes, the Executive Committee formally and continuously suspends the Robert's Rules of Order that mandates that all votes be held first by asking for 'ayes'/'nays' votes and then only if it is unclear followed by a roll-call vote or secret ballot vote. Instead, the Executive Committee reserves the right to hold secret ballot votes or roll-call votes without first casting an aye/nay vote or officially suspending the rules.
- D. Each Executive Committee member may cast only one vote.
- E. Plurality is permissible unless a quorum is called by the President or member of the Executive Committee.
- F. The President is a non-voting member of the Executive Committee except in the event of a tie vote. In the event of a tie, the President shall cast the deciding vote.

Section 2. 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 offered on an annual basis.
- B. Annual dues for eligible colleges/universities, high schools, and associate members shall be approved by the Executive Board.

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.

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 Executive Committee meeting by two-thirds vote of the voting members, after 30 days' notice of the intended change has been given to all members of the Executive Committee.