

**OPERATING PROCEDURES FOR THE
COUNCIL FOR THE STUDY OF COMMUNITY COLLEGES
A PROJECT OF THE CENTER FOR THE STUDY OF COMMUNITY COLLEGES**

Preamble

The American Association of Community Colleges (AACC) provides a national focal point and action center for institutions, agencies, and individuals concerned with the extension and improvement of community college education. Among the many individuals so concerned are the university and senior college professors who teach and conduct research in the community college field. The Council for the Study of Community Colleges (CSCC) is to be affiliated with the association in order to assist the council members in keeping abreast of developments in community college education, and in order to provide a formal and continuing vehicle for council members' contributions to association activities.

ARTICLE I: NAME

This project shall be known as the Council for the Study of Community Colleges

ARTICLE II: PURPOSES

Section 1. Relationship to AACC/AACC tax exempt status.

The American Association of Community Colleges is organized and shall be operated exclusively for charitable and educational purposes and shall not engage in any activity which is not permitted by an organization exempt from taxation under Section 501a and described in Section 501(c)3 of the Internal Revenue Code. No part of its net earnings shall inure to any private individual except that reasonable compensation may be paid for services actually rendered. No substantial part of its activities shall be for carrying on propaganda, or otherwise attempting to influence legislation, and it shall not participate in, or intervene in (including publishing or distributing of statements), any political campaign on the part of any candidate for public office.

Pursuant to these purposes, the AACC shall promote the sound growth of community colleges and shall help create in them an atmosphere conducive to learning.

The Council for the Study of Community Colleges endorses these purposes of AACC, which appear as Article II of the Association's Constitution.

Section 2. Specific Purposes of CSCC

CSCC has the following specific purposes:

1. To stimulate, conduct, and disseminate research related to community colleges.
2. To contribute to the provision of relevant pre-service and in-service education that prepares and improves professionals in the field.

3. To serve as a forum where persons (professors, students, and others) interested in the field of community college education can engage in dialogue and share experiences about approaches that have particular promise.
4. As requested, to provide research and service to AACC and its member councils.
5. To recognize outstanding service to the field of community college education.
6. To recognize outstanding publication in the area of the community college.
7. To recognize outstanding research in the area of the community college.
8. To provide a unified and formal base for the participation of CSCC members in AACC affairs.

ARTICLE III: MEMBERSHIP

Section 1: Regular Membership

Regular membership in CSCC is open to full-time, four-year college or university personnel who teach in or administer a higher education program that includes education about the community college. Membership is also open to those who engage in scholarship and research about the community college.

Section 2: Associate Membership

Associate membership is open to former CSCC members who no longer qualify for regular membership, community college administrators and faculty, graduate students in higher education and community college education programs, and four-year faculty and administrators interested in community colleges.

Section 3: Graduate Student Membership

Any graduate student engaged in studies relating to the community college shall be eligible for Associate Membership in CSCC.

Section 4: Eligibility to Vote

Only those Regular, Associate and Graduate Student members whose dues are paid for a given fiscal year shall be eligible to vote in elections or upon questions brought before the Council, except only Regular Members may vote on Operating Procedure issues.

ARTICLE IV: DUES AND FINANCES

All members shall pay annual dues as are approved by the Executive Community of the Council. The fiscal year of the Council shall be the same as the Center for the Study of Community Colleges.

The operating budget will be based upon the dues received. However, for special projects supplemental funding may be sought from appropriate sources.

All receipts and disbursements of the Council shall be through the treasurer, who shall account in writing to the Center for the Study of Community Colleges for all funds at least quarterly and at the Annual Meeting of the Council. Following the close of each fiscal year, members of the Executive Committee, other than Council officers, shall audit Council accounts.

ARTICLE V: OFFICERS

The officers of the Council shall be the President, President-Elect, Past President, Vice President/Research and Publications, Secretary, Treasurer and Historian.

The term of office for the President, Past President and President-Elect shall be one year. Neither the President nor the President-Elect may serve two consecutive terms.

The term of office of the Vice President/Research and Publications, Secretary, Treasurer and Historian shall be three years.

The President-Elect shall succeed to the presidency. The President shall succeed to the Past President. Other officers shall perform the duties of their offices as may be defined by the Executive Committee. The terms of office of the officers shall begin immediately following their election, but not prior to the conclusion of the annual meeting.

ARTICLE VI: BOARD OF DIRECTORS

The Council shall elect six members to the Board of Directors.

The Council shall also elect a higher education graduate student to the Board. The graduate student will be a voting member of the Board and shall serve a two-year term. Other Board members shall serve three-year terms. Additionally, up to two board members, normally representing special interest groups may be elected by the Council at large for terms not to exceed three years.

The terms of office of board members shall begin on the day following their election.

ARTICLE VII: ELECTIONS

Elections shall be held annually as specified by the Executive Committee.

ARTICLE VIII: COMMITTEES

Section 1. Executive Committee

A. Membership.

The Executive Committee shall consist of the Board of Directors and the elected officers. The President shall serve as Chairperson of the Executive Committee.

B. Powers.

The Executive committee shall be empowered to act for CSCC in the period between the Annual Meetings of the Council. The Executive Committee shall have authority to adopt policies for the Council, provided that such policies are consonant with the policies and directors of the Center for the Study of Community Colleges and these procedures.

Section 2. Program Committee

With the approval of the Executive Committee, the Council President shall appoint annually a Program Committee, which is chaired by the President-Elect. The Program Committee shall plan a program to be held in conjunction with the annual CSCC Convention, and shall plan or assist in planning such other programs (national or regional) as may be held.

Section 3. Nominating Committee

With the approval of the Executive Committee, the President shall appoint annually a nominating committee chairperson and a nominating committee. The nominating committee shall recommend to the membership candidates for Council offices and elected members of the Board of Directors. The Immediate Past President shall serve as Chair of the Nominating Committee.

Section 4. Ad Hoc Committees

As appropriate, and with the approval of the Executive Committee, the President may establish and appoint members to ad hoc committees for a time not to exceed one calendar year.

ARTICLE IX. MEETINGS

There shall be an Annual Meeting of the Council, to be held in conjunction with the Annual convention of the American Association of Community Colleges. The agenda of this meeting shall be determined by the President, with the approval of the Executive Committee.

Regional meetings called, planned and chaired by the regional Directors, shall be encouraged.

ARTICLE X. ADOPTION AND REVISION OF THE OPERATING PROCEDURES RES

Proposed Operating Amendment Allowing For Electronic Voting

Article X of the Operating Procedures of the Council for the Study for Community College shall be amended as follows:

Section 1 Voting by Mail Ballot

Voting on resolutions, Operating Procedures, or Bylaws amendments, elections shall be by mail or secure electronic ballot.

Section 2 Mail or Electronic Ballots

Mail or electronic ballots shall include the text of resolutions and/or amendments to the Operating Procedures, or Bylaws approved by the Board and submitted to the membership for ratification. Mail or electronic ballots shall also include the names of all candidates duly nominated for a contested office with a written statement by or for each nominee.

Section 3 Mail or Electronic Ballot Voting Procedure

The following voting procedure for controversial resolutions, Operating Procedures, Bylaws, Amendments, and Officers is established:

- (a) Mail or electronic ballots shall be mailed or electronically posted 30 days prior to the annual meeting to current dues paid members at their last address, electronic mail address (email) on record at the Principal Office (PO), or posted on a secure section of the NLG website created for voting purposes by the PO.
- (b) Ballots cast must be returned to the PO by First Class U.S. Mail postmarked not later than the 21st day after the date the ballots were mailed to the membership or when electronically posted to email or on the CSCC website. The ballot shall prominently specify the date by which it must be postmarked returned or replied to the PO to be counted.
- (c) The PO shall be responsible for vetting ballots to ensure they were cast by current dues paid members only.
- (d) Ballots cast shall be counted at least twice in separate tabulations by different PO staff members. Discrepancies in the tabulations, if any, shall be resolved in a fair manner to be determined by the Executive Committee (EC). The EC shall promptly announce to the membership how the discrepancy was resolved.
- (e) The results of the final tabulations shall be promptly announced to the membership and published in the next newsletter and posted on the CSCC Webpage.

Section 4 Annual Meeting Voting Procedures

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- (a) The following Annual Meeting voting procedure is established:
voting procedures for questions other than controversial resolutions, amendments to the Operating Procedures, and/or Bylaws, or contested election of Officers specified herein, shall be by simple majority vote of members in good standing present and voting at the Annual Meeting.
- (b) Voting on controversial resolutions at the Annual Meeting shall be by written ballot specifying the resolution. After such ballots as are cast at the Annual Meeting have been counted and the preliminary results announced to the Annual Meeting, the PO shall preserve the ballots cast at the Annual Meeting and add them to any mail or electronic ballots returned for counting in accordance with the mail or electronic ballot voting procedure established herein. The final results shall be promptly announced after all ballots cast have been counted.
- (c) Contested elections of Officers shall be by written ballot designed as previously specified herein. The PO shall collect and preserve such written ballots cast at the Annual Meeting and add them to any mail or electronic ballots returned for counting in accordance with the mail or electronic ballot voting procedure established herein. Only final contested election results after all ballots properly cast have been counted by the PO shall be promptly announced."