



ASSOCIATION BYLAWS

Date: December 6, 2013 (revised)

ARTICLE I NAME

The name of the organization is the **Accreditation Council for Co-op and Internship (ACCI)**.

ARTICLE II MISSION

The Accreditation Council for Co-op and Internship is an association dedicated to encouraging and recognizing excellence in programs of cooperative education and academic internships.

ARTICLE III MEMBERS

ACCI membership shall be comprised annually of programs or units that have current accreditation status as granted by ACCI.

ARTICLE IV COUNCIL OF TRUSTEES

Section I Composition

The Council of Trustees (Council) shall be comprised of one representative from each member program or unit. The member program or unit will provide the name of the representative to the Chair of ACCI within 30 days of receipt of notice of accreditation status being granted or renewed. The members may change representatives at their discretion but must give notice to the Chair of ACCI before the change is effective. In the event a member does not appoint a representative to the Council of Trustees, either by choice or by omission, the member remains

bound by the governance of the Council of Trustees and may provide a representative at any later date with proper notification to the Chair. In all cases, the principal point of contact in the application for accreditation or his successor shall have the authority to inform the Chair of ACCI of the name of the representative from that member.

Section II Powers

The Council of Trustees shall be empowered to conduct all aspects of business of ACCI and to perform all duties related to the mission as stated in Article II. Further, the Council of Trustees shall have the authority to elect officers from within the Council and to delegate specific authority for tasks to individuals not on the Council.

Section III Meetings

There shall be one regular meeting of the Council of Trustees during each calendar year, and special meetings as needed. The Chair may call special meetings, or the Vice Chair and Secretary/Treasurer acting together may call a special meeting. Special meetings are called for a specific purpose that is stated in the meeting notice, and no other business may be conducted during a special meeting.

Section IV Meeting Notice

Membership must be notified at least 30 days prior to regular meetings. Membership must be notified at least 10 days prior to special meetings.

Section V Quorum

At least two officers plus forty percent of the trustees shall constitute a quorum.

Section VI Duties of Members of the Council of Trustees

The members of the Council of Trustees tasks are:

- Review the standards according to which cooperative education and academic internship programs will be accredited by the organization and amend those standards as required.
- Establish documentation standards and procedures by which cooperative education and academic internship programs shall be evaluated for accreditation purposes.
- Receive and respond to suggestions and queries regarding appropriate standards for accreditation as provided by recognized organizations.
- Establish guidelines and procedures by which cooperative education and academic internship programs shall be evaluated for accreditation purposes.
- Establish an appeal procedure.

- Evaluate cooperative education and academic internship programs presented to it by the Vice Chair for Accreditation and award accreditation or withhold accreditation in accordance with the established standards.
- Establish on behalf of the organization a period of accreditation.
- Establish and maintain rules and procedures upon which to conduct business.
- Recommend an appropriate fee structure for the evaluation of programs such that the review and assessment procedure is self-supporting.

ARTICLE V OFFICERS

Section I - Officers and Duties.

Officers of the organization shall be the Chair, Vice Chair for Accreditation, Secretary/Treasurer, and a trustee from each institution as specified by the accredited program or unit. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Council.

Chair

The Trustee elected by the Council and serving as Chair of ACCI is responsible for:

- The general welfare and operations of ACCI. The chair will represent the interests of ACCI between meetings. Decisions made by the chair in between meetings of the Council of Trustees must be presented for ratification at the next meeting.
- Organization of and presiding over meetings of the Council of Trustees.
- Appointing the chairs of standing committees as defined in these bylaws.
- The appointment of special committees

Vice Chair for Accreditation

The Vice Chair for Accreditation is responsible for:

- Coordinating the program accreditation review process.
- Presenting findings and recommendations of the accreditation teams to the Council of Trustees that will grant or deny accreditation status to each applicant.
- Reviewing applications for completeness and assigning applications to accreditation teams.
- Chooses members and Conveners of accreditation teams.
- Interprets accreditation guidelines for accreditation teams as needed.
- Maintains accreditation correspondence with applicants and accreditation teams for the duration of the review cycle.
- For the unexpired portion of the term, acts as Chair in the event of a vacancy in the position elected Chair.

Secretary/Treasurer

The Trustee elected by the Council and serving as Secretary/Treasurer of the Accreditation Council for Cooperative Education:

- Maintains and distributes the minutes of all Council meetings.
- Maintains the financial records of the organization, prepares records for an audit by the Financial Committee and reports the balance at Council meetings.
- Maintains the ACCI checkbook, collects & deposits funds and pays encumbrances.
- Develops & distributes official Council notices.

Section II - Nomination Procedure, Time of Election

At the annual meeting of the Council of Trustees the nominations committee shall present candidates for the offices to be filled. Additional nominees from among the membership shall be permitted from the floor.

Section III. - Ballot Election, Term of Office

The officers shall be elected by ballot to serve for one term or until their successors are elected and their term of office shall begin at the close of the annual meeting at which they are elected. A term of office shall be two years. The accredited institution of the Chair shall have the right to appoint a new representative to fulfill the duties now left vacant by person assuming the position of Chair. In the event the positions of Vice Chair or Secretary/Treasurer become vacant, the Council shall elect a Trustee to fulfill the duties of such vacant offices for the remainder of the unexpired term.

Section IV - Office-Holding Limitations

No trustee shall hold more than one office at a time and no trustee shall be eligible to serve more than two consecutive terms in the same office. After vacating a position for at least two years, a trustee may be nominated for a position previously held.

ARTICLE VI COMMITTEES

The standing committees of the organization will consist of:

Process Improvement Committee to assist the Council of Trustees in their charge of reviewing the standards and procedures by which cooperative education and academic internship programs are accredited by developing recommendations regarding documentation standards, accreditation procedures, evaluation guidelines, and appeal processes. The convener of each active accreditation team will automatically become a member of this committee.

Educational Services Committee to develop a "pool" of programs who meet quality standards by training and consultation; to establish education pedagogy for the public, academicians as well as employers, regarding the quality standards for cooperative education and academic internship and assessment of those quality standards; to recommend content, timing, location and pedagogy of training and education for Council approval; to develop a budget for educational activities for Council approval and to implement approved training, consultation and education efforts.

Financial Committee to conduct an annual audit of the financial records of the organization. The committee, chaired by the Secretary / Treasurer, shall make recommendations to the Council with respect to all financial matters.

Nominations Committee to present a slate of candidates as proposed ACCI officers to be elected per these bylaws at the annual meeting of the Council of Trustees. The immediate past Chair of the Council shall serve as chair of the nominations committee.

The Chair of the Council of Trustees shall have the right to appoint additional ad hoc committees. The Council may also prescribe to the Chair the need for and/or the composition of such committees.

ARTICLE VII GOVERNMENT AND PARLIMENTARY AUTHORITY

The Council shall in all respects be autonomous in the matter of its accrediting criteria, finances, policies, administration, time, place, and frequency of its meetings, elections and appointment of officers and representatives, and all other lawful activities. No member of the Council or elected officers of the ACCI may act on behalf of the Council or hold him or herself out to the public as authorized to act on behalf of the Council without the express consent of the Council.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern ACCI in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order ACCI may adopt.

ARTICLE VII AMENDMENTS

These bylaws may be adopted, amended, or repealed at any meeting of the Council by a two-thirds (2/3) vote of the Council, provided proper notice of proposed bylaw changes is given to each Trustee at least thirty (30) days prior to the meeting.

ARTICLE IX DISSOLUTION

Upon the dissolution of ACCI, the Council shall, after paying or making provisions for the payment of all liabilities, dispose of all assets of ACCI in such a manner and to such organization or organizations, which shall at the time qualify as a 501(c)(3) not-for-profit, tax-exempt organization or organizations under the Internal Revenue Code

ARTICLE X LIMITATIONS

The organization is a private, 501(c)(3) not-for-profit, tax-exempt, autonomous, voluntary, accrediting organization. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to Trustees, officers, or other private persons, except that the Council shall be authorized to make payments and distributions in furtherance of the mission set forth in Article II, above.