



Board Member Handbook

1. Name

The name of the association shall be: Association of Community and Continuing Education (ACCE), an organization of California Community Colleges.

2. Constitution

Reviewed every three years or as needed. (last in 2014)

3. Bylaws

Reviewed every three years or as needed. (last in 2014)

4. Purpose

The purpose of the association shall be to develop and promote desirable policies, practices and support for the educational constituencies within the association and to promote professional growth of the membership. See Article II of the Bylaws for details.

5. Records

a. Records are maintained in archives by the secretary/historian.

b. ACCE is a 501.(c)(6) Professional Organization, not a 501.(c)(3) Charitable Organization. The original name was CCCCCEA, California Community College Council on Community Services and Community Education; we no longer have any of the original records.

6. Membership

a. All assigned personnel in any public California Community College may become members of the association by payment of the annual fees.

b. Other affiliates of the public California Community College System, such as vendors or consultants, may join through sponsorship and payment of the affiliate membership fee.

c. Membership Policy

i. In the case of a college-paid membership for a current member who leaves their college, this membership will remain with the college throughout the current membership year. Any board member or ACCE member who is aware of such a situation should alert the second vice-president, membership so the new individual in the position can be contacted and welcomed.

ii. Membership fees are not refundable.

d. Membership Directory

i. Membership in ACCE is achieved by purchasing a membership directory, which are produced in the spring listing members through March of the same year. This will always be a living document. The directory will be compiled by the vice-president, membership in a format appropriate to current technology and consumer practices. Extra copies may be available to be given to people who sign up as members at events such as conferences or workshops. Directories will not be provided to non-members.

ii. Membership activities will follow a specific calendar. See Membership Calendar section.

e. ACCE Information Packet for Recruitment

i. Welcome information will be available on the website for new members. Information can be provided to new practitioners whom board members become aware of to help recruit them into ACCE. Suggested information includes:

1. A membership application form.
2. A list of current board members with contact information, especially highlighting the council leaders.
3. Listserv information.
4. The most recent ACCE Journal.
5. Website information (access info for members only section for members).
6. Highlights of current key issues.

ii. All ACCE members, including the board, are encouraged to give the second vice-president, membership the names of potential new members.

f. Membership Calendar

i. ACCE membership runs from July 1 – June 30 of the following year. Early renewal may be offered in a package deal at the annual conference, as determined by the board.

ii. May Prior Year – join/renewal letters sent to:

1. Prior year members
2. Members from two years prior who did not renew for prior year.
3. Those who are not members and don't fall into either category above.

iii. July – Current year begins
1. Renewal reminders sent

iv. October – work with fall workshop registration list to make sure the membership list has been updated with any new names. Collect directory updates at the workshop from attendees.

v. November – Send out directory notices, along with 2nd renewal requests to those who have not responded. vi. December – Begin updating the membership directory.

vii. February – Update membership with those who may have joined during registration for the annual conference.

viii. March – Membership deadline for directory being published.

ix. April – Produce membership directory.

7. **Officers**

a. Executive Board composed of up to 10 officers elected by the membership, and the immediate past president.

b. All officers must be members of ACCE.

i. President

1. Term length: one year

ii. First Vice-President/President Elect

1. Candidates must have served a minimum of one year on the ACCE Executive Board in elected or appointed positions.

2. Term length: one year

iii. Second Vice-President/Membership

1. Term length: two years (even years)

iv. Treasurer

1. Term length: two years (odd years)

v. Secretary/Historian

1. Term length: two years (odd years)

vi. Council Leaders for Community Education

1. Term length: two years (North, even & South, odd years)

vii. Council Leaders for Continuing Education

1. Term length: two years (even and odd years)

viii. Past President (ex officio member)

1. Term length: one year

c. Duties of Offices See Article IV of Bylaws

d. Appointees who sit with the board are non-voting members whose appointments are ratified and include:

- i. Chancellor's Office Liaison
- ii. Legislative Liaison
- iii. Journal Editor
- iv. Webmaster
- v. Other liaisons as necessary

e. Recruitment for Board Positions

- i. Interact with colleagues and members at ACCE events in an effort to involve them in the organization and develop them as future board members.
- ii. As individuals are nominated, provide them with information including the number of events they will be expected to attend and the reimbursement policies, etc.

f. Executive Board Meeting

- i. Minimum of four (4) meetings annually; one may be at the annual retreat. The appointees may attend board meetings as needed and participate as ex-officio members.
- ii. Five officers shall constitute a quorum

g. Meetings

- i. A minimum of one annual business meeting.
- ii. Special meetings may be called by the officers or by a petition of the majority of the membership.

h. Board Communications

As needed

i. Board Expenditure Policy Board members can be reimbursed for travel expenses and supplies using the following guidelines, while trusting them to use the most reasonable rates available. (The board has the ability to approve any necessary exceptions.) Mileage is reimbursed at the IRS rate. Board members must pay registration fees at conferences and one-day workshops. ACCE

expects that our colleges are supportive of our work on their behalf on the board and asks that we request reimbursement from our districts for travel. If that is denied:

- ACCE Conference(s): reimbursement will include travel expense, mileage, parking, and shuttles and a hotel for one night at the conference rate if a lengthy board meeting is connected to conference scheduling. The workshop fee is never reimbursable. NOTE: In years when ACCE holds two one-day annual conferences, Board Members must pay the registration fee to attend only one of the two (southern and northern) conferences. If board members travel to help operate a conference, ACCE will reimburse the travel costs for those 5 in the north traveling south and those in the south traveling north.

- Board Meeting: travel expenses and mileage.

- Annual Board Retreat: reimbursement for transportation including airfare, parking, shuttles and mileage and a hotel for one night.

- The reimbursements listed above are also available to appointees of the board if their attendance at meetings is requested.

- Expense Reimbursement Forms must be submitted to the treasurer within 30 days of the event and should include original receipts and mileage calculated based on web-based mapping, with printed verification attached

8. Elections

Past president will coordinate the elections. Elections coordinator will send the membership a request for nominations

- a. Elections coordinator will secure permission of nominees to be placed on the ballot
- b. Only two candidates will be proposed to the membership for each office
- c. Elections shall be by mail-in or web-based ballot
- d. Ballots must reach the chair by May 1
- e. The elections coordinator and one other member not running for office will confirm the count.
- f. The elections coordinator will notify the president of the results by June 1
- g. The president will notify the candidates and Journal editor of the results.
- h. Ballot: See Article VI of Bylaws

9. Conferences

- a. The conference committee chair is the first vice-president.
- b. Provide the membership one annual statewide conference each year (can be offered as one day at each end of the state), along with two one-day drive-in workshops, one in the south, and one in the north.
- c. Identify non-ACCE members at conferences and workshops and make them feel special in some way.

d. Vendors - Vendors are provided levels of conference exhibitor or sponsor status and privileges based on the amount of their contribution. The fee schedule will be reviewed and updated by the board on an annual basis. The status and privileges are shown below; the annual fee schedule should be consulted prior to recruiting vendors for the upcoming conference.

i. Conference Exhibitor:

ACCE fee per schedule plus any additional costs related to the exhibit. Sponsor receives:

1) One full conference registration, including meals, breakout sessions, refreshment breaks, main sessions and President's Reception for one representative.

2) Additional representatives can attend the conference at the rate of \$385 per person.

3) 6-ft draped table for display of materials, products and demonstrations.

4) High visibility placement of table for best access to attendees such as right outside of the main general session in an area everyone must walk through.

5) Promotional mention in conference program materials.

6) Opportunity to place marketing materials (pens, pads, etc.) in conference bags.

ii. Silver Sponsor:

ACCE fee per schedule plus any additional costs related to the exhibit.

Sponsor receives all of the above plus:

1) Promotional mention at meals via signage and materials

2) Special introduction/recognition for 5 minutes of face-time at a full general session

3) Availability of a meeting room prior to or following conference sessions for your own vendor presentation/user group meeting

iii. Gold Sponsor - only 2 available:

ACCE fee per schedule plus any additional costs related to the exhibit.

Sponsor receives all of the above plus:

1) Special sponsorship of Reception or Social Event: President's Reception on opening night; Special Fun event in conference city.

2) Public introduction at the event with signage and announcement.

3) Company listing next to event in conference program materials and right outside of the main general session in an area everyone must walk through.

iv. *Platinum Sponsor* – only 1 available:

ACCE fee per schedule plus any additional costs related to the exhibit.

Sponsor receives all of the above PLUS:

1) Special sponsorship of keynote speaker on the day of highest attendance.

2) Public introduction and 5 minute commercial at the event with signage and announcement.

3) Company listing next to event in conference program materials.

4) Opportunity to sponsor an event at the conference, or the entire conference.

e. Conference Goals:

i. Set an annual theme for all conferences, workshops and activities.

ii. Conferences should have a focus that includes professional development and innovative leadership presentations.

f. Conference Registration Worker Compensation Policy

i. There is no compensation for the pre-registration service provided by a member college. There can be reimbursement for the cost of the name tags provided. ACCE board will staff the registration booth whenever possible at the annual conference(s). The board can choose to make exceptions if necessary.

ii. Southern & Northern One-Day Workshops

1. Request a college to handle pre-registration as a service to ACCE unless a board member volunteers.

2. Board members will handle walk-in registration at the event.

3. Registrar, if it is not the treasurer, will work with the treasurer to assure appropriate fiscal procedures are followed.

g. Annual Statewide Conference

i. Rotate the conference between the south and the north every other year.

ii. Annual Conference Logistics – A logistics worksheet will be developed and shared among board members. Logistics include, but are not limited to: facility, technology, catering, marketing, speaker, speaker's travel, conference contents including keynote, plenary, and breakout session speakers and topics, registration, printed program, decorations, handouts, awards, and vendors.

iii. Budget Development – A budget worksheet will be developed and shared among board members. It will include estimated costs and income.

1. The board will determine the registration and exhibitor/sponsorship fees for conferences based on prevailing costs with the goal of breaking even for all costs.

2. An annual Schedule of Fees, including registration and sponsorships, will be determined by the board. Records of conference fees and costs will be maintained in ACCE archives.

h. Southern and Northern One-Day Workshops

- i. Locate the event at a college or the Chancellor's Office when possible so no facility fees will be charged.

- ii. One-day workshops normally run from 9am – 3pm; the registration fee is determined by the board based on costs, with the goal of breaking even. Fees will be included on the annual ACCE Schedule of Fees.

- iii. Registration may be handled by a board member or by a college as a service to ACCE.

Duties include:

1. accepting pre-registration
2. providing a roster of paid and un-paid registrants
3. providing name tags for all registrants
4. providing receipts for walk-in registrants
5. alerting the treasurer of unpaid registrants
6. transferring registration monies received to the treasurer

- iv. Board members handle walk-in registration at the event.

- v. Other arrangements to be made include:

1. Locating speakers & determining break-out sessions
2. Advertising & announcements
3. Table decorations
4. Small take-home gifts or prizes for attendees

ACCE folders and folder contents (agenda, evaluations, pages for notes, any other materials) if appropriate

5. Catering
6. Technology arrangements
7. Possible transportation assistance for fly-in or train-in attendees

vi. ACCE workshop participation intended for community college entities. Sponsorships are NOT available for vendors at the 1-day workshops.

i. Conference Refund Policy

- i. No refunds will be issued after a specified date. This date has been 4-5 working days prior to the date of one-day workshops. The annual conference has charged a cancellation fee within two weeks of the event. This fee is updated in

the Schedule of Fees. Cancellations requests must be emailed or faxed to the registrar. We should also expect to be flexible about this advertised policy.

j. Unpaid Conference Registrations

i. Unpaid registration fees for attendees who registered without payment will be sent to the treasurer for collection

10. Finance

- a. The treasurer will prepare an annual budget for the approval of the executive board.
- b. The treasurer will prepare a financial report for distribution at the annual conference.
- c. ACCE is a 501(c)(6) Professional Organization for tax purposes, and our filing status is determined by an average of income for a 3 year period of 9 time. If that number does not exceed \$25,000, we do not have to file with 10 the IRS.

11. Awards

a. Awards to be distributed will be:

- i. Excellence in Community Education (fee based) – person or program, up to 2 awards
- ii. Excellence in Continuing Education (noncredit) – person or program, up to 2 awards
- iii. ACCE Lifetime Achievement Award

The ACCE Lifetime Achievement Award is given each year to a practitioner who has consistently demonstrated excellence, dedication, and innovation to an area represented by the membership of the statewide association; the development of programs by this individual herald the use of best practices and the embracing of new opportunities. The individual selected serves as a mentor and role model for others in their field.

b. The past president will coordinate the award nomination and selection. To the extent possible the past president will form the award committee consisting of the leaders in noncredit field. The past president will send the call to the membership to submit nominations. Each college may submit a maximum of one nomination in each category (i.e., one for Excellence in Community Education and one for Excellence in Continuing Education). The list of the award recipients selected by the award committee will be vetted by the ACCE board members. If the award committee cannot be formed, the board members will serve in this capacity. If the board members serve on the award committee, they are precluded from nominating themselves on any other member.

c. Awards will be announced/presented at the annual conference.

12. Committees

- a. The ACCE president, in consultation with board members, will appoint board members or designees to participate in the following committees when necessary: (reformatted the list)
- i. Vocational Research & Accountability Committee
 - ii. Basic Skills Advisory Committee
 - iii. Advisory Committee to Legislation (ACL) of the Community College League of California
 - iv. CIO Executive Board v. System Advisory Committee on Curriculum (SACC)
- A summary report with any packets and handouts should be sent to the ACCE secretary for distribution or posted in a file shared by the board using prevailing technology.

b. ACCE members who are not board members but are asked to serve on various committees can be reimbursed for costs incurred if the travel is pre-approved by the board.

c. Current Committee Assignments – A list of current committee assignments will be maintained by the president and posted in a file shared by the board using prevailing technology.

13. Newsletter

- a. Will be called “The Journal”
- b. Will be designed and produced by an appointed Journal editor.
- c. Will be distributed to all members 4 times a year on the following schedule:
 - i. Fall (publish in September – articles due mid-August)
 - ii. Winter (publish in winter – articles due mid-November) i
 - ii. Spring (publish in March – articles due ASAP after annual conference)
 - iv. Summer (publish in June – articles due mid-May)
- d. Will be archived on the website..

14. Website

- a. The president will appoint an individual(s) as ACCE Webmaster, if needed, to manage the ACCE website and other technology needs.
- b. Pages open to everyone should include such information as:
 - i. Upcoming conference info
 - ii. Advocacy information
 - iii. The current Journal
 - iv. Human interest stories, like bios of new members and others and success stories
- c. Pages open only to members should include such information as:
 - i. Community Education section could include archives of previously submitted inquiries; sample forms
 - ii. Noncredit section could include an information library and discussion board; sample forms
 - iii. Interactive access to members’ contact information, if technology permits.

15. Listservs

a. The board will, as needed, review listservs and their uses and may develop, remove, or revise listservs as appropriate to address current needs of the membership. Current listservs are shown below.

i. Council-focused listservs (accecommmed and accenoncredit)

1. Open to members and non-members (to draw people in)

2. Generally facilitated by the council leaders

a. Council leaders shepherding an inquiry through the listserv process should;

i. always make recipients aware the inquiry is coming from ACCE rather than from their own personal college.

ii. open each inquiry with instructions for responding, as appropriate

iii. check over the inquiry to see if it needs to be reframed to broaden the subject before it is sent out to the listserv for responses.

b. Member listserv (accemembers)

i. Maintained for current members only by the vice-president, membership.

ii. Used specifically for member business, such as distribution of a web link for voting or surveys.

c. Board listserv (acceboard) - Maintained for current board members only and used for board business.

16. Calendars

Annual calendars of events, meetings, and duties will be maintained in folders shared by the board using appropriate available technology.