

**NEW YORK STATE  
COOPERATIVE AND EXPERIENTIAL EDUCATION ASSOCIATION**

**NYSCEEA**

**Constitution**

**and**

**Bylaws**

**Revised September, 2006**

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# COOPERATIVE AND EXPERIENTIAL EDUCATION ASSOCIATION

“Education and Employers: Partners in Learning”

## CONSTITUTION

### ARTICLE I NAME, DEFINITION, GOALS

#### SECTION 1. NAME

The name of the organization shall be the “New York State Cooperative and Experiential Education Association.”

#### SECTION 2. DEFINITION

Cooperative and Experiential Education, in its broadest form, is defined as the formal integration of academic study with on-/off campus work or field experiences in cooperating organizations. The curriculum design normally calls for the student to utilize off-campus experiences in either profit or non-profit organizations as an integral part of the total educational exposure.

The concept of Cooperative and Experiential Education entails a structured educational process supervised jointly by the educational institution and the cooperating organization, and evaluated by said organizations and student participants.

#### SECTION 3. GOALS

- (a) To identify and support post-secondary Cooperative and Experiential Education in New York State.
- (b) To gather and disseminate information about Cooperative and Experiential Education to educational institutions, students, government agencies, employers, experiential educators and field experience supervisors.
- (c) To increase the level of participation in Cooperative and Experiential Education by employers, higher education institutions, and students.
- (d) To provide the opportunity for the training of, and exchange of ideas among, individuals from higher education institutions, professional associations, employers and students.
- (e) To participate in the development of State and Federal legislation concerning Cooperative and Experiential Education.
- (f) To encourage activities on a regional basis which are supportive of the goals of the State Association.

## **ARTICLE II MEMBERSHIP ELIGIBILITY**

### **SECTION 1. MEMBERSHIP**

Membership will be open to any person or organization engaged in or interested in Cooperative and Experiential Education. Classes of membership shall be specified in the bylaws.

## **ARTICLE III GOVERNANCE**

### **SECTION 1. BOARD OF DIRECTORS**

The association shall be governed by a Board of Directors. The Board shall be elected in a manner conducive to providing as diverse representation as possible. The composition of the Board of Directors shall be specified in the bylaws.

### **SECTION 2. ADMINISTRATIVE OFFICES**

The number and type of administrative offices shall be specified in the bylaws.

### **SECTION 3. NOMINATIONS FOR ELECTED OFFICES**

The method of nomination shall be specified in the bylaws.

### **SECTION 4. ELECTIONS OF OFFICES**

(a) Elections shall be held annually. Specifications are in the bylaws. The term of office shall be from January 1 to December 31.

(b) The Vice-President (President-Elect) shall automatically become the President one year after the commencement of the individual's term of office as Vice-President (President-Elect).

(c) In case of vacancy in any of the elected offices, the Board of Directors shall have the power to fill the vacancy as specified in the bylaws.

(d) The most recent Past President shall serve on the Board of Directors for a term of one year.

### **SECTION 5. ADMINISTRATION**

The operational aspects of administration shall be specified in the bylaws.

## **ARTICLE IV MEETINGS**

### **SECTION 1. MEETINGS**

There shall be an annual meeting of the Association, the time and place to be determined by the Board of Directors.

The Board shall have four annual meetings, the time and place of which shall be determined by the President with the advice and consent of a majority of members of the Board.  
*(See amendment.)*

## **ARTICLE V FINANCES**

### **SECTION 1. FINANCES**

Finances for the association will be derived from dues as specified in the bylaws and from other sources.

## **ARTICLE VI AMENDEMENTS AND MODIFICATIONS OF CONSTITUTION**

### **SECTION 1. AMENDMENTS**

Amendments to the Constitution may be made through the process of a ballot designed for this purpose. A two-thirds (2/3) affirmative vote of those members responding by mail within thirty (30) days of receiving notification of the proposed changes shall be required to approve a proposed change.

Individual members may submit amendments and additions to the Constitution by means of a process specified in the bylaws.

## **ARTICLE VII ADOPTION AND MODIFICATION OF BYLAWS**

### **SECTION 1. ADOPTION AND MODIFICATION**

The association may adopt new bylaws by an affirmative vote of a majority of those members responding to a ballot or in writing. Membership will be informed of the text of the proposed bylaws and modifications in writing at least thirty (30) days prior to the voting deadline.

**NEW YORK STATE  
COOPERATIVE EXPERIENTIAL EDUCATION ASSOCIATION**

**BYLAWS**

**CHAPTER 1 MEMBERSHIP**

**A. MEMBERSHIP**

The New York State Cooperative and Experiential Education Association shall have three (3) classes of members.

Individual  
Student  
Institutional  
Honorary (*See amendment*)

1. **Individual** – Any individual, active or interested in the activities of Cooperative and Experiential Education in New York State, may apply for membership. New York State residents employed in cooperative experiential education and who are individual members shall be eligible to vote and hold office. Annual dues - \$35.00
2. **Student** – Any post-secondary student interested in the activities of Cooperative and Experiential Education in New York State may apply for membership. Annual dues - \$10.00
3. **Institutional** – Educational institutions, cooperating agencies and other employing organizations with interests in Cooperative and Experiential Education may apply for membership in the Association. The organization will be eligible to appoint three of its representatives to individual membership and they will have voting and office-holding privileges. Annual dues - \$80.00

**CHAPTER 2 GOVERNANCE**

**A. BOARD OF DIRECTORS**

The Board of Directors shall be composed of eleven (11) members. These shall include four (4) administrative officers, the immediate Past President, the *Newsline* Editor and five (5) other elected Directors. Specifically the composition of the Board shall be as follows:

President  
Vice President (President-Elect)  
Secretary  
Treasurer  
Immediate Past President  
*Newsline* Editor

Five other elected Directors – three from institutions of higher education (at least one from a two year college), one employer from a non-profit organization and one employer from the private sector.

The Board of Directors shall have final responsibility to the general membership for managing the affairs of the Association.

## **B. ADMINISTRATIVE OFFICERS**

The Administrative Officers of the Association shall be:

President  
Vice President (President-Elect)  
Secretary  
Treasurer

## **C. REGIONAL REPRESENTATIVES**

The President may appoint regional representatives to serve as ex-officio board members.

# **CHAPTER 3 TERM OF OFFICE**

## **A. TERM OF OFFICE**

The following terms of office shall apply:

1. President – a one year term as President with a consecutive one year term as a regular Director.
2. Vice-President – a one year term as Vice-President, assuming the Presidency the second year and regular Director's responsibility during the third year.
3. Secretary - two years in office as Secretary, eligible for re-election to the same position.
4. Treasurer - two years in office as Treasurer, eligible for re-election to the same position.
5. Newsline Editor – two years in office.
6. Non-Administrative Directors - two years in office as Director, eligible for re-election to the same position. Terms will be staggered to ensure continuity in the Board membership.
7. Regional Representatives – one year or more at the discretion of the President.

**B.** One year terms shall commence from the beginning date of the calendar year to the concluding date of that same year.

Two year terms shall commence from the beginning date of the calendar year to the concluding date of the next year.

## CHAPTER 4 ELECTION OF OFFICERS

### A. NOMINATIONS

The Nominations and Elections Committee shall be comprised of the immediate past-president who will serve as chairperson and at least two other members. The Nominations Committee shall prepare a slate consisting of one (1) or more nominees for Vice-President (President-Elect), Secretary, Treasurer and four (4) Directors. Additional nominations will be solicited from the general membership. These additional nominations may be submitted by the membership no later than September 15. The nominations shall be supported by signatures of six (6) members.

*(See amendment.)*

### B. ELECTIONS

The Nominations and Elections Committee shall conduct the election of officers by mail ballot. The ballot forms will be mailed to all eligible voting members of the Association no later than September 30, to be returned no later than October 30. Results are to be published in the next Association newsletter. Election of all officers shall be by plurality of those votes cast.

*(See amendment.)*

## CHAPTER 5 FUNCTIONS AND DUTIES

### A. PRESIDENT

It shall be the duty of the President to preside at all meetings including those of the Board of Directors. The President shall also appoint all special committees and shall be responsible for the enforcement of all rules and regulations relating to the administration of the Association. The President will also be the official representative of NYSCEEA at both National and Regional meetings to which the organization agrees to send representation.

### B. VICE-PRESIDENT (PRESIDENT-ELECT)

In the absence of the President, the Vice-President shall have all the powers and prerogatives of the President's office. The Vice-President shall perform such other duties as may be assigned by the Board of Director or the President, including the organization of the Fall conference program.

### C. SECRETARY

The Secretary shall keep the minutes of the membership meetings and the Board of Directors meetings. All notices should be duly given in accordance with the Constitution and Bylaws. Duties shall also include serving as membership chairperson. The Secretary shall perform all duties incidental to the office of Secretary and such other duties as the Board of Directors or President may occasionally assign, including the expenditure of funds.

### D. TREASURER

The Treasurer shall maintain the accounts of the Association, maintain a record of all notes received and



spent, collect and disburse all funds of the Association, and report the condition of the treasury at the annual Fall conference as well as at all Board meetings. The treasurer will also issue an annual membership directory to all members.

## **E. ELECTED BOARD OF DIRECTORS**

Members of the Board of Directors assist the Administrative Officers in managing the affairs of the Association.

## **CHAPTER 6 COMPENSATION**

### **A. COMPENSATION**

Administrative Officers and regular Directors shall be permitted, with the approval of the majority of the board, to be reimbursed for expenses directly related to the activities of the Association, excluding personal expenses.

## **CHAPTER 7 VACANCIES**

### **A. VACANCIES**

Vacancies in any elected office (other than President) shall be filled by the affirmative vote of a majority of the remaining Board of Directors. A member so elected shall serve only through the end of that year's term of office. The individual shall be eligible for re-election at the expiration of that particular term.

### **B. SUCCESSION**

Should the President be unable to fulfill his/her responsibilities, the Vice-President will assume his/her responsibilities for the remainder of the term of office. In the event that there is no Vice- President, the Board of Directors will appoint a successor for the remainder of the term.

In the event that any other officer cannot complete his/her term of office, the Board of Directors shall appoint a member to assume the responsibilities of the vacant position for the remainder of the term.

### **C. DISMISSAL**

At the discretion of the Board of Directors, any Board Member who absents him/herself from attending two or more consecutive board meeting is subject to removal from office. In such an event, the board will appoint a member to fulfill said term of office, through a two-thirds majority vote of the Board of Directors.

## **CHAPTER 8 COMMITTEES**

### **A. COMMITTEES**

The President may designate and appoint committees and task forces which may, within the

limits of the Constitution and Bylaws, carry out activities deemed necessary for the Association.

## **CHAPTER 9 MEETINGS**

### **A. ANNUAL MEETING**

An annual meeting of the members to be known as the Annual Conference shall be held each year for the purpose of transacting the business of the Association.

### **B. SPECIAL MEETING**

Special meetings of the members may be called upon a majority vote of the Board of Directors or upon a written petition delivered to the Secretary signed by not less than one-quarter (1/4) of the membership of the Association.

### **C. PLACE OF MEETING**

The Board of Directors shall designate the specific time and place of the annual Association meeting. The annual Association meeting will rotate to different regions of New York State.

The President shall designate the specific time and place of the Board of Directors meetings which shall rotate to different regions of New York State.

### **D. NOTICE OF MEETING**

Written notice stating the place, date and hour of any membership meeting shall be delivered either personally or by regular mail to each member entitled to a vote at such meeting not less than thirty (30) days prior to the date of such meeting. In case of a special meeting the purpose for which the meeting is called shall be stated in the notice

### **E. QUORUM**

The members present in person or through duly executed statement (mail ballot) shall constitute a quorum for the conduct of business, unless otherwise provided by the Constitution or Bylaws.

## **CHAPTER 10 SUBMISSION OF AMENDMENTS AND ADDITONS TO CONSTITUTION AND BYLAWS**

### **A. AMENDMENTS AND ADDITIONS**

Amendments and additions may be submitted in two ways:

1. Members may submit recommendations for amendments and additions. These recommendations will be reviewed by the Board of Directors at their next meeting. An affirmative vote of two-thirds (2/3) of the Board will warrant the submission of the amendment or addition to the general membership for a vote.

2. General membership vote on amendments and additions may be brought about by a written petition delivered to the Secretary signed by not less than ten (10%) of the membership of the Association.

**NEW YORK STATE  
COOPERATIVE AND EXPERIENTIAL EDUCATION ASSOCIATION**

**AMENDMENTS AND ADDITIONS  
TO THE CONSTITUTION AND BYLAWS**

**1. BOARD OF DIRECTORS**

(Ratified by the membership October 14, 1983)

A member of NYSCEEA, serving concurrently as a New York regional representative to national organizations, including (but not limited to) the Cooperative Education Association (CEA), the National Society for Internships and Experiential Education (NSIEE), the Cooperative Education Division (CED) of the American Society for Engineering Education (ASEE), and the Council for the Advancement of Experiential Learning (CAEL) may be appointed by the Board as an ex-officio member of the Board, and will serve at their discretion.

**2. PROVISIONS FOR TAX EXEMPT STATUS**

(Ratified by the membership September 4, 1987)

(i) Dissolution Provision:

In the event of dissolution, all of the remaining assets and property of the organization shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501 (c) (3) of the Internal Revenue Code, or corresponding provision of any subsequent Federal tax laws; or to the federal government, or to a state or local government, for the public purpose.

(ii) Non-Inurement Provision:

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or from the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

(iii) Restrictive Legislation Provision:

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501 (h) or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

(iv) Restrictive Purposes and Activities Provision:

Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public

safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletics facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501 (c) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c) (3) or corresponding provision of any subsequent Federal tax laws.

### **3. MEETINGS** Amendment to NYSCEEA Constitution, Article IV, Section I

(Ratified by the membership November 15, 2003)

There shall be an annual meeting of the Association, the time and place to be determined by the Board of Directors.

The Board shall have a minimum of three (3) annual meetings, the time, place and format of which shall be determined by the President with the advice and consent of the Board. The format of such meetings could be, but is not limited to, in person, videoconferencing, electronic communications, and teleconferencing.”

### **4. ELECTIONS** Amendment to Bylaws of the NYSCEEA Constitution, Chapter 4, Election of Officers, Section B. Elections

(Ratified by the membership November 15, 2003)

The Nominations and Elections Committee shall conduct the election of officers by mail ballot. The ballot forms will be mailed to all eligible voting members of the Association two (2) weeks after the annual fall conference. Members will cast their votes by returning ballots within 30 days. Results are to be published in the next Association newsletter. Election of all officers shall be by plurality of those votes cast.

### **5. NOMINATIONS** Amendment to Bylaws of the NYSCEEA Constitution, Chapter 4, Election of Officers, Section A. Nominations

(Ratified by the membership November 15, 2003)

The Nominations and Elections Committee shall be comprised of the immediate Past-President who will serve as chairperson and at least two other members. The Nominations Committee shall prepare a slate consisting of one (1) or more nominees for Vice President (President-Elect), Secretary, Treasurer, and four (4) Directors. Additional nominations will be solicited from the general membership and must be submitted by the membership to the Chairperson of the Nominations and Elections Committee no later than the last day of the conference. The nominations shall be supported by signatures of six (6) members.

### **6. Honorary Membership** Amendment to the Bylaws of the NYSCEEA Constitution, Chapter 1, Section A. Membership

(Ratified by Membership September 28, 2006)

Any person who has been a member of the Association in good standing for a period of 10 or more years and retires from the field of Cooperative and Experiential Education and who has made outstanding contributions to the profession through the Association by active service as an officer and/or on committees may be elected to Honorary Membership in the Association by the Board of Directors. Persons in this category will be exempt from payment of dues and will neither be eligible to vote on the

affairs of the organization nor hold office. Should an Honorary Member return to the profession, application may be made for membership status as described in the bylaws, Chapter 1, Section A. Membership.