

CORRECTIONAL EDUCATION ASSOCIATION

CONSTITUTION

Article I. Name

1st Section The name of this organization will be the Correctional Education Association (CEA). CEA is an affiliate of the American Correctional Association (ACA).

2nd Section The CEA represents professionals who work in the field of correctional education and in other disciplines related to it.

3rd Section "Correctional Education" is defined as education provided for youths and adults, males or females, who are adjudicated or otherwise subject to correctional or judicial supervision.

Article II. Purpose

1st Section The purpose of this organization will be:

- a) To support and assist the professional growth of correctional educators
- b) To assist in the development, establishment, and provision of educational services as necessary aids to effective correctional programs
- c) To expand cooperative relationships with related professional organizations and agencies;
- d) To support research in the field of correctional education;
- e) To act as an advocate for, and to promote excellence in correctional education;
- f) To enhance the efforts of the total criminal justice system through affiliation with the American Correctional Association (ACA) and/or other professional organizations.

Article III. Membership

1st Section Membership will be available to all persons and institutions interested in correctional education, who subscribe to this constitution and bylaws and maintain current dues.

2nd Section No applicant will be denied membership or the right to hold office because of creed ethnic origin, race, sex, or disability.

3rd Section All Presidents, upon expiration of their term, become Life Members.

Article IV. Officers

1st Section Officers

- a) Officers of the CEA will be President, Vice President, President Elect, Secretary, Treasurer, and Immediate Past President.

- b) Elections will be conducted annually. All officers will be elected biennially with the President-elect, Vice President, Treasurer, and International Representative (Canadian) elected in odd numbered years and the Secretary, non-North American Representative, and President's Council chair will be elected in even numbered years.
- c) The President Elect will ascend to the office of President.
- d) The President Elect will serve one year as President Elect, two years as President, and one year as Past President. The Vice President, Secretary Treasurer, and International Representative will serve two year terms with no limit on the number of terms a person may seek.
- e) The term of office will run from the installation ceremony held at the beginning of the annual conference to the installation of the officers elected two years hence.
- f) CEA officers may not simultaneously serve as regional officers.

2nd Section Regional Officers

- a) Each region of the CEA will elect, by mail ballot and in accordance with their respective constitutions, a Regional Director by popular vote.
- b) If there is no regional organization or no Regional Director is duly elected, the CEA President will nominate a Regional Director and the Executive Board will confirm the nomination.
- c) The regions of CEA may elect officers other than the Regional Director if so provided in the regional constitution.
- d) The term of office within the region is determined by the regional constitution.

3rd Section International Representatives

- a) A CEA member from Canada and one from the nation other than Canada or the United States will serve on the Executive Board as the International Representatives.
- b) The International Representatives will be a voting member of the Executive Board.

4th Section Executive Board

The Executive Board is the policy making body of the Association.

- a) Voting members of the Executive Board of the CEA will be the six officers, nine Regional Directors, two International Representatives, a representative of the Council of Directors of Correctional Education, and the Chair of the President's Council.
- b) A majority of the Executive Board members will constitute a quorum for purposes of conducting CEA business.
- c) A majority of the Executive Board present at official meetings will have final authority over all Association matters not provided for in this constitution and bylaws.

- d) All Past-Presidents of the CEA and the Executive Director will serve as non-voting members of the Executive Board with the exception of the immediate Past-President who is a voting member as an officer.

5th Section President's Council

- a) The President's Council, representing sub-groups of correctional education, will be a permanent selected organization within the CEA with the specific purpose of providing a means for expressing concerns, desires, and interests to the Executive Board.
- b) Eligible sub-groups include:
 - i) Associations which have a common interest with CEA.
 - ii) Special interest groups of the CEA.
 - iii) State/Providence chapters of the CEA.
 - iv) All past presidents of the CEA.
- c) Executive Board recognition and approval are required for representation on the Council.
- d) One representative, who must be an active CEA member, will represent each sub-group. Selection and tenure of the representative will be determined by the sub-group.
- e) The President's Council Chair is to be elected for a term of two years. At least two nominations for the office of President's Council chair are to be submitted to the election committee chair for even year election. Nominations are to be made from the pool of Council members. Nominees must be members of CEA for a minimum of two years. When elected by the general CEA membership, the nominee with the larger number of votes becomes the President's Council Chair, the other nominee becomes the Vice-Chair.
- f) Vice-Chair will serve in absence of Chair.

6th Section Council of Directors of Correctional Education

- a) The Council of Directors of Correctional Education, representing directors of correctional education, will be a permanent selected organization within CEA with the specific purpose of providing a formal structure by which the directors of correctional education may express their concerns, desires, and interests to the CEA Executive Board.
- b) One representative, who must be a CEA member, will represent the Council as a voting member of the CEA Executive Board for a two year term. The Council will determine selection of the representative.

7th Section Executive Director

- a) The Executive Board may employ an Executive Director for the CEA.
- b) The duties for the Executive Director would be determined by the Executive Board.

Article V. Elections

1st Section Elections will be conducted annually.

- a) The Secretary, International Representative (non North American), and President's Council Chair will be elected in even numbered years.
- b) The President-Elect, Vice-President, Treasurer, and International Representative (Canadian) will be elected in odd numbered years.

2nd Section The President will appoint an election committee. The committee will request from the membership nominations for officers and the International Representatives. The chair may not be a candidate for any officer position.

3rd Section The International Representatives will be nominated by and voted for only by those members from nations other than the United States.

4th Section Candidates must be members in good standing as of September 1.

5th Section Voters must be current members as of January 1 and be verified by the committee counting ballots. Only one vote per member is allowed.

6th Section A candidate who receives a plurality will be considered duly elected.

Article VI. Regions

1st Section The CEA will be divided into geographical regions as described in the bylaws of this constitution.

2nd Section Redrawing Regional Boundaries

In order for the regional boundaries to be re-drawn, a proposal for this action shall be made to or by the Executive Board. For a proposal to be made to the Executive Board, it must be:

- a) Initiated and approved by at least one of the Regional Board of Directors that will be affected by a boundary change
- b) It may be initially proposed by a state/provincial chapter but must be forwarded to the Executive Board for consideration through the Regional Director.
- c) If the Executive Board agrees to consider it, the proposal must be approved by the general membership of the regions affected.
 - i) They must provide approval by voting in the majority via mail ballot.
 - ii) Only those ballots received by a deadline established by the Regional Board will be used to determine a majority vote.
 - iii) Each Regional Director must report the results of the regional ballots to the International Executive Board.
 - iv) If one of the regions disapproves the proposal, it will be rejected.
- d) If both regions voted approval, then the Executive Board must vote to accept or reject the proposal as a change of regional boundaries or creation of a new region at the next regularly scheduled Executive Board meeting.

3rd Section State/Provincial Chapters

- a) Within each region there may be established individual sub-regions or state/provincial chapters for organizational or identity purposes.
- b) Representation on the Executive Board will remain through the regional organization.
- c) A representative of the State/Province will be selected to sit on the President's Council.

Article VII. Meetings

1st Section The Association will hold an annual membership meeting at the time and place of the annual CEA Conference.

2nd Section The Executive Board will meet at least twice per fiscal year.

3rd Section The President's Council will meet once a year at the annual CEA conference.

Article VIII. Amendments

1st Section The constitution can be amended according to the following procedure: The proposed amendments shall be submitted to the Executive Board. If approved by a two-thirds majority, the proposed amendments will be submitted to the full membership for vote. If approved by the majority of members casting ballots, this constitution take effect at the annual membership meeting.

2nd Section The constitution will make null and void all other constitution instruments which are/or have been ruling documents for the Correctional Education Association.

3rd Section In matters regarding the constitution, the Executive Board has the authority to make decisions, either at regular board meetings or between meetings, where special circumstances require expeditious action.

BYLAWS

Article IX. Membership

1st Section There will be nine types of membership with annual dues payable to the CEA.

- a) Individual Membership: Privileges of this category will include: receipts of the journal, the newsletter, other publications, voting privileges, reduced conference rates, membership card, membership certificate and membership within the region.
- b) Institutional Membership: Privileges of this category will include: receipts of all publications and regional membership. This does not include voting privileges.
- c) Library Membership: Privileges of this category will include: receipt of all publications and regional membership. This does not include voting privileges.
- d) Student/Volunteer/Retiree Membership: Privileges of this category will include all rights and privileges accorded individual members, provided: Student members must demonstrate that they are full-time students. Volunteers must send a letter of verification on organizational letterhead. Retirees must send a letter of verification.
- e) Corporate Membership: Privileges of this category will include: receipt of all publications, regional membership and a free set of CEA mailing labels, 20 percent discount on all international CEA advertisements and exhibit fees. This does not include voting privileges.
- f) Subscriptions: Privileges of this category include: all publications included in the individual membership, and all right and privileges accorded individual members.
- g) Clerical/Support Staff: Privileges of this category include: the newsletter, reduced conference rates, regional affiliation and voting rights. The journal is not included with this membership. The staff member must send a letter of verification from their supervisor. This does include voting privileges.
- h) Lifetime Membership: Privileges of this category include: receipt of the journal, the newsletter, other publications, voting privileges, reduced

conference rates, membership card, membership certificate and membership within the region.

J) Research Membership: Privileges of this category include: on-line access to the *Journal of Correctional Education*. This does not include voting privileges.

2nd Section Memberships lapse automatically at the end of the month one year after their effective date and are renewable at the time.

3rd Section The dues of CEA will be established by the Executive Board.

Article X. Duties of Officers

1st Section Duties of Officers

a) Duties of the President

The duties of the President will include

- i) Providing leadership to the Executive Board.
- ii) Presiding at all business meetings of the Executive Board.
- iii) The President will be the official spokesperson for the CEA
- iv) The President will represent the CEA with the American Correctional Association and other organizational affiliates.
- v) The President will appoint committees to aid in the conduct of business of the CEA.

b) Duties of the Vice-President

The duties of the Vice-President will be

- i) To serve in the capacity of the President in his/her absence
- ii) To ascend to the presidency in the event that the President can no longer serve
- iii) To be responsible for the promotion of membership within the CEA in coordination with the Executive Director
- iv) To serve as chair of the Public Relations/Membership Committee.

c) Duties of the President-Elect

The duties of the President Elect will be

- i) To serve as Chair of Long Range Planning Committee during the course of this term
- ii) To direct fund raising activities in coordination with the Executive Director
- iii) To serve as Parliamentarian
- iv) To serve as the Executive Board representative on the President's Council
- v) Upon completion of one term as President Elect, become the president of the CEA.

d) Duties of the Secretary

The duties of the Secretary will include

- i) Taking minutes of all meetings of the Executive Board and membership.
- ii) Serving as Chairperson of the Awards Committee
- iii) If the Executive Director's office is vacant, maintaining the CEA correspondence and archives.

e) Duties of the Treasurer

The duties of the Treasurer will include

- i) Serving as Chair of Budget and Audit Committee
- ii) Submitting quarterly financial reports to the Executive Board
- iii) At all Executive Board meeting, arranging for and reporting the results of an annual audit of CEA accounts
- iv) Making a financial report to the membership at its annual meeting
- v) Publishing a financial statement of the CEA in the Journal of Newsletter annually
- vi) Co-signing all CEA checks in excess of \$5,000

- vii) If the Executive Director's office is vacant, maintaining the financial records, disbursing funds of the CEA as directed by the Executive Board, maintaining membership records, sending notices of membership renewal and notification of members to Regional Directors and individual members, and collecting membership applications and dues.

- f) Duties of the Immediate Past President
The duties of the Immediate Past President will be
 - i) To serve as Chair of the long Range Planning Committee
 - ii) To serve as Executive Board representative on the President's Council
 - iii) To serve as Parliamentarian
 - iv) To direct fundraising activities in coordination with the Executive Director in the year there is no President-elect.

2nd Section Vacancies

- a) In the event the Vice President, Secretary, Treasurer or International Representative(s) is unable to serve for the remainder of the term, for any reason, the President will appoint a replacement for the unexpired term, subject to the Executive Board approval.

- b) In the event that the President Elect is unable to serve in that capacity for the remainder of the term, for any reason, a special election will be called within thirty days to complete the remainder of that term, and that person will ascend to the presidency in the following year.

3rd Section Duties of the Regional Directors

- a) The duties of the Regional Directors will be to represent their regions to the Executive Board

- b) To represent the CEA and the Executive Board at the regional level.

- c) The Regional Director must indicate to the President, in writing, in advance of the meeting a duly designated regional representative in the event of the absence of the Regional Director.

4th Section Duties of the President's Council The duties of the President's Council will be

- a) To recommend policy, raise issues, recommend and suggest resources, and generate resolutions for the Executive Board's consideration
- b) The President's Council reviews all Special Interest Group and State and Provincial Chapter applications for recommendation to the Executive Board.

5th Section Duties of the International Representatives

The duties of the International Representatives will be

- a) To represent the interest of CEA members from outside the United States to the Executive Board and to represent CEA and the Executive Board to international CEA members.

6th Section Duties of the Executive Director

The duties of the Executive Director, if appointed,

- a) Would be determined by the Executive Board and delineated in a contractual agreement between the CEA and the appointee.
- b) At a minimum, these duties will include:
 - i) Maintain the correspondence, legal and financial records of the CEA
 - ii) Disbursing funds of the CEA in accordance with the approved annual budget for the Executive Board
 - iii) Submitting annual financial reports to the Treasurer for audit purposes
 - iv) Maintaining membership records sending notices of membership renewal and notification of members to the Regional Director and individual members, collection membership applications and dues
 - v) Developing and supervising grants and contracts
 - vi) Hiring and supervising CEA staff
 - vii) Serving as ex-officio member of all CEA standing committees.

Article XI. ELECTIONS

1st Section Annually, the chair of the Nominations and Elections Committee will announce elections and solicit nominations for office.

- 2nd Section The Nominations and Elections Committee will prepare annually a slate of candidates for the offices to be filled.
- 3rd Section A nominee must give written consent for their names to be placed in nomination. A nominee may submit a written resume of no more than 75 words to be printed on the ballot. Each nominee must be a verified member in good standing.
- 4th Section The Nominations and Elections Committee will conduct an annual election by mail ballot to eligible voters-members as of January 1ST and returned to the committee chair no later than February 15th.
- 5th Section All ballots must provide space for write-in candidates.
- 6th Section The ballots will be tabulated by the Executive Board at the first Executive Board meeting following completion of the election.
- 7th Section Anyone serving on the executive Board who is a candidate for office shall be disqualified from the tabulation process.
- 8th Section Ballots will be kept by the Nominations and Elections committee chair until the election is declared official by the President.
- 9th Section Results of the election will be announced in the spring issue of the CEA Journal or Newsletter.
- 10th Section If there are no objections, the President will declare the election results official and conduct an installation ceremony at the beginning of the annual conference. The ballots will be destroyed.
- 11th Section Objections to the election results may be raised by members within 30 days of their publication in the Journal or Newsletter. Objections must be submitted to the President in writing and will be considered by the Executive Board at the annual conference. The Executive Board's decision will be final.
- 12th Section If there are any objections, the President will declare the election official after the Executive Board rules on the objections. The ballots will then be destroyed and the installation ceremony held.

Article XII. Regions

1st Section

Region I. Will include the states of Connecticut, Maine, Massachusetts, New Hampshire, New York, New Jersey, Pennsylvania, Rhode Island, Vermont and the Provinces of Ontario, Quebec, and the Maritime Provinces of Canada.

Region II. Will include the District of Columbia, the states of Delaware, Maryland, Virginia, and West Virginia.

Region III. Will include the states of Illinois, Indiana, Kentucky, Michigan, Ohio, and Wisconsin.

Region IV. Will include the states of Iowa, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and the provinces of Manitoba and Saskatchewan in Canada.

Region V. Will include the states of Arkansas, Oklahoma, Louisiana, and Texas.

Region VI. Will include the states Alaska, Idaho, Montana, Oregon, Washington, and the provinces of Alberta and British Columbia, and the Northwest and Yukon Territories.

Region VII. Will include the states of Arizona, California, Hawaii, Nevada, and the nation of Mexico.

Region VIII. Will include the states of Alabama, Florida, Georgia, Mississippi, North Carolina, Tennessee, the Territory of Puerto Rico, and the Islands of the Caribbean.

Region IX. Will include the states of Colorado, Kansas, New Mexico, Utah, and Wyoming.

2nd Section Members of the CEA in areas not included in the above nine regions will be considered members-at-large with full membership privileges. Members-at-large may request of the Executive Board incorporation as Region 10 when twenty-five members make a common request by written petition.

3rd Section Each region will draw up and administer its own constitution and bylaws, provided they do not conflict with the constitution and bylaws of CEA.

4th Section State/Province Chapter Organization

- a) Organization of a state/province chapter will be subject to regional and national Executive Board approval and will require a constitution and bylaws which do not conflict with the constitution and bylaws of the CEA.
- b) State/Province chapters will be subject to Executive Board policy regarding their organization and requirements for continued organization.

Article XIII. Meetings

1st Section Robert's Rules of Order will control the conduct of all meetings unless other procedures are specifically designated in this constitution and bylaws.

2nd Section The Annual Meetings

- a) The President will be responsible for planning and presiding at the Annual Meeting.
- b) Official matters, unless otherwise stated in the constitution and bylaws, will be decided by a majority vote of those members present.
- c) The agenda for the Annual Meeting will include: Minutes of the previous meetings and the Treasurer's report, the President's report which includes actions taken by the Executive Board during the preceding year, the Executive Director's report, and the results of the CEA officers. All regional and national officers should make a brief report to the Annual Meeting. All committee chairpersons should submit a report.

3rd Section Executive Board Meetings

- a) One of the required Executive Board meetings will be held at the time and place of the Annual CEA conference; the second meeting will be held at a time and location determined by the Executive Board.
- b) The President will poll the Executive Board and prepare a written agenda which will be distributed in advance of all Executive Board meetings to all national officers and regional directors.
- c) A quorum shall be necessary to conduct business.
- d) The minutes of the previous Executive Board meeting(s) will be read.
- e) All officers, the Executive Director, President's Council Chair, and the International Representatives, and all Regional Directors should make a brief report to the Executive Board meeting.

- f) Other Executive Board meetings may be called at the time and place designated at the discretion of the President. In order to conduct any official business, any special meetings must be announced by mail to all seated officers with at least 30 days prior notice. Should such notice not be made, no official business may be conducted.
- g) In addition to the President, special meetings may be called by any of the five seated officers. A 30 day written notice is again required and an agenda must be received by all Executive Board members in advance of the meeting. The business of a special meeting called by any other officer than the President must be limited to the items on the specific agenda.

Article XIV. Fiscal Policy

1st Section Annual Budget

- a) The budget and Audit Committee will present to the Executive Board at the annual conference meeting, a proposed budget for the coming year.
- b) The Executive Board will approve an annual budget for the fiscal year running October 1st to September 30th of the following year.

2nd Section Fiscal Management

- a) Any checks, bills, drafts, or other indebtedness issues to the CEA will be signed and endorsed by the recipient and forwarded the Executive Director.
- b) All check payments will be issued by the Executive Director.
- c) Funds of the CEA will be disbursed only for the purposes set forth in the approved and/or amended budget.
- d) The Executive Board will receive quarterly financial reports from the Treasurer.
- e) The CEA accounts will be reviewed annually by a CPA.
- f) An audit of all CEA accounts will be conducted annually.
- g) A CEA financial statement will be published annually in the *Journal* or Newsletter.

3rd Section The President, Executive Director, and the Treasurer must be bonded.

Article XV. Publications

1st Section The Journal of Correctional Education

- a) The CEA will publish the *Journal of Correctional Education* on a quarterly basis with issues being printed and distributed during the months of March, June, September, and December.
- b) The Executive Board of the CEA will generate a request for proposals soliciting bids from those wishing to edit the *Journal* during a period of two to five years. The person(s) submitting the selected bid shall be named editor of the *Journal* for the next contract period.
- c) Editor's responsibilities—the person named as editor will be responsible for fulfilling the terms of the contract entered into with the Executive Board. The Editor will be responsible for maintaining an accurate accounting procedure for expenditures related to *Journal* preparation and publication. The Editor is encouraged to attend meetings of the Executive Board.
- d) Editorial Board – The Editor of the *Journal* with the advice of the Executive Board will appoint an Executive Board to advise him/her on the selection of manuscripts to be published in the *Journal*. Members will serve two year terms. The Executive Director will serve as an ex officio member of the Editorial Board.
- e) Financing the *Journal* – the Executive Board will establish a *Journal* line item based upon the estimated expenditures of publishing the *Journal* for a one-year period. The Editor will be strictly accountable for all expenditures and must report such expenditures to the Treasurer quarterly. This account is subject to annual audits.
- f) The Executive Office will be responsible for securing advertising, selling mailing lists, and other such activities as may be appropriate to defray costs of publishing the *Journal*. The Executive Office will be responsible for setting and modifying rates for advertising.
- g) The cost of the *Journal* to members will be included in the annual dues. Costs for individual issues, non-member subscriptions, etc. will be established by the Executive Board.
- h) The Editor will be allotted a sum of money per annum to defray personal expenses incurred during the term of the contract. This money being

used in *Journal* related work, a strict accounting of all expenditures must be made to the Executive Board.

- i) The *Journal* editor will receive an honorarium annually.

2nd Section Newsletter

- a) The CEA will publish a Newsletter on a quarterly basis with issues being distributed to members in the months of January, April, July, and October.
- b) The CEA President will appoint, with approval of the Executive Director, and editor or editors for the Newsletter. The Editors will serve a two-year term.
- c) The Editors will be responsible for all tasks associated with writing, printing, and distributing the Newsletter to all members. The Executive Office will be responsible for securing advertising, selling mailing lists, and other such activities as may be appropriate to defray costs of publishing the newsletter. The Executive Office will be responsible for setting and modifying the rates for advertising.
- d) The Editors of the newsletter will have a newsletter line item to draw upon for incidental expenses incurred in the course of the duties. The amount will be set by the Executive Board. The editors are strictly accountable to the Executive Board for any expenditure and all expenditures must be related to the Newsletter publication, printing, or mailing.
- e) The Editors will receive an honorarium annually to be established by the Executive Board.

3rd Section Other

Other publications as deemed necessary and appropriate may be authorized upon approval of a majority of the Executive Board.

Article XVI. Standing Committees

1st Section The President will annually appoint all committee chairs for the Standing committees. The standing committees are:

- a) Nominations and Elections Committee
- b) Membership/Public Relations Committee

- c) Budget and Audit Committee
- d) Publications Committee
- e) Awards and Scholarships
- f) Long Range/Strategic Planning/Conference Site Selection
- g) Professional Development Committee
- h) Constitution, Bylaws, and Policy Committee
- i) International Relations Committee
- j) And Ad Hoc Committees as deemed appropriate.

The Executive Director serves ex officio member on all standing committees.

2nd Section Each standing committee will have established policies and procedures for its operation.

3rd Section Nominations and Elections Committee: The duties and responsibilities of this committee are established in Article III, Elections, CEA Bylaws.

4th Section Membership/Public Relations Committee:
The Vice President will serve as chairperson of this committee.
The duties and responsibilities of this committee include:

- a) Carrying on membership drives through the Executive Board and assisting Regional Directors in membership efforts.
- b) To conceptualize, design and develop public relations strategies and materials for the promotion of CEA.

5th Section Budget, Contracts, and Grants Committee:
The Treasurer will serve as chairperson of this committee. The duties and responsibilities of this committee include:

- a) Assisting the Executive Director and Treasurer in preparing the annual budget for Executive Board approval
- b) Assisting the Executive Director in reviewing and recommending to the President the Association's participation in all grants and contracts according to policies and procedures established by the Executive Board.

6th Section Legislation Committee:

The duties and responsibilities of this committee include:

- a) Collecting and disseminating information relative to the interest and business of the CEA emerging from federal governments
- b) Assisting the Executive Director in developing testimonies, letters, meetings, etc. pertaining to governmental affairs
- c) Provide “updates” to the CEA membership through brief notices in the CEA journal and/or newsletter.
- d) Any letters or testimonies sent on behalf of CEA must meet with the prior approval of the president.

7th Section Publications Committee: The duties and responsibilities of this committee will be to make recommendations to the Executive Board on all matters of publications policy.

8th Section Awards and Scholarships Committee:

The duties of this committee will be

- a) To draft and revise all award nomination forms
- b) Arrange the advertising of the awards and scholarships in the News and Notes and the CEA *Journal*
- c) Review all submitted applications and select the award/scholarship recipients.

9th Section Long Range / Strategic Planning / Conference Site Selection Committee:

The duties of this committee shall be

- a) To give future direction to the Executive Board.
- b) The committee shall, annually, evaluate the long range plan, develop a new and/or revised plan and report back to the Executive Board.
- c) The drafting of formal bids for conference sites and sending them out to all officers and Regional Directors.
- d) Developing and applying objective criteria for site selection, and announcing the site selection through the Executive Board at the annual conference at least two years in advance.

10th Section Professional Development Committee: The duties of this committee shall be to assist the Executive Board in reviewing and recommending ideas for enhancing the professional development of CEA members.

11th Section Constitution, Bylaws, Policy and Procedures Committee:
The duties of this committee shall be

- a) To oversee the updating and dissemination of the Constitution, Bylaws, and Policies and Procedures Manual
- b) To advise the Executive Board on necessary changes to the governing documents
- c) To formulate the language of those changes.

12th Section International Relations Committee:
The duties of this committee shall be

- a) To represent the interests on non-US CEA members
- b) To promote the policies and activities of CEA outside the United States

13th Section Ad Hoc Committees: the duties and responsibilities of such committees will be specified at the time of their establishment by the President. The term of these committees will be predetermined. A majority of the Executive Board may vote to extend this time if the specified purpose has not then been met.

Article XVII. Standards Commission

1st Section The CEA Standards Commission will consist of eight members including:

- a) The CEA Executive Director
- b) The CEA President Elect and Past President, in alternating years
- c) The representative to the CEA Executive Board of the Council of State Directors
- d) Five open member positions: two chose by the Standards Commission from the pool of current, qualified CEA auditors, two teacher/practitioners nominated and elected by the general CEA membership, and one

representative of the corrections field who does not work in education, chosen by the Standards Commission.

Terms will be for two years with the exception of the President Elect/Past President position which will be for one year to coincide with that individual's term of office, and for the Executive Director.

Miscellaneous

1st Section Correspondence

All correspondence in the name of the organization CEA should be done on official organizational letterhead.

All essential correspondence which is written on official stationary will be maintained by the Executive Director (or Secretary in the event there is no Executive Director).

2nd Section The official spokesperson for the CEA is the President.

3rd Section The place of business and official mailing address of the CEA is the CEA Office, approved and established by the CEA Executive Board. In the event there is no CEA Office, the place of business and official mailing address is that of the Treasurer, wherever that person is located.

4th Section Special Interest Groups

- a) Special Interest Groups may be organized in accordance with CEA at the state, regional, national, or international levels.
- b) The purpose of the Special Interest Groups will be to promote the general purpose of the CEA within specific specialized fields of interest.
- c) Duly recognized Special Interest Groups may have a representative on the President's Council.
- d) All members of Special Interest Groups will be members of the CEA.

Article XVIII. Amendments

1st Section These bylaws may be amended at the annual membership meeting according to the following procedure: Written proposed amendments will be submitted to the Executive Board for approval. If approved by a two-thirds majority of the Executive Board, these recommended changes will be submitted to the membership for consideration. Written notification must be submitted to all members of any proposed changes at least thirty days in advance of the scheduled annual business meeting. Ratification will be by

majority vote of the members present at the meeting. Any changes would take effect immediately.