

Council on Military Education
in the South (COMETS)

BYLAWS

February 28, 2019



Bylaws Adopted: April 12, 2013
Bylaws Revision: June 25, 2017
Bylaws Amended: February 28, 2019

This Amendment modified four membership classes into 1 membership called Annual Membership, and defined that membership as having voting rights during Regular and Special Membership Meetings. Further defined Annual Membership as having a 12-month term, starting on the date of payment and expiring 12 months after the date of payment. Changed Committee name from Department of Defense Liaison to Government Relations Committee. Added Dissolution Article IX. Added item 4 under Article II to reflect affiliation with CCME.

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1 **ARTICLE I - ORGANIZATION**

2
3 **NAME OF CORPORATION**

4
5 The name of this organization shall be the Council on
6 Military Education in the South (COMETS).
7

8 **OFFICIAL LOGO**

9
10 The official logo of the organization is displayed on the
11 cover page of this document.
12

13 **CHANGE OF NAME PROCEDURES**

14
15 The name of the organization may be changed at any Regular
16 or Special membership meeting of the organization by a vote
17 of two thirds (2/3) of the members present and voting,
18 provided that the proposed name change shall have been
19 posted on the organization's website at least 45 days prior
20 to the Regular Membership Meeting.
21

22 **CHANGE OF LOGO PROCEDURES**

23
24 The logo of the organization may be changed at any meeting
25 of the general membership of the organization by a vote of
26 two thirds (2/3) of the members present and voting,
27 provided that first a proposed logo change shall have been
28 posted on the organization's website at least 45 days prior
29 to the Regular Membership Meeting.
30

31 **FISCAL YEAR**

- 32
33 1) The fiscal year of the organization shall begin on 1
34 January and end on 31 December of each year.
35 2) The organization shall operate under a budget approved
36 annually by the Board of Directors. The budget shall be
37 available to any member.
38
39

40 **ARTICLE II - PURPOSE**

41
42 Organization is structured for the purpose of promoting and
43 supporting quality education programs that are available to
44 military personnel, their dependents, and Department of Defense
45 (DoD) civilians stationed within the states of Arkansas,
46 Louisiana, Oklahoma and Texas. Its purposes are:
47

- 1) Develop and maintain a close, effective working relationship among military, educators, and other professional organizations concerned with institutions of higher learning, and vocational education.
- 2) Identify, study, and seek solutions to issues that jointly affect institutions of higher learning and the educational benefits of DoD personnel and their family members. Submit findings to institutions, organizations, and governmental agencies concerned, in order to support the purposes of the organization.
- 3) Recognize the achievements of those persons and organizations that have contributed to the advancement of education opportunities for personnel in Arkansas, Louisiana, Oklahoma and Texas.
- 4) Shall be a co-equal affiliate educational partner with Council of College and Military Educators (CCME) as per the Memorandum of Agreement outlined in the CCME ByLaws.

CHANGE OF PURPOSED PROCEDURES

The purpose of the organization may be changed at any meeting of the general membership of the organization by a vote of two thirds (2/3) of the members present and voting, provided that first a proposed purpose change shall have been posted on the organization's website at least 45 days prior to the Regular Membership Meeting.

ARTICLE III - MEMBERSHIP AND VOTING RIGHTS

MEMBERSHIP TERM

- 1) Membership in this organization is contingent upon the payment of dues.
- 2) All Members, upon payment of dues, shall receive the rights and privileges of Membership as outlined in the COMETS Bylaws.
- 3) Members are eligible to vote during membership meetings.
- 4) Any member who shall be in arrears in the payment of any installment or dues shall not be in good standing and shall not be entitled to vote as a member.
- 5) Annual Memberships are effective upon payment, and expiring 12 months after that payment.

1 **MEMBERSHIP CLASSES**

2
3 **ANNUAL MEMBERSHIP**

4
5 An annual membership shall be extended to the following
6 individual persons:

- 7
8 1) Representatives of universities and colleges offering
9 programs for military personnel stationed in Arkansas,
10 Louisiana, Oklahoma or Texas.
11 2) Military and civilian employees of the Federal Government
12 involved in the delivery of education programs to
13 personnel stationed in Arkansas, Louisiana, Oklahoma or
14 Texas, including Reserve and National Guard components.
15 3) Representatives of State and U.S. Government education
16 regulatory agencies.
17 4) Any other individual who actively supports providing
18 quality education to the military community.
19

20 **TERMINATION OF MEMBERSHIP**

21
22 The membership of any member of any classification shall
23 terminate upon occurrence of any of the following events:
24

- 25 1) The resignation of the member.
26 2) Expiration of the period of membership, unless the
27 member renews for a subsequent period at the renewal
28 rate set by the Board of Directors.
29 3) Failure of a member to pay dues, fees or assessments as
30 set by the Board of Directors, within ninety (90) days
31 after they become due and payable.
32 4) The occurrence of any event, which renders such member
33 ineligible for membership, or failure to satisfy
34 membership qualifications.
35 5) The expulsion of the member, based upon the good faith
36 determination by the Board of Directors, or a committee
37 authorized by the Board of Directors to make such a
38 determination, that the member has failed in a material
39 and serious degree to observe the rules of conduct of
40 the organization, or has engaged in conduct materially
41 and seriously prejudicial to the purposes and interests
42 of the organization.
43

44 **SUSPENSION OF MEMBERSHIP**

- 45
46 1) A member may be suspended based on the good faith
47 determination by the Board of Directors, or a committee

1 authorized by the Board of Directors to make such a
2 determination.

- 3 2) Determination that the member has failed in a material
4 and serious degree to observe the rules of conduct of
5 the organization, or has engaged in conduct materially
6 and seriously prejudicial to the purposes and interests
7 of the organization, may be suspended.
- 8 3) A person whose membership is suspended shall not be a
9 member during the period of suspension.

10 11 **EXPULSION OF MEMBERSHIP**

12
13 If grounds appear to exist for expulsion or suspension of a
14 member, the procedure set forth below shall be followed:

- 15
16 1) The member shall be given 15 days prior notice of
17 proposed expulsion or suspension and the reasons for the
18 proposed expulsion or suspension. Notice shall be given
19 by any method reasonably calculated to provide actual
20 notice. Any notice given by mail shall be sent by first
21 class mail to the member's last address as shown on the
22 organization's records.
- 23 2) The member shall be given an opportunity to be heard,
24 either orally or in writing, at least five days before
25 the effective date of the proposed expulsion or
26 suspension. The hearing shall be held or the written
27 statement considered by the Board of Directors or by a
28 committee authorized by the Board of Directors to
29 determine whether the expulsion or suspension should
30 take place.
- 31 3) The Board of Directors or committee shall decide whether
32 or not the member should be expelled or suspended.
- 33 4) Any action challenging an expulsion, suspension or
34 termination of membership, including a claim alleging
35 defective notice, must be commenced within 90 calendar
36 days after notification of expulsion, suspension or
37 termination.
- 38 5) The decision by the Board of Directors or committee
39 shall be final.

40 41 42 **ARTICLE IV - DUES**

43 **DUES RATE**

44
45
46 The annual membership dues rate shall be recommended by the
47 Membership Committee, voted upon by the Board of Directors

1 during the 4th quarter Board of Directors Meeting each year,
2 and once passed, shall be published on the organization's
3 website membership system.
4

5
6 **ARTICLE V - BOARD OF DIRECTORS**
7

8 The Board of Directors shall supervise, control and direct
9 the affairs of the organization, pursue its purposes and
10 determine its policies, except as otherwise provided in the
11 charter of the organization or in these Bylaws. In the
12 execution of the powers granted by the charter, the Board
13 may:
14

- 15 1) Propose such operating rules and procedures as shall be
16 deemed advisable to carry on day-to-day operations. The
17 organization membership shall be informed within 45 days
18 of any policies adopted by the Board since the last
19 regular meeting.
- 20 2) These policies shall remain in effect unless the voting
21 members elect to rescind them or the Board changes or
22 rescinds them.
- 23 3) All officers shall be in good standing with the
24 organization.
- 25 4) All officers shall be voting members of the
26 organization.
- 27 5) Salaries shall not be paid to the officers of the
28 organization.
- 29 6) No more than two Board of Director positions may be
30 occupied at any time from those holding an Educator
31 Membership class.
- 32 7) Salaries shall not be paid to the officers of the
33 organization.
- 34 8) Personal liability of officers when acting on behalf of
35 the organization is limited in accordance with the
36 provisions of the non-profit corporation code.
37

38 **BOARD OF DIRECTOR POSITIONS**
39

40 The Board of Directors shall be comprised of the following
41 positions:
42

- 43 1) President
- 44 2) Vice President
- 45 3) Secretary
- 46 4) Treasurer
- 47 5) Executive Director

1 6) Parliamentarian
2
3
4

5 **PRESIDENT**
6

7 The President shall be the principal officer of the
8 organization and shall:
9

- 10 1) Preside at the annual meeting, the meetings of the
11 Board and at special meetings.
12 2) Be an ex-officio member of all committees.
13 3) Appoint all standing and special committee chairs.
14 4) Ensure a program is developed and carried out to
15 achieve the purposes of the organization.
16 5) Submit a proposed budget for the next fiscal year, to
17 the Finance Committee fifteen (15) days before the 4th
18 quarter Board of Directors Meeting of the current
19 fiscal year, for consideration.
20 6) Ensure that all expenditures of the organization are
21 properly authorized.
22 7) Appoint replacements for the offices of Vice
23 President, Secretary, or Treasurer with the advice
24 and consent of a majority of the Board, if any of the
25 positions become vacant.
26 8) Serve as the liaison with the DoD constituency within
27 the organization.
28 9) Perform other duties as assigned by the Board and/or
29 membership.
30 10) Be one of the three officers authorized to sign
31 organization checks.
32 11) The President is a voting member of the Board of
33 Directors
34

35 **VICE PRESIDENT**
36

37 The Vice President shall:

- 38 1) Perform the duties of the president in the absence of
39 the President.
40 2) Assume the office of the President if it becomes
41 vacant.
42 3) Act in any capacity requested by the President and
43 consistent with these Bylaws.
44 4) Be one of the three officers authorized to sign
45 organization checks.

- 1 5) Ensure that the duties assigned to the Committees are
2 being carried out and report their progress at all
3 Board of Director Meetings.
- 4 6) The Vice President is a voting member on the Board of
5 Directors.

6
7 **SECRETARY**

8
9 The Secretary shall:

- 10 1) Keep or cause to be kept a record of the
11 deliberations of the organization.
- 12 2) Maintain or cause to be maintained the correspondence
13 and history of the organization.
- 14 3) The Secretary is a voting member on the Board of
15 Directors.

16
17 **TREASURER**

18
19 The Treasurer shall:

- 20 1) Maintain or cause to be maintained all monetary
21 accounts of the organization, keeping accurate
22 records of all transactions to include all annual
23 conference financial activities.
- 24 2) Establish or cause to be established and maintained a
25 checking account for the deposit of the
26 organization's funds.
- 27 3) Be one of the three officers authorized to sign
28 organization checks.
- 29 4) Reporting on the financial condition of the
30 organization at all Membership and Board of Directors
31 meetings and/or as required by the President and/or
32 the Board of Directors.
- 33 5) The Treasurer is a voting member on the Board of
34 Directors.

35
36 **EXECUTIVE DIRECTOR**

- 37
38 1) The Executive Director is appointed by the Board of
39 Directors and the duties are outlined in the
40 Executive Director Contract.
- 41 2) The Executive Director Contract is reviewed and voted
42 upon by the Board of Directors. Approval of the
43 Executive Director Contract is done through a
44 majority vote of the Board of Directors.
- 45 3) The Executive Director shall receive such
46 compensation and expenses as the Board of Directors
47 shall determine.

- 1 4) The Executive Director is a non-voting member on the
2 Board of Directors.
3

4 **PARLAMENTARIAN**
5

6 The Parliamentarian shall:

- 7 1) Shall maintain a copy of the most recent Bylaws and
8 Robert's Rules of Order, Newly Revised.
9 2) Expect as otherwise noted or stated in the Bylaws,
10 all questions of order or procedure, with respect to
11 any meeting or action of this organization, its Board
12 of Directors, or any committee appointed hereunder,
13 shall be determined by the Parliamentarian in
14 accordance with the most current version of Robert's
15 Rules of Order, whose ruling shall be binding unless
16 overruled by a vote of two-thirds (2/3) of the
17 members present and voting.
18 3) The Parliamentarian is a non-voting member on the
19 Board of Directors.
20

21
22 **ELECTION OF OFFICERS**
23

24 **NOMINATIONS AND ELECTIONS PROCESS**
25

- 26 1) The President shall ensure that a Committee on
27 Nominations meet for the purpose of organizing the
28 election of officers for the organization.
29 2) The Committee on Nominations shall be chaired by a
30 member of the Board of Directors (other than the
31 President), and may contain an additional board
32 member (other than the President) if the Board so
33 desires.
34 3) The Committee on Nominations shall receive the
35 nomination forms for each elected office, and ensure
36 that the nominee is a member in good standing with
37 the organization at the time of the election.
38 4) The Committee on Nominations shall present eligible
39 nominations to the general membership during the
40 Regular Membership Meeting for a vote.
41 5) Nominations may be made from the floor of the general
42 membership meeting, but must be made prior to the
43 final report of the Committee on Nominations.
44 6) Elections will take place after the final report of
45 the Committee on Nominations, but before the
46 adjournment of the Regular Membership Meeting.

- 1 7) The positions shall be elected by ballot, and
2 nominations shall be closed one at a time and voted
3 upon before closing and voting on the next position.
- 4 8) The positions of President, Vice President,
5 Secretary, and Treasurer shall be elected by
6 plurality vote of a Regular Membership Meeting of the
7 organization, meaning that regardless whether any one
8 nominee receives a majority of all the votes cast,
9 the nominee with the most votes after voting closes,
10 wins the election.
- 11 9) If there is only one (1) nomination for a position,
12 the nominee is elected by acclamation.

13 14 **BOARD OF DIRECTORS TERMS OF OFFICE**

- 15
- 16 1) All officers shall serve until their successors have
17 been duly elected and assume office at the close of
18 the meeting at which they are elected.
- 19 2) The term of office of the **President** shall be two
20 years, and elected on odd numbered years.
- 21 3) The term of office of the **Vice President** shall be two
22 years, and elected on odd numbered years.
- 23 4) The term of office of the **Secretary** shall be two
24 years, and elected on even numbered years.
- 25 5) The term of office of the **Treasurer** shall be two
26 years, and elected on even numbered years.
- 27 6) The **Parliamentarian** is an appointed position by the
28 President, and is not an elected position of the
29 Executive Board.
- 30 7) The **Executive Director** position is appointed by the
31 President and approved by the Board of Directors, and
32 is not an elected position of the Board of Directors.

33 34 **BOARD OF DIRECTORS VACANCIES**

- 35
- 36 1) A vacancy in any office because of death,
37 resignation, removal or other causes may be filled by
38 an appointment by the President, with the advice and
39 consent of the Board.
- 40 2) The vacancy may also be filled during an off year
41 election during a membership meeting, and in
42 accordance with the election process outlined in the
43 Bylaws.

44 45 46 **ARTICLE VI - MEETINGS**

47

1 **REGULAR MEMBERSHIP MEETING (also known as Annual Conference)**

2
3 An annual meeting of the organization shall be held each
4 year.
5
6

7 **SPECIAL MEMBERSHIP MEETING**

8
9 Special meetings may be called by the President after a
10 majority vote of the Board of Directors.
11

12 **REGULAR BOARD OF DIRECTORS MEETING**

- 13
14 1) The Board of Directors shall meet at least quarterly and
15 at such additional times as shall be fixed by the Board
16 of Directors.
17 2) Minutes of the meetings shall be kept and constitute a
18 record of the business conducted by the organization.
19 3) Scheduled membership meeting dates shall be available to
20 all members.
21

22 **SPECIAL BOARD OF DIRECTORS MEETING**

- 23
24 1) Special meetings of this ASSOCIATION may be called by
25 the President, at his/her discretion, and shall be
26 called by the President when requested by the Board of
27 Directors, at a time and place determined by the person
28 requesting same.
29 2) A majority of the Board of Directors may call a special
30 meeting of the Board by verbal or written notice to all
31 members of this Board.
32

33 **BOARD OF DIRECTOR MEETINGS**

- 34
35 1) The Board of Directors shall meet at least quarterly and
36 at such additional times as shall be fixed by the Board
37 of Directors.
38 2) The President is authorized to convene Board of
39 Directors meetings by means of teleconference, video
40 teleconference, web conference or other electronic means
41 available, provided all members are able to conduct two-
42 way communications during the meeting.
43 3) In person Meetings of the Board shall be held in
44 locations designated by the Board.
45 4) Minutes of the meetings of the Board shall be kept and
46 constitute a record of the business conducted by the
47 Board.

- 1 5) Scheduled meeting dates shall be available to all
2 members.
3
4
5

6 **QUORUM**
7

- 8 1) A quorum for a Board of Directors meeting exists when a
9 majority of the Board Positions are present.
10 2) The number of members present for a membership meeting
11 at the time of the vote shall constitute a quorum.
12

13 **AUTHORITY**
14

15 The officers of the organization shall have authority as
16 attorney-in-fact to execute and acknowledge on behalf of
17 the organization, legal documents or other instruments in
18 connection with the operation of the organization as
19 approved by the Board of Directors.
20

21 **RESERVE AUTHORITY**
22

23 The rules contained in the current Robert's Rules of Order,
24 Revised, shall govern the organization in all cases to
25 which they are applicable except where modified by:
26

- 27 1) The Bylaws of the organization.
28 2) Standing or Special Rules established by a Membership
29 or Board of Directors Meeting.
30

31 **ORDER OF MEETINGS**
32

33 The order of business at the Regular Membership Meeting of
34 the ASSOCIATION shall be as follows:
35

- 36 1) Meeting is called to order by the President
37 2) Posting of the Colors and the Pledge of Allegiance
38 3) Invocation
39 4) Roll Call
40 5) Remarks/Report by the President
41 6) Report of the Secretary
42 a. Reading and Approval of the Minutes
43 b. Reading of Communications
44 7) Report of the Treasurer
45 8) Other Board of Director Reports
46 9) Report of the Committees
47 10) Unfinished Business

- 11) New Business
- 12) Election of Officers
- 13) Adjournment

The President may alter the agenda to meet exigencies.

ARTICLE VII - COMMITTEES

STANDING COMMITTEES

The Standing Committees of the organization shall be: Finance, Legislative, Public Relations, Government Relations, Membership, Scholarship, Bylaws, and Conference. Duties shall be assigned to each Committee by the Board of Directors as part of the yearly program of work.

FINANCE COMMITTEE

The Finance Committee shall:

- 1) be chaired by the Treasurer and be comprised of the Vice President and Executive Director.
- 2) Review and approve the financial activities of the organization including, but not limited to:
 - a. Preparing an annual budget.
 - b. Recommend to the Board of Directors the annual dues rate for the next calendar year.
 - c. Supervise all fiscal matters for the organization.
- 3) Ensure that the funds of the organization are deposited in such financial institutions as may be approved by the Board of Directors, and such depositing authority may be delegated by them to the Executive Director.
- 4) Ensure that the funds of the organization shall be used only to support the purposes of the organization as stated in Article II.
- 5) Ensure that the funds of the organization do not inure to the personal or private benefit of any member, officer or director of the organization.
- 6) Review the finances of the organization annually and report the results of such review at the Annual Business Meeting.

LEGISLATIVE COMMITTEE

1 The Legislative Committee shall consist of a Chairperson
2 and a number of committee members determined by the
3 President for the purpose of:
4

- 5 1) Study and report on any legislation which is relevant
6 to education at the college level and the military
7 involvement therein, and any legislation which
8 otherwise affects the purposes on which the
9 foundation of COMETS is based.
- 10 2) Make recommendations to the organization regarding
11 legislation opportunities.
12

13 **PUBLIC RELATIONS COMMITTEE**

14
15 The Public Relations Committee shall consist of a
16 Chairperson and a number of committee members determined
17 by the President for the purpose of:
18

- 19 1) Maintain or cause to be maintained the web site for
20 the organization to include appropriate links,
21 organization information, and conference information
22 when appropriate.
- 23 2) Be responsible for setting up media presentations and
24 troubleshooting any media problems at the annual
25 conference.
26

27 **GOVERNMENT RELATIONS COMMITTEE**

28
29 The Government Relations Committee shall consist of a
30 Chairperson and a number of committee members determined
31 by the President for the purpose of:
32

- 33 1) Serve as the liaison with the DoD constituency within
34 the organization.
- 35 2) Serves as an advisor to the Legislative Committee.
- 36 3) Advise the President and Board of Directors on issues
37 within the service branches and the Department of
38 Defense.
39

40 **MEMBERSHIP COMMITTEE**

41
42 The Membership Committee shall consist of a Chairperson
43 and a number of committee members determined by the
44 President for the purpose of:
45

- 46 1) Promote Membership in the organization.

- 1 2) Be responsible for updating and maintaining
2 Membership lists.
3
4
5
6

7 **CONFERENCE COMMITTEE**
8

9 The Conference Committee shall consist of a Chairperson
10 and a number of committee members determined by the
11 President for the purpose of:
12

- 13 1) Solicit exhibitors and sponsors for the annual
14 conference.
15 2) Coordinate the space available for exhibits and
16 events available for sponsorship.
17 3) Coordinate with site for setup of exhibits and
18 receipt of materials.
19 4) Coordinate the development, editing, and printing of
20 the Program for the annual conference.
21 5) Coordinate the printing of signage, evaluations,
22 ballots, and any other printed materials required for
23 the annual conference.
24 6) Organize any awards program that is part of the
25 Conference event.
26

27 **SCHOLARSHIP COMMITTEE**
28

29 The Scholarship Committee shall consist of a Chairperson
30 and a number of committee members determined by the
31 President for the purpose of:
32

- 33 1) Maintain scholarship qualification criteria and submit
34 suggested additions or changes to the Executive Board
35 for consideration.
36 2) Consolidate and submit applications to the Executive
37 Board for consideration and preside over the selection
38 process.
39 3) Notify recipients and coordinate with the treasurer
40 for the award of the scholarships.
41 4) Submit a report of the selection process, procedures,
42 rubric applied and results of the selection process to
43 the Secretary for inclusion in the organizational
44 history and to the Treasurer to maintain fiduciary
45 records.

1
2 **BYLAWS COMMITTEE**
3

4 The Bylaws Committee shall consist of a Chairperson and a
5 number of committee members determined by the President
6 for the purpose of:
7

- 8 1) Reviewing the Bylaws and recommending areas for
9 amendment.
10 2) Review Bylaws amendments submitted from the active
11 membership and present those amendments for
12 consideration at a Board of Directors Meeting.
13

14 **SPECIAL COMMITTEES**
15

16 The President may appoint such special committees as
17 he/she deems necessary. The membership thereof shall
18 consist of such members as the President determines will
19 adequately represent the active membership.
20
21

22 **ARTICLE VIII - AMENDMENT OF BYLAWS**
23

24 **BYLAWS AMENDMENT PROCESS**
25

26 The following procedure shall govern the process:

- 27 a) These Bylaws may be amended by a majority vote of the
28 Board of Directors present and voting at any Board of
29 Directors Meeting.
30 b) Amendments to these Bylaws may also be proposed by any
31 member of the organization.
32 c) The notice and proposed changes must be provided to the
33 Bylaws Committee Chairman at least thirty (30) days
34 before the Board of Directors Meeting at which such
35 amendment is to be considered.
36 d) In the event that thirty (30) days' notice has not been
37 given, the Bylaws may be amended only by unanimous vote
38 of the Board of Directors.
39 e) Amendments to the Bylaws shall be effective immediately
40 upon adjournment of the meeting at which they are
41 adopted.
42 f) A copy of the amended Bylaws will be available to the
43 membership through the organization's website within 30
44 days of the adoption of the change.
45

1 **ARTICLE IX - DISTRIBUTION UPON DISSOLUTION**

2
3 **TERMINATION OR DISSOLUTION**

4
5 The Council of Military Educators in the South may be
6 dissolved by written consent of no less than two-thirds of the
7 members in good standing at a Regular or Special Membership
8 Meeting. In the event of the dissolution of the organization,
9 other than for purposes of reorganization, whether
10 voluntarily, involuntarily, or by operation of law, after
11 payment of the debts of the organization, its property and
12 assets shall be:

- 13
14 a) distributed to the Council of College and Military
15 Educators (CCME).
16 b) use by CCME for a charitable purpose which, at least
17 generally, includes a purpose similar to the Council of
18 Military Educators in the South.

I hereby certify that I am the duly elected and acting Secretary of the Council On Military Education in the South, and that the foregoing Bylaws constitute the Bylaws of said corporation as duly adopted, amended, and approved as of February 28, 2019.

In witness thereof, I have signed my name this 28th day of February, 2019.

A handwritten signature in black ink, reading "Eva Hutchens". The signature is written in a cursive style with a large initial "E".

Eva Hutchens
Board Secretary