

# BYLAWS

## THE ASSOCIATION OF INDEPENDENT SCHOOLS OF FLORIDA, INC.

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### **Article I: Name**

Sec. 1 The name of this organization shall be The Association of Independent Schools of Florida, Inc. (“Association” or “AISF”).

### **Article II: Purpose**

- Sec. 1 The purposes of this organization shall be:
- A. To maintain high educational, ethical, and professional standards among its members for the benefit of the children of Florida.
  - B. To ensure that its members maintain the Association’s Standards of Accreditation (“Standards”).
  - C. To provide the best educational experiences possible to all students regardless of race, creed, color, ethnicity, handicap, or national origin.
  - D. To promote desirable governmental regulation and legislation for the protection of students, families, and educational institutions through the general improvement of educational standards in Florida.
  - E. To protect independent schools/programs from unfair legislation and regulation.
  - F. To maintain high public esteem for members.
  - G. To develop cooperative relationships among members and all other educational institutions.
  - H. To recognize, through organizational programs and the programs of members, the special and distinctive needs of all children through a variety of approaches to education.

### **Article III: Accrediting Divisions**

- Sec. 1 There shall be two accrediting divisions as follows:
- A. Academic Schools Accreditation Program (“ASAP”)1. This division shall accredit schools which:
    - a. May begin at infant level and extend through grade 12; and
    - b. Enroll students through grade 3 or higher; and
    - c. Have a minimum of 25 total students enrolled from kindergarten through grade 12; and
    - d. Have an average of at least five students enrolled per grade level/cluster in grades kindergarten and higher.
  - B. Early Childhood Accreditation Program (“ECAP”)1. This division shall accredit schools/programs which:
    - a. May begin at infant level and extend through grade 3; and
    - b. have a minimum of 25 total students enrolled from infant level through grade 3.
  - C. Distance Education Program (“DEP”)1. This division shall accredit schools/programs which:
    - a. May begin at infant level and extend through grade 3; and
    - b. Have a minimum of 25 total students enrolled between the infant level through grade 12.
  - D. Supplemental Education Program (“SEP”)1. This division shall accredit centers/programs which:

- a. Provide a voluntary educational service which may be remedial, developmental, or of an enrichment nature to supplement the core educational program of the student; and
- b. Have a minimum of 25 total students enrolled between the infant level through grade 12.

#### **Article IV: Qualifications of Members**

Sec. 1 All independent schools/programs/centers of Florida which shall meet the Standards shall be eligible for membership.

Sec. 2 An independent school/program/center shall be defined as an educational institution in which the ultimate control is vested in an independent executive or independent board of directors/trustees.

- A. When an independent school/program/center operates on more than one site, each site shall be evaluated and accredited separately, and the failure of one site to meet the Standards shall not affect the accreditation of the other site(s).
- B. When multiple independent schools/programs operate on the same site, each school/program shall be evaluated and accredited separately, and the failure of one school/program to meet the Standards shall not affect the accreditation of the other school(s)/program(s).
- C. A single-site school/program operating on two or more levels (i.e., nursery-kindergarten and elementary or elementary and high school) shall be evaluated as a continuum, and the failure of any level to meet the Standards for that level shall preclude the accreditation of all levels.

Sec. 3 There shall be four stages of membership as follows:

- A. Applicant for Membership
- B. Candidate for Membership (as defined in Article V)
- C. Provisional Member
- D. Accredited Member

Sec. 4 Provisional membership may be attained:

- A. After achieving candidate status as defined in Article V;
- B. After three (3) years of operation, with the year prior to application for membership being completed without a major change as defined in Article IV, Section 8;
- C. After an inspection by an Evaluation Committee from which it is evident that the school/program is making sufficient progress toward meeting the Standards;
- D. After payment of the required fees;
- E. After meeting any other qualifications set by the Association's Board of Directors ("Board"), as defined in Article VIII; and
- F. After approval by the Board for provisional membership.

Sec. 5 Privileges of provisional members:

- A. Provisional membership may be retained for a period of not more than three (3) years unless granted an extension of the provisional membership by the Board.
- B. Provisional membership shall not provide the right to vote.
- C. Provisional members shall not use the name of the Association in advertising.

Sec. 6 Accredited membership may be attained by one of the following processes:

- A. A school/program/center may attain accredited membership by:
  1. Having been a provisional member for a minimum of one (1) year without a major change as defined in Article IV, Section 8;
  2. Having been a provisional member for a maximum of three (3) years (an extension of time beyond the three-year period may be granted at the discretion of the Board);
  3. Having paid the required fees;

4. Having been inspected by an Evaluation Committee from which it is evident that the school/program is in compliance with the Standards and that, in the sole discretion of the Board, any deficiency in meeting the Standards and the resulting effect do not significantly reduce the quality of the school/program and that the school/program is working effectively to correct the deficiency; and
  5. Having been approved by the Board for accredited membership.
- B. A school/program/center may attain accredited membership by:
1. Having achieved candidate status as defined in Article V;
  2. Having been in operation for a minimum of seven (7) years;
  3. Having completed the year prior to application for membership without a major change as defined Article IV, Section 8;
  4. Having paid the required fees;
  5. Having been inspected by an Evaluation Committee from which it is evident that the school/program is in compliance with the Standards and that, in the sole discretion of the Board, any deficiency in meeting the Standards and the resulting effect do not significantly reduce the quality of the school/program and that the school/program is working effectively to correct the deficiency; and
  6. Having been approved by the Board for accredited membership.
- C. A school/program/center may attain accelerated accredited membership by:
1. Holding at least two other accreditations that are recognized by NCPSA, Ai, and/or FAANS;
  2. Having undergone an evaluation with guided Self-study using a co-accreditation process within the past two (2) years prior to the scheduled AISF review;
  3. Using the NCPSA, Ai, FAANS or historic credible regional association recognized member association's guided Self-study as the assessment document;
  4. Having paid the required fees;
  5. Submitting the recognized member association's Self-study and resulting report no later than three (3) weeks prior to the AISF visit;
  6. Having been inspected by a Visiting Committee from which it is evident that the school/program is in compliance with the Standards and that, in the sole discretion of the Board, any deficiency in meeting the Standards and the resulting effect do not significantly reduce the quality of the school/program and that the school/program is working effectively to correct the deficiency; and
  7. Having been approved by the Board for accredited membership.
- D. Additional Campus:
1. A school/program/center that holds current accredited membership in good standing may attain immediate accredited membership for an additional campus, the term of which accreditation shall terminate upon the same date as the current accredited membership, by:
    - A. Having been an accredited member in good standing for at least two (2) years;
    - B. Having filed an application for the additional campus;
    - C. Having submitted any information required by the Board;
    - D. Having paid the required fees; and
    - E. Having demonstrated to the Board that the additional campus will meet the Standards.
  2. Such accredited membership shall be immediate yet subject to the following:
    - A. Being evaluated by a visiting committee, and
    - B. Being approved by the board for accredited membership.

Sec. 7 Maintaining membership:

- A. Each year, each candidate and each provisional and accredited member shall complete an Annual Report by a date determined by the Board but no later than January 31. The information requested in the Annual Report shall be determined by the Board.
- B. Provisional and accredited members shall pay dues and all other required fees by ten (10) days prior to the Annual Leadership Meeting.
- C. Each year provisional and accredited members shall attend the Annual Leadership Meeting.
- D. All accredited members shall maintain and comply with the Standards of the Association, and if there is any deficiency in meeting the Standards, the deficiency and the resulting effect do not, in the sole discretion of the Board, significantly reduce the quality of the school/program, and the school/program shall work effectively to correct the deficiency.
- E. All accredited members shall be inspected by an Evaluation Committee every seven (7) years, or the term specified by the lead co-accreditation agency, and will subsequently be reviewed by the Board to determine if the school/program is maintaining the Standards.
- F. Alternatively, an AISF accredited school that holds another accreditation recognized by NCPSA, Ai, FAANS or one through a historic credible regional association, and has undergone an on-site evaluation with a guided Self-study using a co-accreditation process within the past two (2) years prior to the scheduled AISF review, may use the NCPSA, Ai, FAANS or the historic credible regional association recognized member association's guided Self-study as the assessment document. Notice of the school's intention to use the aforementioned Self-study and resulting report must be given to the ASAP or ECAP Vice President of AISF at the time of application. These documents must be submitted to the visiting committee along with the resulting report no later than three (3) weeks prior to the AISF scheduled visit. After AISF's receipt of the completed Self-study and the accrediting organization's report, an AISF Visiting Committee consisting of at least two Board members will be assigned to visit the school. The Self-study and report must be submitted to the visiting committee no later than three (3) weeks prior to the AISF scheduled on-site inspection to determine if the school is in compliance with the AISF standards. The visiting committee will report its findings to the Board of Directors within two Board meetings subsequent to the visit. Reaccreditation may also be granted under this procedure.
- G. All members may be inspected by a Visiting Committee at any time.

Sec. 8 Major changes in school/program:

- A. A major change shall be:
  1. A change in ownership;
  2. A change in school/program head irrespective of title;
  3. A change in name of school/program;
  4. An addition of a class of a higher or lower level;
  5. A change in location of all or part of the school/program;
  6. A change in philosophy of school/program; or
  7. The addition of a school/program site.
- B. A major change in a provisional or accredited school/program requires the school/program to notify in writing, at the time of the change.
- C. Within six (6) months of a major change, the Board may elect to send a Visiting Committee to inspect the school/program. After the Visiting Committee has reported its findings to the Board, the Board may, at its discretion, change or revoke the school's/program's current type of membership, (i.e., provisional or accredited), or allow the school/program to maintain its current membership.

**Article V: Application for Membership**

- Sec. 1 A school/program must contact the Association's office in order to begin the application process for membership.
- Sec. 2 Before being eligible for membership, a school/program must become a candidate for membership ("candidate").
- Sec. 3 A school/program/center will become a candidate:
- A. After having been in operation for at least two (2) years;
  - B. After having paid the required fees;
  - C. After having submitted all required documents and reports;
  - D. After having an on-site inspection by an Initial Visit Committee after which it is evident that the school/program is a viable entity that is on course to becoming a provisional or accredited member;
  - E. After having met any other qualifications set by the Board; and
  - F. After having been approved by the Board for candidate status.
- Sec. 4 Limitations on candidate status:
- A. Candidate status may be retained for a period of no longer than two (2) years unless granted an extension of the candidate status by the Board.
  - B. Each year candidates shall attend the Annual Leadership Meeting.
  - C. Candidates shall not have the right to vote.
  - D. Candidates shall not use the name of the Association in any advertising.

#### **Article VI: Loss of Membership or Status; Change in Membership; Probation**

- Sec. 1 For conditions hereinafter described in this Article, loss of membership or status by a school/program or a change in membership imposed upon a school/program or probation shall become effective fifteen (15) days after notification, by registered mail, by the Secretary upon authorization of the Board ("Formal Written Notice"). Such authorization shall be given only after a majority vote of approval by the Board at a regularly scheduled Board meeting, or at a properly called special Board meeting, with a quorum present.
- Sec. 2 Probation:
- A. A provisional or accredited member may be placed on probation for a period of up to five (5) years at the discretion of the Board:
    1. If its annual dues shall remain unpaid for a period of sixty (60) calendar days;
    2. If the school/program fails to submit its Annual Report by January 31;
    3. If the Board determines that the information contained in the school's/program's Annual Report indicates that the school/program is not sufficiently maintaining the Standards;
    4. If, after a review of the school/program by an Evaluation Committee or Visiting Committee, the Board determines the school/program is not sufficiently maintaining the Standards;
    5. If the school/program fails to be properly represented at the Annual Leadership Meeting;  
or
    6. If the school/program violates any Bylaws of the Association, including those governing advertising.
  - B. If a member is placed on probation, the Formal Written Notice shall indicate the reasons for the probation, the duration of the probation, the type of evidence that must be presented by the school/program, center to demonstrate compliance with the Standards and/or Bylaws, and the procedure that the AISF will follow for and through the probation. On or before the end of the probation, the Board shall make a final determination as to the status of the member's

accreditation and decide whether to allow the member's accreditation to continue, to revoke the member's accreditation, or to change the member's accreditation.

- C. During probation, a member's accreditation shall continue status quo.
- Sec. 3 An accredited member may lose its membership or have its membership changed to provisional membership, and a provisional member may lose its membership:
- A. If the Board determines that the member is in violation of the Standards and/or Bylaws of the Association, and such violation is substantial enough to indicate, in the sole discretion of the Board, that the member is unlikely to remedy the violation.
- Sec. 4 A candidate school/program/center will have its status revoked:
- A. If it fails to submit any required reports;
  - B. If it fails to pay any required fees;
  - C. After two (2) years as a candidate unless granted an extension by the Board;
  - D. If the school/program fails to be properly represented at the Annual Leadership Meeting; or
  - E. If it uses the Association's name in any advertising.
- Sec. 5 Any member that loses membership and any candidate that loses its candidate status may be required to wait up to a full calendar year to reapply for membership and to begin the process as a candidate.

#### **Article VII: Appeals from Decision of the Board**

- Sec. 1 Any school/program/center or person directly affected by actions taken in accordance with the provisions of these Bylaws may submit an appeal in writing to the President of the Association requesting a reversal or modification of the action taken.
- A. The appeal shall clearly set forth the appellant's position with regard to each aspect of the action(s) being appealed and provide any additional evidence or information for consideration by the Board.
  - B. The appellant must submit a filing fee along with the written statement of appeal.
  - C. The appellant must submit an appeal fee along with the written statement of appeal which fee shall be held by the Association until a there is a final disposition of the appeal.
  - D. The appellant shall be responsible for and shall pay all expenses incurred by the association, related to the appeal including, but not limited to, all travel and lodging expenses.
  - E. The appeal fee shall be returned to the appellant once all expenses related to the appeal have been paid and any account balances have been paid.
  - F. The appeal must be submitted to the President within 120 days of the action being appealed.
- Sec. 2 The President shall then present such appeal to the Board at the next regularly scheduled Board meeting or special Board meeting at which a quorum is present ("Initial Meeting").
- Sec. 3 The Board shall then consider the appeal at the Initial Meeting, and the Board shall determine by a majority vote whether the appellant should be permitted to appear personally in support of the appeal.
- A. If the Board decides to allow the appellant to appear personally, then the Board must schedule a special meeting to be held within sixty (60) days of the Initial Meeting, and the Board shall provide appellant with thirty (30) days notice via registered mail of the day and location where appellant is to appear.
    - 1. At the special meeting at which the appellant is to personally appear, after giving the appellant the opportunity to address the Board, the Board shall evaluate the appeal on its merits, conduct additional investigation and/or inquiry if deemed necessary at the sole discretion of the Board, and then inform the appellant of its decision via certified mail.
  - B. If the Board decides not to allow the appellant to appear personally, then the Board shall evaluate the appeal on its merits at the Initial Meeting, conduct additional investigation and/or

inquiry if deemed necessary at the sole discretion of the Board, and then notify appellant of the Board's decision via registered mail.

### **Article VIII: Officers and Board of Directors**

Sec. 1 There shall be a Board of Directors ("Board") consisting of fifteen (15) to twenty-one (21) elected persons, the immediate past president, and all Directors Emeriti.

A. In order to be eligible to become a Board member, a person must be employed by an accredited member, and the accredited member must have had accredited membership for at least one (1) year unless waived by a two-thirds vote of the Board with a quorum present.

B. If a Board member's employing school/program loses its accredited membership, the board member shall immediately be removed from the Board.

C. If a Board member moves employment from one school/program to another, the Board member shall immediately be removed from the Board unless the new employer is an accredited member which has held accredited membership at least one (1) year unless waived by a two-thirds vote of the Board with a quorum present.

D. Each board member is entitled to one vote.

E. There shall be no more than two board members, in addition to emeriti members, from any school or group of schools.

Sec. 2 A person may be named by the Board, by three-fourths vote with a secret ballot at any Board meeting when there is a quorum, as a Director Emeritus.

A. To be eligible for a position as a Director Emeritus, the individual:

1. Must be nominated by a Board member in advance of the meeting at which the vote is to take place, and the nominating Board member must make the nomination by submitting in writing to the President the name of the person being nominated and a list of the qualifications of the nominee.
2. Must be removed from the Board meeting during any discussion regarding the nominee and during the vote thereon.
3. Must have:
  - a. Served as the President of the Association, or
  - b. Served as a Board member of the Association for at least ten (10) continuous years, served the Association with distinction for extraordinary contributions, and met at least two of any of the following:
    - i. Served as an officer of the Association;
    - ii. Received the Association's Richard and Dorothy Lear Distinguished Educator Award;
    - iii. Demonstrated exemplary performance in the chairing and support of multiple school accreditation teams;
    - iv. Participated actively on multiple committees for the Association;
    - v. Received public recognition at the local, state, or national level for outstanding contributions to education;
    - vi. Served as a head of school and such was recognized for positive community leadership and working diligently to promote the public image of the Association.

- Sec. 3 The presence of seven (7) Board members with voting rights shall constitute a quorum.
- For a vote to pass, the majority of votes cast must.
    - i) require a quorum of seven (7) votes, and
    - ii) require a majority of all votes cast.
- Sec. 4 Unless otherwise specified in any provision of these Bylaws, any vote of the Board shall either:
- A. Be held in person and require a majority vote with a quorum present, or
  - B. Be held via email, and
    - i) require a quorum of seven (7) votes, and
    - ii) require a majority of all votes cast.
- Sec. 5 The officers of the organization shall be a President, ASAP Vice President, ECAP Vice President, Vice President of Programming, Secretary, and Treasurer.
- A. In order to hold an office, a person must also be a Board member.
  - B. If an officer is removed from the Board, the officer shall also be removed from office.
  - C. Each office shall have a minimum term of three (3) years.
- Sec. 6 The officers and Board members shall be elected by the accredited membership by a majority of all votes cast.
- Sec. 7 Between January 1 and March 1 of each year, prior to the elections for officers and Board members, a Nominating Committee shall present to the Board a proposed slate of fifteen (15) to twenty-one (21) Board members and designate which of the proposed Board members are being nominated to hold the six offices.
- A. After approval by the Board of the proposed slate, the slate shall be presented for a vote to the membership by e-mail or by mail at least thirty (30) days prior to the vote. If not approved, the Nominating Committee shall present a new slate for Board approval, and the process shall repeat until a slate is approved by the membership.
  - B. All non-votes shall be counted as votes in favor of the proposed slate.
  - C. The election results shall be published to the membership within thirty (30) days of the vote.
- Sec. 8 The officers and members of the Board shall be installed and start their term of office at the first meeting of the new school year.
- Sec. 9 The term of office for all elected officers and the members of the Board shall be the period from the date of the election the installation of the elected officers and members of the Board.
- Sec. 10 The Board shall hold regular meetings at such times and places as the Board shall determine. The schedule shall be determined as needed.
- Sec. 11 Any Board member who fails to attend two Board meetings during the year, without a reason approved by the Board, may be removed from the Board by a majority vote with a quorum present, provided that the Board members are given thirty (30) days notice prior to the vote.
- Sec. 12 Any vacancy on the Board and any vacancy in an elected office shall be filled for the unexpired term of the position by a majority vote of the Board at the next regular or special meeting of the Board.
- Sec. 13 The Board may, in its sole discretion, modify the Standards of the Association at any time.
- A. If the Board modifies the Standards, under the direction of the ASAP/ECAP Vice President, the Secretary shall notify all members of the change within thirty (30) days of the Board's decision to adopt the modification.



Sec. 14 Any board member, including a Director Emeritus, may be removed from the Board at the Board's discretion at any time by a three-fourths vote of the existing Board members, provided that the Board members are given thirty (30) days notice prior to the vote.

#### **Article IX: Duties of Officers**

Sec. 1 The President shall act as presiding officer at all meetings, coordinate the activities of the Board, serve as liaison between the Board and the membership, and act as figure head for the Association. The President shall not serve as a member of any Committee other than an ad hoc committee.

Sec. 2 The ASAP/ECAP Vice Presidents shall serve as the coordinators of all accreditation activities and lead their divisions and shall act in the absence of the President.

Sec. 3 The Vice President of Programming shall serve as the chairperson of the Program Committee and shall act in the absence of the President and the ASAP/ECAP Vice President. The Vice President of Programming shall notify provisional members and accredited members and candidates of the time and place of meetings at least fourteen (14) days preceding each general membership meeting.

Sec. 4 The Secretary shall keep the minutes of the general membership meetings and the Board meetings. The Secretary shall also handle any correspondence assigned by the President.

Sec. 5 The Treasurer shall be custodian of funds, shall keep the funds in a federally insured bank, and shall propose an annual budget for the coming fiscal year to be submitted to the Board at least thirty (30) days prior to the Annual Leadership Meeting.

A. The financial books and records of the Association shall be subject to audit by the Board at any time.

1. The Board shall act as or shall appoint an Auditing Committee and may hire an independent accounting firm to review the financial books and records of the Association.

Sec. 6 All officers shall also be responsible for any actions specifically designated by any provision of these Bylaws.

#### **Article X: Membership Meetings and Voting**

Sec. 1 There shall be at least one general membership meeting each year.

Sec. 2 At any general membership meeting of the Association, the time of said meeting having been set by the Board and published, a quorum shall consist of those accredited members which are represented at the meeting.

Sec. 3 For any issue to be voted on by the membership, each member school/program shall have only one vote, which shall be cast:

A. In person by its representative or by written proxy vote which shall be submitted to the President at or before the time of the vote; or

B. By e-mail.

1. Any proxy vote must indicate the name of the member submitting the proxy, clearly state the member's position with regard to the issue to be voted on, and indicate the name and title of the person authorizing the proxy vote on behalf of the member.

Sec. 4 Only accredited members who have paid their dues will be eligible to vote.

### **Article XI: Special Meetings**

- Sec. 1 Special meetings of the Board may be called by the President. All Board members shall have at least two (2) business days notice of such meetings.
- Sec. 2 Special meetings of the membership may be called by the President. All members shall have at least five (5) days notice of such meetings.
- Sec. 3 Special meetings of the membership shall be called by the President at the request by petition of at least 60% of the accredited membership. All members shall have at least five (5) days notice of such meetings.

### **Article XII: Complaints Against Members**

- Sec. 1 Upon receipt of a written complaint lodged against a member school, the President shall present said complaint to the AISF Board of Director within two regularly scheduled board meetings of receiving said complaint. The school shall be notified in writing about the complaint.
- Sec. 2 Complaints that are determined by the Board to sufficiently identify potential violations of AISF Standards will be investigated. Said determination of whether sufficient grounds exist to begin an investigation is in the sole discretion of the Board.
- Sec. 3 The complainant and the school shall receive notification of the findings of the Board in writing either by e-mail or certified mail within thirty (30) days of the Board's determination.

### **Article XIII: The Fiscal Year and Dues**

- Sec. 1 The fiscal year shall be from September 1 to August 31.
- Sec. 2 The dues for provisional and accredited members shall be reviewed each year by the Board.
- Sec. 3 All fees and dues shall be determined by the board by a majority vote.
- Sec. 4 Dues and fees are payable no later than ten (10) days prior to the Annual Leadership Meeting.

### **Article XIV: Committees**

- Sec. 1 Evaluation Committees shall be appointed as needed.
  - A. An Evaluation Committee chairperson shall be appointed by the ASAP or ECAP Vice President.
    - 1. A person must be a Board member or an administrator of an accredited member in order to be eligible to be an Evaluation Committee chairperson.
    - 2. A person may only serve as chairperson for a maximum of three Evaluation Committees per year unless the ASAP or ECAP Vice President obtains an exception granted by the President.
    - 3. The Evaluation Committee shall consist of as many people as is determined by the Board.
      - a. In order to be eligible to be on an Evaluation Committee, a person must be employed by an accredited member except that the Chairperson may employ outside specialists with the approval of the Board.
  - B. The duty of an Evaluation Committee is to inspect a school/program which is applying for membership or to inspect a school/program which is subject to its seven (7) year inspection.

- C. The Evaluation Committee chairperson shall report the Committee's findings to the Board during either of the two Board meetings subsequent to the Committee's inspection.
- Sec. 2 The Program Committee shall be appointed by the Vice President of Programming.
- A. The Program Committee chairperson shall be the Vice President of Programming.
  - B. The duty of the Program Committee shall be to plan and organize such professional seminars and programs as may be decided by the Board.
  - C. The Program Committee shall plan and organize all general membership meetings.
- Sec. 3 A Nominating Committee shall be appointed by the President at least thirty (30) days before the February Board Meeting.
- A. The duty of the Nominating Committee is to propose a slate of Board members and officers to the Board for Board approval.
  - B. In order to be eligible to serve as Chair of the Nominating Committee, a person must be a Past President or Director Emeritus.
  - C. In order to be eligible to serve on a Nominating Committee, a person must be a Board Member.
  - D. The Nominating Committee shall consist of no fewer than three Board members. The committee must be representative of the accredited member schools at large and only one representative per school may serve on the committee.
- Sec. 4 Initial Visit Committees shall be appointed by the ASAP or ECAP Vice President of the Association as needed.
- A. The duty of an Initial Visit Committee is to inspect a school/program making application for provisional membership and to determine if the school/program is a viable candidate for membership.
  - B. Initial Visit Committees shall report to the ASAP or ECAP Vice President as appropriate to their division.
  - C. An Initial Visit Committee shall consist of at least two members.
  - D. All members of an Initial Visit Committee must be Board members.
- Sec. 5 Visiting Committees shall be appointed by the Board as needed.
- A. The duty of a Visiting Committee is to inspect a member school/program in the event the Board determines it is necessary to have such an inspection.
  - B. Visiting Committees shall report their findings to the President of the Association.
  - C. A Visiting Committee shall consist of at least two members.
  - D. All members of a Visiting Committee must be Board members.
- Sec. 6 Auditing Committees shall be appointed by the Board as needed.
- A. The duty of an Auditing Committee is to review the financial records and books of the Association, to make recommendations to the Board, and to carry out any other any other tasks assigned by the Board in relation to the Committee's review of the financial records.
  - B. The Board may select any persons whatsoever to serve on an Auditing Committee.
  - C. Auditing Committees shall report to the Board.
- Sec. 7 An Advisory Committee shall serve each year.
- A. The Advisory Committee shall be comprised of Board members selected by the President.
  - B. The Advisory Committee will meet as scheduled by the President as needed.
  - C. The duty of the Advisory Committee is to advise the President on any matters on which the President requests such advice.
- Sec. 8 All ad hoc committees shall be appointed by the President with the approval of the Board.

#### **Article XV: Amendments**

- Sec. 1 Any amendment(s) to these Bylaws must:
- A. Be proposed by an accredited member;
  - B. Be presented to the accredited membership by e-mail or by mail at least thirty (30) days prior to the vote;
  - C. Be presented in writing and must include the actual wording of the proposed amendment(s);
  - D. Be voted on either:
    1. At the Annual Leadership Conference, or
    2. By e-mail;
  - E. Be voted on by closed ballot;
  - F. Be approved by a two-thirds vote of the accredited members of the Association, with all non-votes counted as votes in favor of the proposed amendment(s).

**[These Bylaws were approved at the General Meeting on February 22, 2018.]**