

CADREI Operating Procedures and Policies

I. DUTIES OF OFFICERS

A. President

1. Plan, with Board assistance, and convene the Annual Fall Meeting and the Annual Spring Meeting (held in conjunction with AACTE), as well as other meetings of the membership as may be called by majority at the Annual Fall Meeting, and preside over all business meetings of the Council.
2. Convene meetings of the Executive Committee as necessary and preside over them.
3. Develop agenda for the Annual Business Meeting and meetings of the Executive Committee, subject to the approval of these groups as the first order of business.
4. With the advice of the Executive Committee, appoint members of committees.
5. Establish such ad hoc and continuing study committees as deemed appropriate, subject to the concurrence of the Executive Committee.
6. Oversee the continuing upkeep of the CADREI website.

B. President-Elect

1. Assume the responsibilities of the President should s/he be unavailable for any required meetings/duties.
2. Plan and convene the annual New Deans Institute at the Annual Fall Meeting.

C. Secretary

1. Record the minutes of all Executive Committee and Business meetings of the council.
2. Conduct all appropriate correspondence of the Council.
3. Prepare and collect an evaluation of the Annual Fall Meeting, collate results, and disseminate the results to the President.

D. Treasurer

1. Serve as fiscal agent for the Council, including responsibility for billing all members for annual dues, and disbursing funds upon appropriate receipts for all obligations of the Council.

II. EXECUTIVE COMMITTEE

The Executive Committee shall serve as the planning committee for the annual meetings. The Executive Committee shall also review applications for membership in CADREI and recommend to the general membership for ratification those institutions which meet the eligibility criteria. Finally, the Executive Committee shall propose actions for consideration by the membership of the Council and act in behalf of the membership on such matters as must be attended to between meetings of the Council. Members shall commit to attending the Annual Fall and Spring Executive Committee and CADREI Meetings, and to timely participation to electronic communications related to CADREI Executive Committee matters.

III. ELECTIONS

- A. The President shall appoint, immediately following the Annual Fall Meeting, a nominating committee, whose responsibility is to nominate two (2) candidates for each vacancy to be voted upon.
- B. The nominating committee shall solicit nominations electronically from the membership to construct a slate of candidates, obtaining assurance of the nominees that they will serve if elected.
- C. Officers will be elected by a majority vote conducted by electronic ballot.

IV. SUCCESSION IN OFFICE

- A. In the event the President is unable to complete a term of office, the President-Elect or Past-President shall serve the remainder of the year, at the conclusion of which any elections necessary to recreate a full complement of officers will be held.
- B. The Executive Committee shall appoint a member of the Executive Committee to fill the duties of the President-Elect or Secretary if they are unable to complete their term of office.
- C. The Executive Committee shall appoint replacements for any vacancies which may occur in the offices of Treasurer or Executive Committee members-at-large. Those appointed will serve until the next election.

V. TERMS OF OFFICE

- A. President-Elect will be elected every other year. The President-Elect will serve one year in that capacity, two years as President, and one year as Past-President.
- B. All elected officers commence their terms of office at the termination of the Annual Fall Business Meeting.
- C. The Treasurer, Secretary, and Executive Committee members-at-large will be staggered on a schedule determined by the Executive Committee.

VI. AMENDMENTS

The Constitution may be amended at any Annual Business Meeting of the Council by a majority vote of the members present.

VII. CONSTITUTION EFFECTIVE DATE

- The constitution shall become effective February 16, 1966.
- Amendments to Constitution, October 12, 1976.
- Amendments to Constitution, February 21, 1977.
- Amendments to Constitution, October 15, 1982.
- Amendments to Constitution, February 27, 1985.
- Amendments to Constitution, November 15, 1988.
- Amendments to Constitution, October 22, 1996.
- Amendments to Constitution, September 18, 2013.

Modifications approved October 14, 2018.