

**THE ALLIANCE FOR CLINICAL EDUCATION
(ACE)
BYLAWS**

Article I
Name

The name of this organization shall be the Alliance for Clinical Education (ACE).

Article II
Purpose

The Alliance for Clinical Education serves as a forum to share ideas, information and make recommendations surrounding best practices, community standards, and regulatory compliance, in an effort to provide the optimum clinical student learning experiences.

Article III
Membership

Membership consists of representatives from Colorado healthcare organizations and educational institutions and other agencies who come together to address clinical nursing education issues.

Section 1 Voting Membership

This membership is defined as representation from healthcare organizations and educational institutions. Healthcare organizations are further defined as organizations that have students in clinical placements currently or are planning to accept placements August 1-July 31 of the next year. Education institutions are further defined as institutions which have students in clinical placements currently or are planning to request placements August 1-July 31 of the next year.

Each agency is entitled to one vote

The voting membership must provide representation at 75% of the meetings (meaning in attendance or by phone) annually. Annual is defined by the fiscal year July 1 through June 30 each year.

Section 2 Non-Voting Membership

Associate non-voting membership may include representatives from the following groups: Colorado Center for Nursing Excellence, State Board of Nursing, Colorado Nurses Association, and Colorado AHEC.

Article IV Leadership

Section 1 Executive Officers.

The Executive Officers shall be Education Co-Chair, Healthcare Agency Co-Chair, Past Chair, Chair Elect, and Secretary.

Section 2. Terms

Co-Chairs shall serve a two year term beginning with the July meeting.

- Education co-chair term to begin in odd years
- Healthcare agency co-chair to begin in even years

The Secretary shall serve a one-year term beginning with the July meeting. The Secretary may serve no more than two consecutive terms

Section 3. Election

An election is held at the April meeting each year to elect "Co-Chair Elect" and Secretary

Section 4. Voting

Each educational institution and healthcare organization is entitled to one vote.

Section 5. Duties

The Co-chairs shall

- Preside at meetings beginning with the July meeting
- Coordinate the scheduling of, and facilitate all group meetings
- Formulate the agenda with input from members
- Mentor new chair coming on; and
- Be responsible for annual election of officers

The Recording Secretary shall:

- Be responsible for the accurate recording of the minutes and attendance at the meetings.
- Circulate minutes of all meetings to all members.
- Preserve records of meetings in a form convenient for the group.

Section 6. Procedures for filling and vacating offices

- Nominations and Self-Nominations are open at the January meeting
- Nomination requirements: To nominate, submit professional resume and brief paragraph as to why the candidate would like to hold this position
- Nominations are open until March 31st of each year
- Voting is done at the April meeting
- Consideration is to be given to both academic and facility representation
- The Executive Committee will be responsible for preparing ballot for voting
- The Executive Committee will be responsible for counting ballots

- Vacancies will be filled by appointment of the executive committee. Appointed individuals will serve the remainder of the vacated term

Article V General, Special and Annual Meetings

Section 1. Location. The meeting location is determined on an annual basis by the Executive Committee. It is recommended that facility commitment last for minimum of one year.

Section 2. Meetings. Meetings of the organization will be held on a quarterly basis the 4th Monday of January, April, July, and October.

Section 3. Special Meetings. Special meetings may be called by the Co-chairs or at the request of 25% of the voting membership.

Section 4. Quorum. The quorum is defined as 51% of the voting membership.

Section 5. Electronic Meetings. Meetings of any official group of ACE may be conducted electronically.

Article VI Committees

Section 1. Executive Committee. The Executive Committee shall be composed of elected officers who will manage the affairs of the organization as required between regular meetings.

Section 2. Clinical Platform Committee.

a. Duties. The Clinical Platform Committee shall:

- Establish policies for communication with system vendor administrator
- Provide Platform updates to members
- Consider member information and input in evaluation of the Platform
- Educate new members about the Clinical Platform

b. Composition and leadership

- There shall be a minimum of six members, half of the members from education and half from healthcare delivery appointed by the co-chairs
- Members may serve for two years or until their successors are appointed.
- The Chair is selected by the Committee

Section 3. Documents Maintenance Committee

a. Duties. The Documents Maintenance Committee shall:

- Provide review and revision of documents according to policy

- Assure placement of current documents on the web site
- Educate new members about document content and location
- b. Composition and Leadership
 - There shall be a minimum of two members to be appointed by the co-chairs for a two year term.
 - Members may serve two terms or until the successors are appointed.
 - The Chair is selected by the Committee

Section 4. Task Forces

- a. Task Forces may be formed by ACE members as needed to address issues and concerns. Appointments are made by the voting members with representation from education and healthcare organizations. Specific charges for the Task Force are included in the appointment process.
- b. Timeframe: Task Forces report to ACE members during quarterly meetings. Task Forces are dissolved when the assigned charges are met.

Article VII Organizational Archives

Annually in July when Leadership changes, the previous year's documents will be archived in the Colorado Center for Nursing Excellence offices.

Article VIII Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Article IX Amendments

The voting membership may adopt amendments to these bylaws by a two-thirds majority vote of those present and voting at a regular meeting, provided that copies of the proposed amendment(s) have been distributed to the members at least 20 days prior to that meeting.

Article X
Dissolution

If the functions of the ACE Group are no longer needed or effective, the membership can dissolve the group by a two-thirds vote of a quorum at any regular meeting, provided that the motion be introduced, as a previous regular meeting.

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Amended April, 2015