

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

ACE serves as a collaborative 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, educational institutions and other agencies whom come together to address clinical nursing education issues. Membership is defined by organization as opposed to individuals. Organizations are expected to consistently have representation in attendance and actively participate during meetings.

A. 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.

B. Section 2 Non-Voting Membership (community partners)

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 Area Health Education (AHEC).

C. Section 3 Membership expectations

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

Article IV

Leadership

A. Section 1 Executive Officers

The Executive Officers shall consist of a voting member representative from a healthcare organization, one representative from an educational institution and a Secretary.

B. Section 2. Terms

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

- The education institution co-chair term is to begin in odd years
- The healthcare organization co-chair term is to begin in even years

b. The Secretary shall serve a two - year term beginning with the July meeting. The Secretary may serve additional terms if desired.

C. Section 3. Election

An election is held at the April meeting each year to elect co-chair elect and Secretary

D. Section 4. Voting

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

E. Section 5. Duties

a. 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
 - Be responsible for annual election of officers
 - Mentor incoming co-chair
 - Review ACE bylaws every two years (odd years).
- b. The Secretary shall:
- Be responsible for the accurate recording of the minutes and attendance at the meetings.
 - Circulate minutes of all meetings to all members. Post quarterly agenda, minutes, and other documents to the ACE webpage
 - Preserve records of meetings in a form convenient for the group.
 - Send correspondence to membership regarding quarterly meetings; disseminate pertinent documents.
- F. 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

Meetings

- A. 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.

- B. Section 2. Meetings. Meetings of the organization will be held on a quarterly basis the 4th Monday of January, April, July, and October.
- C. Section 3. Special Meetings. Special meetings may be called by the Co-chairs or at the request of 25% of the voting membership.
- D. Section 4. Quorum. The quorum is defined as 51% of the voting membership.
- E. Section 5. Virtual Meetings. Meetings of any official group of ACE may be conducted virtually.

Article VI
Committees

A. Section 1. Executive Committee

The Executive Committee shall be composed of elected officers who will facilitate and support all of the affairs of the organization as required between regular meetings (see Article IV).

B. Section 2. Clinical Platform Committee.

a. Duties

- 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

C. Section 3. Forms Committee

a. Duties

- Provide a 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
- Update and elicit members input on creation of new documents and revisions of existing documents

b. Composition and Leadership

- There shall be a minimum of two members to be voluntary appointment by the co-chairs and ACE Committee.
- Members may serve two terms or until the successors are appointed. • The chair is selected by the committee

D. Section 4. Task Forces

- a. Task Forces are formed by the Executive Officers as needed to address issues and concerns. Voting members with representation from education institutions and healthcare organizations make up the task force. 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

Quarterly after each ACE meeting documents will be saved on the Colorado Center for Nursing Excellence ACE website.

Article VIII

Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order (12th edition) 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 ACE are no longer needed or effective, membership can be dissolved by a two-thirds vote of a quorum at any regular meeting, provided that the motion be introduced at a previous regular meeting.

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