

# **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.

#### **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.

#### **Section 2. Non-Voting Membership (Community Partners)**

Associate non-voting membership may include representatives from the following groups, including but not limited to: Colorado Center for Nursing Excellence, State Board of Nursing, and Colorado Nurses Association, ~~and Colorado Area Health Education (AHEC).~~

#### **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**

#### Section 1. Leadership Team

The management of the organization shall be vested in the ACE Leadership Team and shall consist of five members.

- Two voting member representatives from a healthcare organization
- Two voting member representatives from an educational institution
- One representative from Colorado Center for Nursing Excellence, founder of the ACE initiative.

#### Section 2. Terms

- a. Leadership Team members shall serve a two-year term beginning with the July meeting.
  - One Leadership Team member from an education institution and one member from a healthcare organization shall begin their term in odd years.
  - One Leadership Team member from an education institution and one member from a healthcare organization shall begin their term in even years.
  - The representative from Colorado Center for Nursing Excellence shall be appointed each year to begin with the July meeting.

#### Section 3. Appointment

Appointment is available to representatives from educational institutions and healthcare organizations with voting membership status having met membership expectations as defined in Article III, Section III.

#### Section 4. Appointment Procedure

ACE members shall be appointed to the Leadership Team as set forth below.

- Appointments shall be determined by lot.
- The draw will include educational institutions and healthcare organizations with voting membership status, having provided representation at 75% of the meetings annually.
- The educational institution and healthcare organization selected shall provide one representative to participate in the Leadership Team for a two-year term as outlined in Article IV, Section 2.
- If the educational institution or healthcare organization is unable to provide a representative at said appointment time, they will be deferred to the next term and the Leadership Team shall select a new member organization by lot.
- If the representative selected for the Leadership Team is no longer able to fulfill their full term, the educational institution or healthcare organization shall provide a new representative to carry out the required term.
- No education institution or healthcare organization will be required to serve two consecutive terms.
- Appointments shall take place in April and shall select members up to two years in advance.
- New Leadership Team members shall begin their term with the July meeting.

## Section 5. Duties

The Leadership Team shall fulfill the duties set forth below.

- Preside at meetings beginning with the July meeting
- Coordinate the scheduling of, and facilitate all ACE meetings
- Formulate the agenda with input from ACE members
- Be responsible for selection of new Leadership Team members
- Leadership Team members
- Review ACE bylaws every two years (odd years)
- 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 website
- Preserve records of meetings in a form convenient for the group
- Send correspondence to membership regarding quarterly meetings; disseminate pertinent documents
- Attend all scheduled Leadership Team meetings
  - Debriefing Meeting which occurs one week after an ACE meeting
  - Planning Meeting which occurs one month prior to an ACE meeting
- Create task force(s) and appoint members
- Other business as necessary

## **Article V** Meetings

### Section 1. Location.

The meeting location and method is determined on an annual basis by the Leadership Team.

### 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 Leadership Team 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. Virtual Meetings.

Meetings of any official group of ACE may be conducted virtually.

**Article VI**  
Committees

Section 1. Leadership Team

The Leadership Team shall be composed of appointed members who will facilitate and support all of the affairs of the organization as required between regular meetings (see Article IV).

Section 2. Task Forces

- a. Task Forces are formed by the Leadership Team 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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