

BYLAWS OF THE CORPORATION  
COMMUNITY COLLEGES FOR INTERNATIONAL DEVELOPMENT, INC.  
As Revised July 11, 2015

ARTICLE I – NAME

1.1 The name of this corporation shall be Community Colleges for International Development, Inc. The business of the corporation may be conducted as Community Colleges for International Development, Inc., Community Colleges for International Development, or CCID.

ARTICLE II – PURPOSE

2.1 CCID is a global network of community, technical, and vocational institutions dedicated to creating globally engaged learning environments.

CCID promotes student success and helps campuses build capacity in the following ways:

Campus internationalization  
Partnership development  
Education abroad  
Resource/professional development  
International student recruitment

CCID members engage within the network to improve practices, participate in learning communities, and collaborate to advance global opportunities at the college level.

ARTICLE III – POWERS

3.1 CCID is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

3.2 The corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

3.3 Exempt Activities Limitation. Notwithstanding any other provision of these Bylaws, no director, officer, employee, member, or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director, officer, member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.

3.4 Distribution Upon Dissolution. Upon termination or dissolution of Community Colleges for International Development, Inc., any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

#### ARTICLE IV – BOARD MEMBERSHIP

4.1 Minimum criteria for Board membership shall be:

4.1.a. The institution must, by commonly accepted definition, be a community-based community, technical, or vocational college; be either public or proprietary; have regional accreditation, national, or state recognition; and primarily offer short term certificates and associate degree programs, or similar academic credentials; and may be based inside or outside of the United States of America.

4.1.b. Commitment of the Chief Executive Officer and Senior International Officer through active participation at CCID meetings, programs, and activities.

4.1.c. Commitment that the institution is committed to incorporate an international dimension into existing/future college programs and services.

4.1.d. Commitment of the Senior International Officer to actively lead and participate in CCID meetings, programs, and activities.

4.1.e. Evidence of the payment of the membership dues to the Corporation.

4.2. Board Membership in the Corporation shall only be extended to institutions that satisfy the minimum criteria herewith above stated and are sponsored by a current Board Member institution.

4.3. Board Membership may commence on approval by the Executive Committee. This decision will be ratified by the Board of Directors at their next meeting. Membership shall be granted for the period that coincides with the fiscal year of the Corporation.

4.4. Approval for admittance to Board Membership in the Corporation shall be by a two-thirds vote of the Members of the Board of Directors, and an initial membership shall become effective on the date of approval.

4.5. Board Membership in the Corporation shall not be transferable.

4.6. Board Membership in the Corporation shall be limited to not fewer than five and not more than thirty institutions.

4.7. Board Membership shall automatically be renewed annually provided that the Board Member institution continues to satisfy the minimum criteria established for admission in the Corporation.

4.8. Board Membership in the Corporation may be revoked for cause by a majority vote of the Members while in attendance at any meeting of the Corporation's Board of Directors. Evidence that a

Board Member institution no longer satisfies the minimum criteria for membership shall be cause to revoke that institution's membership, as will the failure of either the Chief Executive Officer and/or the Senior International Officer of a Board Member institution to attend either of the regularly scheduled, semi-annual meetings of the Corporation during the fiscal year. Memberships in the Corporation that are revoked shall cease on the date they are revoked.

4.9. Board Member institutions may withdraw from membership at any time by providing written notice to the Board Chair.

4.10. Each Board Member shall designate an individual to serve as a primary point of contact with CCID, and to act on behalf of the Member in CCID activities. This person shall be referred to as the Senior International Officer.

4.11. A fully voting member of the Board of Directors shall be known as a "Board Member".

4.12. Board Members shall receive no compensation for carrying out their duties as directors.

#### ARTICLE V - MEMBERSHIP DUES

5.1. The amounts of the membership dues, for all categories, shall be determined annually by the Corporation's Board of Directors at the semiannual meeting of the Board which immediately precedes the beginning of the fiscal year in and/or for which the dues are to be paid.

5.2. Membership dues assessed to new Board Members during the fiscal year shall be determined on a pro rata basis, with any portion of a month counting as a full month, and shall be paid prior to the end of the month immediately following the month in which the institution was approved for membership by the Board.

5.3. Membership dues in the Corporation for continuing Board Members shall be payable during the first month of CCID's fiscal year.

5.4. Membership dues in all other categories will be for a period of one year starting in the month the dues are received.

5.5. Membership in all other categories shall renew annually on the first day of the same month in which initial dues were received on a rolling basis.

5.6. Membership dues in all other categories shall not be pro-rated, except at the discretion of the Executive Director.

5.7. Membership dues are non-refundable.

5.8. Failure to pay membership dues within 120 days of the remittance date may be considered cause to terminate membership, regardless of membership category.

#### ARTICLE VI - OFFICERS

6.1. CHAIR

The Chair shall preside at all meetings of the Corporation's Board of Directors and Executive Committee, shall act as the chief executive officer of the Corporation, and shall do and perform such other duties as may be assigned by the Board of Directors. The Chair shall serve for a period of one year. The Chair shall be a Chief Executive Officer of a Board Member institution.

6.2. CHAIR ELECT

The Chair Elect shall represent the Chair in the absence of, or at the direction of, the Chair. The Chair Elect shall serve for one year. At the end of that year the Chair Elect shall assume duties of the Chair. The Chair Elect shall be a Chief Executive Officer of a Board Member institution. The Chair Elect shall be elected from among Board Members.

6.3. IMMEDIATE PAST CHAIR

The Immediate Past Chair shall be the Chair from the year prior to the current year, and the term of office shall be for one year.

6.4. TREASURER

The Treasurer is responsible for the oversight of the fiscal management of CCID. The Treasurer shall not be the Chief Executive Officer from the corporation's host college/fiscal agent. The Treasurer shall chair a finance committee, advise the Executive Director in the preparation of the budget, review audits, and make financial information available to board members and the public. The Treasurer shall serve for a period of one year. The Treasurer shall be a Chief Executive Officer of a Board Member institution.

6.5. MEMBER AT LARGE

The Member At Large shall be a Chief Executive Officer of a Board Member institution elected to represent the various interests of the board on the Executive Committee. The Member At Large shall serve for a period of one year.

6.6. HOST INSTITUTION CHIEF EXECUTIVE OFFICER

The Chief Executive Officer of the host college/fiscal agent shall serve on the Executive Committee for the period of time CCID is hosted by the college. The Host Institution Chief Executive Officer may chair meetings in the absence or the Chair and Chair Elect. The Host Institution Chief Executive Officer shall serve as a member of the finance committee with the Treasurer.

6.7. SENIOR INTERNATIONAL OFFICER AT LARGE

One Senior International Officer from a Board Member College shall represent Senior International Officers from Board Member colleges. This representative shall be elected from among the Senior International Officers of Board Member colleges. The representative shall also have full voting privileges on the Executive Committee and all Board of Directors' meetings. The incumbent shall be able to temporarily appoint another Senior International Officer for any meeting through communication with the Board Chair and CCID Executive Director prior to the scheduled meetings. S/he shall be the primary liaison between the Senior International Officers and the Board of Directors.

6.8. NON-UNITED STATES BASED OFFICER

Among the Chair, Chair Elect, Immediate Past Chair, Treasurer, or Member At Large at least one officer shall be from a Board Member institution based outside the United State of America.

ARTICLE VII – EXECUTIVE DIRECTOR

7.1. The Board of Directors may hire an Executive Director who shall serve at the will of the Board. The Executive Director may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon an affirmative vote of three-quarters (3/4) of the members present at any meeting of the Board Directors. Such removal may be with or without cause.

7.2. The Executive Director shall have immediate and overall supervision of the operations of the Corporation, and shall direct the day-to-day business of the Corporation, maintain the properties of the Corporation, hire, discharge, and determine the salaries and other compensation of all staff members under the Executive Director's supervision, and perform such additional duties as may be directed by the Executive Committee or the Board of Directors.

7.3. The Executive Director shall make such reports at the Board and Executive Committee meetings as shall be required by the Board Chair.

7.4. The Executive Director shall be an ad-hoc member of all committees.

7.5. The Executive Director shall be responsible to the Board of Directors, through the Chair, for recommending policy; for preparing timely forecasts and plans of short and long-range operations, with appropriate budgets, as may be directed by the Board of Directors for its approval.

7.6. The Executive Director, with the Host College Chief Executive Officer, shall be responsible for accounting services for the Corporation.

7.7. The Executive Director will provide for a Recording Secretary, whose services shall include, among other things, providing Members of the Board of Directors, in writing, with timely notice of all Board meetings and proposed agendas, including specific proposals for amendments to the Articles of Incorporation or Bylaws; recording and keeping the minutes of all Board of Directors meetings, and distributing copies of those minutes to the Members of the Board of Directors.

#### ARTICLE VIII -- EXECUTIVE COMMITTEE

8.1. The Executive Committee is a standing committee of the Board. It shall consist of the Chair, Chair Elect, Immediate Past Chair, Treasurer, Member at Large, Host Institution Chief Executive Officer, and the Senior International Officer at Large.

8.2. Executive Committee members shall be elected as provided in these Bylaws. Elected Officers may be appointed by the Chair for the tasks of liaison with the membership.

8.3. The Executive Committee is empowered to represent the Board in decisions requiring immediate action as determined by the Chair except where prohibited elsewhere within these bylaws, and to provide ongoing liaison support to the membership.

8.4. Notwithstanding the provision above, the Board may consider and reverse decisions of the Executive Meeting during meetings as defined in these bylaws.

#### ARTICLE IX – MEMBERSHIP CATEGORIES

In addition to the Board membership in the Corporation described these Bylaws, the following non-voting membership categories are established without limitation on the number of participants permitted.

## 9.1. CCID MEMBER

9.1.a. The CCID Member is an institution that has established a formal and preferential relationship with the Corporation and is authorized to participate in CCID activities and projects, without assuming the responsibilities of Board Membership in the Corporation.

9.1.b. The institution must, by commonly accepted definition, be a community-based community, technical, or vocational college; be either public or proprietary; have regional accreditation, national, or state recognition; and primarily offer short term and associate degree programs, or similar credentials; and may be based inside or outside of the United States of America.

9.1.c. Members shall be eligible to participate in all Corporation projects, conferences, and services. Each Member shall designate an individual to serve as a primary point of contact with CCID, and to act on behalf of the Member in CCID activities. This person shall be referred to as the Senior International Officer.

9.1.d. CCID Members will pay annual dues. The amount of these dues will be determined by the Board of Directors.

9.1.e. CCID Members shall not participate in the governance of the Corporation or sit as Members of the Board of Directors.

9.1.f. A district office with direct authority over mutually-accredited campuses may be considered a single membership.

9.1.g. An individual, separately accredited campus that is part of a district may be considered for a single membership.

## 9.2. Educational Partner

9.2.a. The CCID Educational Partner will be open to centralized state, provincial, or regional governing offices of community technical, or vocational college systems, districts, provinces or regions which does not directly enroll students. This primarily considers offices that function to interpret and enforce national, state, provincial, or regional education policies.

This membership category applies to the employees of the particular office and do not extend to employees of the institutions that the office represents or governs.

9.2.b. In cases of dispute, the CCID Executive Director will determine whether the organization meets Educational Partner criteria.

9.2.c. Once awarded, CCID Educational Partner status will continue until terminated by the partnering organization.

9.2.d. CCID Educational Partners will pay annual dues. The amount of the dues will be determined by the Board of Directors.

9.2.e. CCID Educational Partners are placed on the CCID electronic mailing lists, acknowledged as CCID Educational Partners in the CCID membership listings, and are entitled to CCID fee-based events and services at membership rates.

### 9.3. Outreach Partner

9.3.a. The CCID Outreach Partner is provided by invitation to associations and non-profit organizations engaged in work that supports and extends the mission of CCID for the purpose of knowledge sharing and networking opportunities.

9.3.b. Specifics of the relationship may be outlined in a Memorandum of Understanding from the CCID Chair and renewable on a three year basis.

9.3.c. CCID Outreach Partner status may be terminated by the CCID Chair or the partnering organization by written notice.

9.3.d. There are no fees for Outreach Partners.

### 9.4. Personal Associate

9.4.a. The CCID Personal Associate membership is provided as a means of acknowledging relationships with people in significant roles that have distinguished themselves on behalf of CCID. Personal Associates have no voting privileges, nor do they participate in the operation of the Corporation.

9.4.b. Personal Associates status is extended only upon recommendation of a member of the CCID Board of Directors and acceptance by the Board at a regular meeting.

9.4.c. There is no fee for Personal Associate membership, and no limitation on duration for individuals.

9.4.d. Personal Associates will be listed in the CCID electronic mailing lists, and will receive registration at CCID events on a cost recovery basis. The Executive Director may waive fees at his/her discretion for exceptional circumstances.

9.4.e. Should a Personal Associate be currently associated with a CCID college, their college will continue to pay fees for CCID events and service at member rates.

## ARTICLE X – COMMITTEES

10.1. The Chair may appoint Directors to one or more committees and task forces as s/he deems appropriate.

10.2. The Senior International Officers Committee of the Corporation shall consist of the Senior International Officers of the Board Member institutions; and three At Large members from among CCID Members.

10.3. The Senior International Officers Committee shall, by majority vote, make recommendations to the Board of Directors for planning, implementing and evaluating international activities and projects of the Corporation.

10.4. The Officers of the Senior International Officers Committee shall be a Chair, Chair Elect, and a Recording Secretary and shall be elected from the Board Members of the Senior International Officers as outlined in these bylaws.

10.5. The Chair of the Senior International Officers Committee shall preside at all meetings of the Committee, and shall, as considered necessary, appoint subordinate committees comprised of Senior International Officers Committee membership. The Senior International Officer Chair can call committee meetings as needed.

10.6. Sub-committee chairs will develop procedures for their own committee.

10.7. The Chair of the Senior International Officers Committee shall serve on the corporation's Executive Committee and Governing Board as the Senior International Officer At Large. S/he shall serve a term of one year.

10.8. The Chair Elect of the Senior International Officers Committee shall preside at all meetings of the Senior International Officers Committee in the absence of the Chair, and shall do and perform such other duties as may be assigned by the Chair. The Chair Elect shall serve a term of one year, at which time s/he shall become Chair of the Senior International Officer Committee.

10.9. The Recording Secretary of the Senior International Officers Committee shall record and keep the minutes of all Senior International Officers Committee meetings and shall distribute copies of those minutes to the Senior International Officers Committee.

## ARTICLE XI – ELECTIONS

11.1. Elections for the CCID Officers of Executive Committee and Senior International Officers Committee shall occur at least three months prior to the beginning of CCID's fiscal year. Elections for each body will follow similar procedures.

11.2. The Host Institution Chief Executive Officer is exempt from elections.

11.3. Elections shall be conducted by electronic means unless otherwise permitted by these bylaws.

11.4. Elections may be held at any Board or Senior International Officers Committee meeting as may be necessary to elect an Officer's successor in the event an Officer is unable to fulfill the term of their commitment.

11.5. Elections for CCID Member representation on the Senior International Officers Committee shall occur at least three months prior to the beginning of CCID's fiscal year.

11.5.a. In the event a CCID Member Representative is unable to fulfill the term of their commitment, the Officers of the Senior International Officers Committee may appoint a successor from among CCID members for the duration of the term.



11.5.b. CCID Member Representatives will serve for a period of one year coinciding with the corporation's fiscal year.

11.5.c. CCID Member Representatives shall not serve as Chair Elect or Chair of the Senior International Officers Committee.

## ARTICLE XII – MEETINGS

12.1. Semi-annual meetings of the Corporation's Board of Directors shall be scheduled so that one is held in each half of the fiscal year. The times and places for these semi-annual meetings shall be determined by a majority vote of Members of the Board of Directors during the Corporation's annual meeting.

12.2. The first of the semi-annual meetings of the Board of Directors held in each fiscal year shall be designated as the Corporation's annual meeting.

12.3. A quorum is comprised of two thirds of the total voting board member institutions, present either in person or conference call. A majority of the votes cast at the meeting at which a quorum is present shall constitute the action of the members.

12.4. The Senior International Officer from a Board Member institution may be appointed voting authority at semi-annual meetings of the Corporation's Board of Directors. The Chief Executive Officer of the institution must inform the CCID Board Chair and Executive Director in writing prior to the scheduled meeting that s/he will delegate responsibility to the Senior International Officer.

12.5. Semi-annual meetings of the Corporation's Senior International Officers Committee shall be scheduled in conjunction with the semi-annual meetings of the Board of Directors.

12.6. Other meetings of the Board of Directors may be held at such times and places as from time to time may be designated by the Chair of the Board of Directors.

12.7. Other meetings Senior International Officers Committee may be held at such times and places as from time to time may be designated by the Chair of the Senior International Officers Committee.

12.8. Informal Action By The Board of Directors: Any action required or permitted to be taken by the Board at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an e-mail transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow the board to use email to approve actions, as long as a quorum of board members gives consent.

## ARTICLE XIII – VOTING

13.1. During any meeting of the Board of Directors each Board Member institution shall be entitled to one vote on each business affair of the Corporation which must be resolved by vote.

13.2. The Senior International Officer At Large will have full voting privileges during Board votes.

13.3. If the International Member At Large is a Senior International Officer, s/he will have full voting privileges during Board votes.

13.4. Each person in attendance may cast only one vote per business affair that must be resolved by vote.

#### ARTICLE XIV – AMENDMENTS

14.1. The Board of Directors may, in accordance with provisions set forth in these Bylaws, amend, alter or rescind the Bylaws at either of the regularly scheduled, semi-annual meetings of the Corporation during the fiscal year or at any special meeting called for such purposes.

14.2. The Executive Committee may not act to amend, alter, or rescind these Bylaws.

14.3. No amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

#### ARTICLE XV – FISCAL YEAR

15.1 Beginning September 1, 2016 the fiscal year of the Corporation shall commence each September 1 and end on August 31. To accommodate the change, the Corporation shall have a 14 month fiscal year beginning July 1, 2015 and ending August 31, 2016.

#### ARTICLE XVI – SPECIAL REQUIREMENTS: FINANCIAL MATTERS

16.1. Contracts and other Writings: Except as otherwise provided by resolution of the board or board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the corporation shall be executed on its behalf by the Chair, Executive Director, agent or other persons to whom the Board has delegated authority to execute such documents in accordance with policies approved by the Board.

16.2. Checks, Drafts: All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by the Executive Director, Host College Chief Executive Officer or designee, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the Board.

16.3. Deposits: All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such host college/fiscal agent, banks, trust companies, or other depository as the board may select.

16.4. A majority vote of approval by the Board Members in attendance at any meeting of the Corporation's Board of Directors is required for any Officer, Member of the Board of Directors or Member of the Senior International Officers Committee to collect, hold or disburses funds of the Corporation unless otherwise provided in these bylaws

16.5. An annual audit of the Corporation's financial accounts shall be conducted by an independent certified public accountant whose audit report shall be submitted to the Board of Directors for review during the Corporation's annual meeting.

16.6. CCID accepts and adopts the policies of the United States IRS 990 tax rules and regulations. The four specific 990 policy statements relate to 1) Conflict of Interest, 2) Document Retention and Destruction, 3) Joint Venture, and 4) Whistleblower, and may be found as Appendix G to these By-Laws.

#### ARTICLE XVII – PARLIAMENTARY AUTHORITY

17.1. In conducting affairs of the Corporation, not specifically addressed in the Articles of Incorporation of these Bylaws, the Corporation shall adhere to Robert's Rules of Order.

#### ARTICLE XVIII – NONDISCRIMINATION POLICY

18.1 The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with regard to race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin. It is the policy of Community Colleges for International Development, Inc. not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

## APPENDIX B

### HISTORY

On November 6, 1980, the Board of Directors, at a meeting duly called, at which a majority of the Board members were present and voting throughout, adopted the Bylaws of the Corporation.

On July 19, 1985, the Board of Directors at a meeting duly called, at which a majority of the Board members were present and voting throughout, amended Article I of the Bylaws to delete the requirement that a Member institution be located in the United States, and to increase the maximum number of Member institutions from ten to eleven.

On July 27, 1986, the Board of Directors at a meeting duly called, at which a majority of the Board members were present and voting throughout, amended the Bylaws as follows:

- a. Amended Article I to increase the maximum number of Member institutions from eleven to fifteen.
- b. Approved the addition of Article XI - CCID Members.

On July 25, 1989, the Board of Directors, at a meeting duly called, at which a majority of the Board members were present and voting throughout, amended the Bylaws of the Corporation as follows:

- a. Amended Article I to increase the maximum number of Member institutions from fifteen to twenty.
- b. Amended Article XI to increase the maximum number of CCID Members from twenty to forty.

On February 23, 1992, the Board of Directors, at a meeting duly called, at which a majority of members were present and voting throughout, amended the Bylaws of the Corporation as follows:

- a. Amended Article I to increase the maximum number of Members from twenty to twenty-five.
- b. Amended Article XI to increase the maximum number of CCID Members from forty to seventy-five.
- c. Amended Article XI to authorize the Executive Director to terminate Members for non-payment of dues.

On July 16, 1995, the Board of Directors at a meeting duly called, at which a majority of the Board members were present and voting throughout, amended the Bylaws of the Corporation as follows:

- a. Amended Article III- Officers, establishing an Executive Committee to represent the Board in decisions requiring immediate action as determined by the Chair, and to provide ongoing support to the membership as liaison.
- b. Added Article XII, to establish three non-voting membership categories: International Associate, Partner, and Personal Associate.

On July 13, 1998, the Board of Directors at a meeting duly called, at which a majority of the Board members were present and voting throughout, amended the Bylaws of the Corporation as follows:

a. Amended Article III, Officers, establishing a process for selecting Executive Committee members.

On July 13, 1998, the Board of Directors at a meeting duly called, at which a majority of the Board were present and voting throughout the meeting, voted unanimously to move the Executive Offices to Kirkwood Community College, Cedar Rapids, Iowa.

On June 27, 1999, the Board of Directors at a meeting duly called, at which a majority of the Board were present and voting throughout the meeting, voted unanimously to change the designation of the Executive Director to President.

On July 17, 2000, the Board of Directors at a meeting duly called, at which a majority of the Board were present and voting throughout the meeting, voted unanimously to change the number of voting board members to 26 for a trial period of five years, with the goal of returning to 25 voting members at the close of this period. Of the 26 voting members, 5 may be international members.

On July 13, 2003, the Board of Directors at a meeting duly called, at which a majority of the Board were present and voting throughout the meeting, amended the Bylaws of corporation as follows:

Amended Article XII – CCID Special Memberships, changed the title of the non-voting membership category from that of CCID Corporate Partner to CCID Educational Partner.

On July 18, 2004, the Board of Directors as a meeting duly called, at which a majority of the Board were present and voting throughout the meeting, amended the Bylaws as follows:

Amended Article XI - CCID Members, there shall be no upper limit on the number of Member colleges.

On February 12, 2006, the Board of Directors at a meeting duly called, at which the majority of the Board were present and voting throughout the meeting, amended the Bylaws as follows:

Amended Article I – Membership to describe full board members as Board.

Amended Article XI – CCID Affiliate Members will change to Members.

On July 19th 2009, the Board of Directors at a meeting duly called, at which a majority of the Board was present and voting throughout the meeting, amended the Bylaws as follows:

Amended Article I – The number of board members may increase by five, to a maximum of thirty.

Amended Article V – Due to the growth of non-U.S. colleges in CCID, the need to provide programming to meet their needs has been recognized. CCID supports the goals of member colleges of collaborating within and outside their regions to develop programming that is mutually rewarding. CCID North America cannot fund the regional activities and the parent organization cannot accept expenses incurred by the region.

Amended Article V – The activities of the CCID Regions will be reviewed at the Global Forum and reported to the Board at their meeting during the Annual Conference

On February 21, 2010, the Board of Directors at a meeting duly called, at which a majority of the Board was present and voting throughout the meeting, amended the Bylaws as follows:

Amended Article XII – CCID Special Memberships, Personal Associates -

The CCID Personal Associate membership is provided as a means of acknowledging relationships with people in special roles that have distinguished themselves on behalf of international education, and as friends of CCID. Personal Associates have no voting privileges, nor do they participate in the operation of the Corporation, unless agreed to by the Board. Personal Associate membership is extended only upon recommendation of a member of the CCID Board of Directors and acceptance by the Board at a regular meeting. There is no fee for Personal Associate membership, and no limitation on duration for individuals. Personal Associates will be listed in the CCID mailing list and membership roster, and will receive complimentary registration at CCID events. However, should that person be currently associated with a CCID college, even though honored with Personal Associate Membership, their college will continue to pay their registration and expenses at CCID events. Upon their retirement, or leaving the CCID college, full Personal Associate benefits will ensue. The President shall maintain a current list of Personal Associates and assure up-to-date contact information.

On February 21, 2010, the Board of Directors at a meeting duly called, at which a majority of the Board were present and voting throughout the meeting, voted unanimously to approve a subcommittee recommendation to allow optional face-to-face attendance during the annual Board Meeting held at the beginning of each fiscal year effective July, 1, 2011. Face-to-face attendance during one meeting each year is required. The Board Senior International Officers Committee will continue to all meetings face-to-face at this time.

On July 14, 2013, the Board of Directors at a meeting duly called, at which a majority of the Board was present and voting throughout the meeting, amended the Bylaws as follows:

Amended Article 1E to remove the “initiation fee” for membership

Amended Article II omit 1 and 2

1. A one-time initiation fee may be charged each new Member institution in the Corporation.
2. Dues for Member institutions shall be assessed annually and will extend through the Corporation's fiscal year.

Amended Article II, (was 3 now 1), remove the “initiation fee” and add “for all categories”

The amounts of the membership dues, for all categories, shall be determined annually by the Corporation's Board of Directors at the semiannual meeting of the Board which immediately precedes the beginning of the fiscal year in and/or for which the fee and dues are to be paid.

Amended Article II (new 2), remove “along with the initiation fee” and change “in the corporation” to by the Board.

Amended Article II (new3) remove “initiation fee” and “in the corporation”

Amended Article IV title change to Committees

Amended Article IV removed CCID Principal Category

## APPENDIX C-1

CCID Board Member College Benefits, in addition to Member Benefits in C-2 (to be periodically updated and maintained at [ccidinc.org](http://ccidinc.org)):

- Bi-monthly program development calls for Senior International Officers
- Premier opportunities to lead CCID projects, including grant submissions
- Limited-access listserv for strategic partnership development and networking among Board institutions
- Voting privileges for CCID's Executive Officers
- Pilot new projects, services, and professional development opportunities
- Shape CCID's strategic direction
- Voting Seat, CCID Board of Directors
- Leadership and participation in CCID grants and proposals.
- Membership CCID Senior International Officers' committee.
- Partnering opportunities and access via bi-lateral agreements.
- Sponsorship of new Board Members
- Sponsored invitations to represent CCID at meetings and conferences.
- Mailing contact information of CCID Board and Members.

## APPENDIX C-2

CCID Member Benefits (To be periodically updated and maintained at ccidinc.org):

- Profile your college's international efforts through [CCIDPartnerFind](#)
- Search [CCIDPartnerFind](#) for potential international partners and peers
- Enhance study abroad offerings with access to [Harris Wofford Global Service Fellowships](#) for students and faculty
- Strategically internationalize with CCID's online data collection tool and Framework for Comprehensive Internationalization (FCI) on-campus workshops
- Deepen your professional knowledge through [CCID's Online Learning Communities](#)
- Receive discounted registration rates for [CCID's Annual Conference](#) and other fee-based events
- Receive significantly reduced rates for the [Community College Student International Experience Survey](#)
- Receive the weekly [CCIDXChange newsletter](#) & quarterly [CCID International Newsletter](#)
- Submit articles for the [CCID International Newsletter](#)
- Access no-cost [MedEvac Insurance](#) for up to 20 travelers per college per year
- Network with global education leaders at similar institutions
- Elevate your institution's global status and visibility
- Engage in sponsored programs and grant opportunities
- Benefit from affiliations with [CCID Educational and Outreach Partners](#)
- Promote your institution through CCID publications and media
- Drive professional standards
- Leverage CCID's quality global partnerships
- Request support letters for grant applications
- International teaching exchanges.
- Opportunities to meet and host international visitors.
- Access to CCID internet newsgroups/LISTSERV.
- Participation in consortium study abroad programs.
- Awards and fellowship programs.
- International information and data packets.
- Participation in CCID grants and proposals.
- Flash notices and announcements.
- Congressional liaison
- Advocacy for international education support.
- Participation in CCID professional development programs.
- Participation in CCID exemplary international programs.
- Participation in CCID presidents visits.



## APPENDIX D

### History of CCID Board Member Colleges

1976	<i>Delaware Technical and Community College (dropped to member status 2015)</i>
1979	Kirkwood Community College
1980	Waukesha County Technical College
1985	Humber College
1986	State Center Community College District
1988	<i>St. Louis Community College (dropped to member status 2015)</i>
1990	Eastern Iowa Community College District
1990	<i>Sinclair Community College (dropped to member status 2013)</i>
1992	University of Hawaii Community Colleges
1995	<i>Daytona State Community College (dropped to member status 2013)</i>
1995	<i>Hinds Community College (dropped all membership 2014)</i>
1997	<i>Rancho Santiago Community College District (dropped all membership 2013)</i>
1999	<i>Hillsborough Community College (dropped to member status 2013)</i>
1999	Howard Community College
	Northampton Community College
	Green River Community College
	Highline Community College
	Jikei Group of Colleges
	Lone Star College System
	Tompkins Cortland Community College
	Davidson County Community College
	Parkland College
2005	Moraine Valley Community College
2009	Lillebaelt Academy of Professional and Higher Education
2009	Northcentral Technical College
2010	<i>Fox Valley Technical College (dropped to member status 2015)</i>
2010	College of Lake County
2011	Madison Area Technical College
2013	Northeast Wisconsin Technical College
2015	Tacoma Community College
	Hillsborough Community College

## APPENDIX E

### Community Colleges for International Development, Inc. New Member/New President Visitation Process

When the president of a Board Member institution is replaced, or a college becomes a Board member, the CCID Board Chair or representatives will visit the college to discuss institutional membership obligations. In the case of a non-U.S. college becoming a full member, all necessary steps will be taken to ensure that a visitation takes place. The intention of the visit is to affirm or reaffirm the institution, and the president's commitment to international education and CCID.

The visiting team will ideally consist of a CCID Board Member President and SIO, but variations are permitted. The visitation team will tour the campus and visit all departments involved in international activities. Meetings, receptions, panels, meals etc. can all be used to facilitate dialog between the team and the college. In addition:

The CCID Board Representatives will:

- Discuss with the new college president his/her commitment to attend two CCID Board meetings per year.
- Review the institutions past, present and future international initiatives.
- Review the SIOs time and financial allotments for international activities.
- Review the membership dues requirement with the new president.
- Meet with the chair of the local Board of Trustees and/or Board members to ascertain continued Board support for international education initiatives at the institution.
- Discuss the institution's curriculum strengths in technical, vocational and ESL programs.

The CCID SIO representative will:

- Review past, present and future international education programs.
- Discuss recent grant submissions and grant writing support.
- Review SIO time and financial resources to conduct CCID and local college international programs.
- Discuss SIO current involvement with CCID and future plans.

The College being visited will:

- Undertake a Self-Study, which will be provided to the Visitation Team at least two weeks prior to their arrival.
- The Self-Study will document for a minimum of three years, the international activities undertaken by the college.
- Information may be included about numbers of international students, faculty exchanges, study abroad programs, contracted training, sister schools, etc.

Upon completion of the campus visit, the visiting team will submit a written report to the CCID Executive Director within three weeks. This report will highlight the Member institution's commitment to international education and CCID. The visiting team will make a recommendation regarding new or continued membership, to be acted upon by the CCID Board of Directors at their next meeting.

August 30th 2004