



# **Guide for EAC Members 2020**

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## **OVERVIEW OF THE ROLE OF THE EAC**

The Executive Accreditation Council (EAC) of AIJS is the decision-making council for AIJS and is analogous to the board of directors of a corporation, and is broadly responsible for the operations of the agency. The EAC ensures that AIJS has the appropriate resources and staff to: (a) carry out its accrediting responsibility effectively, (b) manage the organization and its finances effectively, and (c) satisfy all requirements of the U.S. Department of Education.

The founding EAC was created by nomination and consensus of the various stakeholders, including institutions and community members, with a strong interest in establishing a quality accrediting agency for Jewish Studies.

Subsequent to its founding, new members are added to maintain the EAC at an effective level of membership. Individual EAC members can nominate a new member for consideration by the EAC. The EAC then discusses and votes on the nominee's acceptance to the Council. Senior officials of institutions that are potential candidates for AIJS accreditations may not serve on the EAC.

All members of the EAC receive training on their responsibilities as members of the agency's decision-making body. They are also trained on the AIJS standards and on the AIJS policies and procedures for accreditation.

The EAC defines the broad policies and procedures for accreditation and ensures that its accrediting activities are in full compliance with the requirements of the U.S. Department of Education.

The Chair of the EAC and the Vice Chair and the Secretary-Treasurer of the EAC comprise the Executive Committee of the EAC, and they select candidates for the position of chief executive officer or president, to present to the EAC for approval. The chief executive officer or president is responsible for the day-to-day functioning of the organization. The chief executive officer or president reports to the Executive Committee, who in turn reports to the EAC.

As per AIJS Bylaws, the EAC meets a minimum of one time per year, but generally meets twice annually and may meet more frequently, if necessary. Members of the EAC serve for a term of three to six years, but may be re-appointed for a second, or subsequent, term of service.

The EAC has the power to create standing or working committees, as necessary, to effectively oversee AIJS operations, to establish and review Standards, and to set policies.

The EAC has developed accreditation Standards in the following areas:

1. Institution Mission and Goals
2. Curriculum and Instructional Methods
3. Student Progress and Learning Outcomes
4. Facilities, Resources and Equipment
5. Recruitment, Admissions, Catalogs and Student Services
6. Student Records
7. Degrees and Credentials
8. Faculty Qualifications and Responsibilities
9. Administration and Collaborative Relationships
10. Financial Practices

The EAC determines the measures of performance in each of the Standards necessary for accreditation, and the conditions under which it could decide to deny, withdraw, suspend or terminate the accreditation of an institution.

AIJS shall periodically evaluate its own accrediting Standards, which may be expanded or adjusted as necessary in order to keep AIJS accreditation relevant and in compliance with current governmental and professional norms.

If the agency determines that it needs to make certain changes to its Standards, it shall initiate action within 12 months of that determination and complete its revision within a reasonable period of time, generally within 24 months.

Before finalizing any substantive changes to the AIJS Standards, the agency will: (a) provide notice to all of its relevant constituencies, and other parties who have made their interest known to the agency, of the changes the agency proposes to make; (b) give its constituencies and other interested parties adequate opportunity to comment on the proposed changes; and (c) take into account any comments on the proposed changes submitted by these parties in a reasonable timeframe.

The major responsibility of the EAC is to accredit institutions of Jewish Studies. It does that by reviewing AIJS site review reports, and other information as appropriate, and then decides which institutions and/or programs will receive AIJS accreditation according to its published Standards.

As part of its accrediting function the EAC will review and ascertain that:

1. Accredited institutions offer education on a post-secondary level of instruction that is within AIJS's scope of recognition.
2. Reviews are professionally and fairly conducted.
3. Accredited institutions represent their programs fairly to the public.
4. Academic and administrative affairs are conducted in accordance with published AIJS Standards.

The EAC will ensure that potential candidates for accreditation are provided with:

1. Clear published Standards and criteria for accreditation.
2. A full description of all accreditation review processes and procedures.
3. A full description of the Institutional Self-Appraisal (ISA) process that must be conducted by the institution to evaluate its own administrative and educational strengths and weaknesses.

4. Appropriate support throughout the accreditation process.

While AIJS operates as an independent accrediting agency, it measures its Standards and accreditation activities against generally accepted policies and procedures in the American system of peer-review accreditation, as well as the Standards and guidelines recommended by the U.S. Department of Education.

The EAC has a responsibility to ensure that the Standards adopted are appropriate for Jewish Studies post-secondary programs, that they are consistently and professionally applied, and that they are in full compliance with federal requirements.

The EAC may create task forces, working committees and standing committees in any of the areas in its jurisdiction. Such bodies may include current members of the EAC, outside experts, stakeholders, members of the community and public members.

## **REQUIREMENTS FOR SELECTION OF EAC MEMBERS**

The cumulative membership of the EAC must include a healthy combination of individuals with substantial expertise and experience that can be helpful in evaluating Jewish Studies institutions. Such individual may include, Rabbinical/Talmudic scholars, senior college-level administrators, college faculty members, experienced financial professionals, lay leaders and professionals with involvement in the Jewish Studies universe, community leaders, public members and others with an interest in advancing the quality of Jewish Studies institutions. The EAC will always be comprised of academic and administrative experts and public members. At least two members of the EAC must be academic experts and at least two members of the EAC must be administrative experts. At least one out of every seven EAC member must be a public member as defined in a later section of this guide. An “Academic expert” is someone who is currently or was recently directly engaged in a significant manner in post-secondary teaching and/or research, and an “Administrative expert” is someone who is currently or was recently directly engaged in a significant manner in post-secondary

program or institutional administration. EAC members are classified into one of the following four categories – academic, administrative, other professional and public member.

The suitability of individuals recommended for EAC membership will be assessed on the basis of formal academic training and degrees earned, employment history, experience, and other qualifications as well as recommendations received. AIJS will be looking for individuals who recognize the importance of Jewish Studies and acknowledge its legitimacy as a discipline of scholarship and research, and who are committed to promoting educational and administrative excellence within institutions that provide Jewish Studies. All EAC members attend training sessions in AIJS accreditation standards and AIJS accreditation policies and procedures.

AIJS has ratified the process for including new members into the EAC by nominating and voting on the acceptance of new members. EAC members may not be elected or selected by the board or chief executive officer of any related, associated, or affiliated trade association of membership organization. EAC members may not serve on the Board or as CEO of any related trade association or membership organization. New members may join the EAC after being nominated by an existing member and approved by majority vote following careful review of their experience and expertise by the members of EAC. They will be obligated to attend training for their role and formally observe an EAC session. Any EAC member approved by the EAC must meet the requirements of the AIJS Conflict of Interest Policy that appears below and must attest that he/she will adhere to the AIJS Conflict of Interest Policy by signing a conflict of interest form prior to serving as an EAC member and at least annually. AIJS staff members receive notification from the EAC following an EAC meeting at which EAC members are nominated and follow through with securing the Conflict of Interest Form.

## **REQUIREMENTS FOR SELECTION OF PUBLIC MEMBERS**

As stated in a previous section, the EAC membership will also include public members, complying with the federal requirement that a minimum of one out of seven EAC members must be a public member.

A public member is anyone who is not:

- (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that either is accredited by the agency or has applied for accreditation;
- (2) A member of any trade association or membership organization related to, affiliated with, or associated with the agency; or
- (3) A spouse, parent, child, or sibling of an individual identified in paragraph (1) or (2) of this definition.

Any public member nominated to the EAC must sign an Affidavit for Public Members in addition to the AIJS Conflict of Interest Form prior to serving as a public member. AIJS staff members receive notification from the EAC following an EAC meeting at which EAC public members are nominated and follow through with securing the Affidavit for Public members as well as the Conflict of Interest Form.

## **AIJS CONFLICT OF INTEREST POLICY**

The AIJS Conflict of Interest policy is designed to avoid actual conflicts, potential conflicts and even the appearance of conflicts of interest in the agency decisions. AIJS conflict of interest policies are relevant to members of the Executive Accreditation Council including Public Members, Site Visit Team chairmen, Site Visit Team members, Members of an Appeals Panel, Members of the AIJS Administrative Staff, Agency representatives and Consultants.

AIJS will not assign any individual as Chairman of a site visit, site team member, reviewer or Appeals Panel Member if the individual is an alumnus of the institution, employee of the institution, a candidate for employment within the recent year, or has been employed by the institution within the past five years, belongs to the governing body of that institution or has belonged to the governing body in the past five years, has a personal, consulting or business



relationship with the institution under review that could affect his or her objectivity, or has had a personal, consulting or business relationship with the institution under review, has a material interest in a positive accreditation outcome, has a close relative who is an employee of the institution, board member, current candidate for employment, a student at the institution or is an alumnus of the institution. A close relative includes a spouse, parents, guardian, siblings, or children of the individual or their spouse.

AIJS Staff liaisons will not be assigned to any institutions where they have ever been enrolled as a student, been employed or actively been a part of or are presently being considered for employment.

AIJS employees, EAC members, Site Visit Chairmen, Site Visitors, Members of an Appeals Panel, Agency representatives and Consultants to AIJS may not accept awards, honors or honorary degrees from an institution during the period of their employment/service at AIJS. AIJS employees and agency representatives may not serve as consultants to member or applicant institutions. AIJS employees and agency representatives may not serve as a participating “voting” member of an assessment visit team; AIJS staff may accompany such teams and review such documents. At visits following actions of warning, probation, or show cause, an AIJS staff member may not serve as the sole evaluator.

Further, the names and affiliations of prospective site visit teams will be conveyed to an institution in advance of the visit, in order to allow the institution the opportunity to identify any conflict of interest, actual or perceived.

EAC members, Site Visit Chairmen, Site Visitors, Members of an Appeals Panel, AIJS staff, Agency Representatives and Consultants must sign a conflict of interest form, indicating that he/she is aware of the agency’s conflict of interest policies and will act accordingly.

The Chairman of the EAC, at his or her discretion, may disqualify a member of the EAC from participating in an accreditation decision for a perceived conflict of interest.

## **AIJS CONFLICT OF INTEREST PROCEDURES**

As stated in the section for Requirements for Selection of EAC Members, any EAC member approved by the EAC must meet the requirements of the AIJS Conflict of Interest Policy that appears below and must attest that he/she will adhere to the AIJS Conflict of Interest Policy by signing a conflict of interest form prior to serving as an EAC member, and annually. AIJS staff members receive notification from the EAC following an EAC meeting at which EAC members are nominated and follow through with securing the Conflict of Interest Form.

Any public member nominated to the EAC must sign an Affidavit for Public Members in addition to the AIJS Conflict of Interest Form prior to serving as a public member. AIJS staff members receive notification from the EAC following an EAC meeting at which EAC public members are nominated and follow through with securing the Affidavit for Public members as well as the Conflict of Interest Form.

In addition to EAC members, any site visit team members, members of an appeals panel, members of the AIJS administrative staff, agency representatives and consultants must adhere to the AIJS Conflict of Interest Policy. AIJS has instituted the following procedures to ensure that AIJS conflict of interest requirements are met.

Potential site visitors, potential members of an appeals panel, potential employees of AIJS administrative staff, agency representatives and consultants are given a copy of the AIJS Conflict of Interest Policy to read and review. He/she is then given the signed conflict of interest form to sign and return to AIJS prior to the start of his/her duties or responsibilities at AIJS.

AIJS maintains a file that contains all of the conflict of interest forms that have been signed and returned to AIJS to ensure that each EAC member, site visit team member, member of an appeals panel, member of the AIJS administrative staff, agency representative and consultant has completed the required form. AIJS staff members review the file that contains the conflict of interest forms periodically and compares the list of forms contained in the file to the list of EAC members and EAC nominees to ensure that all forms have been obtained. Public member affidavits are likewise kept on file and the file is periodically reviewed.

## AIJS CONFLICT OF INTEREST POLICY

The AIJS Conflict of Interest policy is designed to avoid actual conflicts, potential conflicts and even the appearance of conflicts of interest in the agency decisions. AIJS conflict of interest policies are relevant to members of the Executive Accreditation Council including Public Members, Site Visit Team chairmen, Site Visit Team members, Members of an Appeals Panel, Members of the AIJS Administrative Staff, Agency representatives and Consultants.

AIJS will not assign any individual as Chairman of a site visit, site team member, reviewer or Appeals Panel Member if the individual is an alumnus of the institution, employee of the institution, a candidate for employment within the recent year, or has been employed by the institution within the past five years, belongs to the governing body of that institution or has belonged to the governing body in the past five years, has a personal, consulting or business relationship with the institution under review that could affect his or her objectivity, or has had a personal, consulting or business relationship with the institution under review, has a material interest in a positive accreditation outcome, has a close relative\*\* who is an employee of the institution, board member, current candidate for employment, a student at the institution or is an alumnus of the institution.

AIJS Staff liaisons will not be assigned to any institutions where they have ever been enrolled as a student, been employed or actively been a part of or are presently being considered for employment.

AIJS employees, EAC members, Site Visit Chairmen, Site Visitors, Members of an Appeals Panel, Agency representatives and Consultants to AIJS may not accept awards, honors or honorary degrees from an institution during the period of their employment/service at AIJS. AIJS employees and agency representatives may not serve as consultants to member or applicant institutions. AIJS employees and agency representatives may not serve as a participating “voting” member of an assessment visit team; AIJS staff may accompany such teams and review such documents. At visits following actions of warning, probation, or show cause an AIJS staff member may not serve as the sole evaluator. EAC members may not serve as participating members of a site team.

\*\*A close relative includes a spouse, parents, guardian, siblings, or children of the individual or their spouse.

Further, the names and affiliations of prospective site visit teams will be conveyed to an institution in advance of the visit, in order to allow the institution the opportunity to identify any conflict of interest, actual or perceived.

EAC members, Site Visit Chairmen, Site Visitors, Members of an Appeals Panel, AIJS staff, Agency Representatives and Consultants must sign a conflict of interest form, indicating that he/she is aware of the agency's conflict of interest policies and will act accordingly.

The Chairman of the EAC, at his or her discretion, may disqualify a member of the EAC from participating in the accreditation decision for perceived conflict of interest.

## CONFLICT OF INTEREST FORM

I hereby subscribe to the AIJS conflict of interest policy that follows:

The AIJS Conflict of Interest policy is designed to avoid actual conflicts, potential conflicts and even the appearance of conflicts of interest in the agency decisions. AIJS conflict of interest policies are relevant to members of the Executive Accreditation Council including Public Members, Site Visit Team chairmen, Site Visit Team members, Members of an Appeals Panel, Members of the AIJS Administrative Staff, Agency representatives and Consultants.

AIJS will not assign any individual as Chairman of a site visit, site team member, reviewer or Appeals Panel Member if the individual is an alumnus of the institution, employee of the institution, a candidate for employment within the recent year, or has been employed by the institution within the past five years, belongs to the governing body of that institution or has belonged to the governing body in the past five years, has a personal, consulting or business relationship with the institution under review that could affect his or her objectivity, or has had a personal, consulting or business relationship with the institution under review, has a material interest in the accreditation outcome, has a close relative\*\* who is an employee of the institution, board member, current candidate for employment, a student at the institution or is an alumnus of the institution.

AIJS Staff liaisons will not be assigned to any institutions where they have ever been enrolled as a student, been employed or actively been a part of or are presently being considered for employment.

AIJS employees, EAC members, Site Visit Chairmen, Site Visitors, Members of an Appeals Panel, Agency representatives and Consultants to AIJS may not accept awards, honors or honorary degrees from an institution during the period of their employment/service at AIJS. AIJS employees and agency representatives may not serve as consultants to member or applicant institutions. AIJS employees and agency representatives may not serve as a participating “voting” member of an assessment visit team; AIJS staff may accompany such teams and review such documents. At visits following actions of warning, probation, or show cause an AIJS staff member may not serve as the sole evaluator. EAC members may not serve as participating members of a site team.

\*\*A close relative includes a spouse, parents, guardian, siblings, or children of the individual or their spouse.

Further, the names and affiliations of prospective site visit teams will be conveyed to the institution in advance of the visit, in order to allow the institution the opportunity to identify any conflict of interest, actual or perceived.

EAC members, Site Visit Chairmen, Site Visitors, Members of an Appeals Panel, AIJS staff, Agency Representatives and Consultants must sign an affidavit indicating that they are aware of the agency’s conflict of interest policies and will act accordingly.

The Chairman of the EAC, at his or her discretion, may disqualify a member of the EAC from participating in the accreditation decision for perceived conflict of interest.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## AFFIDAVIT FOR A PUBLIC MEMBER

I understand that the EAC membership must include public members and that a public member must meet the federal definition of a public member as stated below:

Representative of the public means a person who is not--

- (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that either is accredited by the agency or has applied for accreditation;
- (2) A member of any trade association or membership organization related to, affiliated with, or associated with the agency; or
- (3) A spouse, parent, child, or sibling of an individual identified in paragraph (1) or (2) of this definition.

I hereby confirm that I qualify as a representative of the public and I am not (1) an employee, member of the governing board, owner or shareholder of, or consultant to an institution or program that either is accredited or pre-accredited by the agency or has applied for accreditation or pre accreditation. I hereby confirm that I am not (2) a member of any trade association or membership organization related to, affiliated with, or associated with the agency. I further confirm that I am not a spouse, parent, child, or sibling of an individual identified in paragraph (1) or (2) above, as per the federal definition of a representative of the public.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

# AIJS BYLAWS

## ARTICLE I. GENERAL

### Section 1.1. Name

The name of this corporation is the Association of Institutions of Jewish Studies (hereafter referred to as “AIJS” or “the Corporation”), a non-profit, non-stock, corporation.

### Section 1.2. Offices

The registered office of AIJS shall be located in Lakewood, NJ, or such other place as determined by the Board of Trustees.

### Section 1.3. References to Board of Trustees and Executive Accreditation Council (EAC).

The Board of Trustees is also known as the Executive Accreditation Council, and will be referred to hereafter as the EAC.

## ARTICLE II. PRINCIPLES OF OPERATION

**Section 2.1.** To establish and operate a higher education accreditation agency with a specific focus on Jewish Studies.

**Section 2.2.** To meet the criteria for nationally recognized accreditation agencies that are recognized by the United States Department of Education.

**Section 2.3.** To accredit institutions of Jewish Studies in the United States of America that meet the standards, policies, and procedures established by AIJS.

**Section 2.4.** To list and give public recognition to institutions that attain accredited status.

**Section 2.5.** To promote the development and maintenance of high educational standards in Jewish Studies by offering accreditation.

**Section 2.6.** To promote a culture of striving for excellence in its member institutions.

**Section 2.7.** AIJS shall operate as a completely independent entity, responsible for its own operation, budget and policies. AIJS shall be primarily funded by membership dues, fees assessed for its services, and where applicable, gifts or grants.

## ARTICLE III. MEMBERSHIP

### Section 3.1. Members

Members of AIJS are institutions of higher education that have a primary focus in higher Jewish education, and that have an interest in attaining accreditation through AIJS. Membership in AIJS does not confer any formal status regarding accreditation. Only institutions that have become members of AIJS may apply for AIJS accreditation.



### **Section 3.2. Membership Fees**

Membership fees shall be set by the Executive Committee of the EAC on an annual basis in accordance with the principle that AIJS shall be financially self-sustaining. The EAC shall establish the amount, the dates for payment, and the manner of payment of all fees payable to AIJS by its members.

### **Section 3.4. Failure to Pay Fees**

Failure of a member to pay any fees may jeopardize the membership status of the institution and make the institution subject to show cause and subsequent withdrawal or denial of accreditation.

### **Section 3.5. Ethical Violations**

The EAC reserves the right to revoke membership for serious ethical violations as determined by the EAC.

### **Section 3.6. Transfer of Membership**

Membership in AIJS is not transferable or assignable. Institutions that have a change of ownership or corporate structure shall so inform the EAC, which will evaluate if the new entity is substantially similar to the former entity, and then decide if the new entity can continue the existing membership.

### **Section 3.7. Refund of Fees, Liability of AIJS**

Fees are not refundable unless otherwise determined by the EAC. In any claim, cause, or action of any kind by any applicant for membership, member, or former member against AIJS, AIJS's liability is limited solely to reimbursement of any application or membership fees paid by said applicant for membership during the calendar year in which any such claim, cause, or action is initiated. AIJS shall not be liable to any applicant for any direct, indirect, incidental, special, or consequential damages, including but not limited to lost profits. This limitation of liability applies to any and all liability or causes of action however alleged or arising to the fullest extent permissible by law.

## **ARTICLE IV. THE EXECUTIVE ACCREDITATION COUNCIL (EAC)**

### **Section 4.1. EAC Members and Qualifications**

The Executive Accreditation Council (EAC) is the body of AIJS that grants accreditation and takes formal actions. The EAC shall consist of no less than seven (7) members and no more than fifteen (15) members. At least 1/7 of the EAC members shall be Public Members. At least 2 members shall be members with extensive knowledge and/or experience in academic areas of higher education, and at least 2 members shall be members with extensive knowledge and/or experience in the administrative functions of institutions of higher education. Each EAC member shall be designated as either a Public, Administrative or Academic member. After the initial formation of the EAC, all subsequent EAC Members shall be elected by the EAC by the affirmative vote of a majority of the EAC members.

To determine the appropriate size of the EAC to fulfill its designated duties and responsibilities, the Chair (see **Section 6.2**), assisted by the Executive Committee (see **Section 7.2**), shall periodically assess the appropriate size and balance of the EAC taking into consideration various factors including the number, tenure, and qualifications of the EAC members and its projected workload.

The EAC shall vote on any change to the number of EAC members. Nominations to the EAC are welcome from member institutions as well as from individual EAC members.

#### **Section 4.2. Term of EAC Members**

Initially, within each classification of EAC membership, i.e., Public, Academic or Administrative member, the office terms shall be staggered with expiration dates to permit balanced and proportional expiration of terms for the purpose of maintaining continuity of knowledgeable, experienced EAC members. At the time an EAC member is elected, the member's term of office shall be designated. After the initial formation of the EAC, the term of office of each EAC member shall be five years and shall begin upon his or her election by the EAC. The EAC reserves the right to modify designated appointment terms for good cause.

#### **Section 4.3. Election of EAC Members**

Election of EAC members shall be made by majority vote of the EAC, and shall take place at a formally scheduled EAC meeting.

#### **Section 4.4. Conflicts of Interest**

EAC members shall conduct their official activities in compliance with AIJS Conflict of Interest policies, and must sign affidavits annually stating that they shall disclose any such conflicts that might arise to the EAC, and shall recuse themselves from participation on matters giving rise to a conflict of interest. Potential conflicts of interest shall be disclosed to the Chair of the EAC who will determine if the potential conflict of interest is material, immaterial, or should be voted upon by the EAC.

### **ARTICLE V. MEETINGS OF THE EAC**

#### **Section 5.1. Regular Meetings**

Regular meetings of the EAC shall be held as directed by the Chair to take accreditation actions and to conduct the affairs of AIJS. Such regular meetings shall be held at least annually with adequate advance notice. In addition to regular meetings, special meetings may be called by the Chair, or by the request of any five EAC members.

#### **Section 5.2. Attendance**

EAC meetings may be conducted in person, by electronic means such as video and telephone conferencing, or by a combination of these formats. All EAC members participating and voting electronically must have the ability to conduct real-time, two-way conversation with the members in attendance.

#### **Section 5.3. Quorum of EAC Members**

A quorum is constituted by the presence of two-thirds of the EAC members.

#### **Section 5.4. Manner of Acting**

The act of a majority of the EAC present at a meeting at which a quorum has been declared shall be the act of the EAC, unless the act of a greater number is required by law or by these Bylaws. Business shall be conducted in accordance with Roberts Rules of Order, as interpreted by the Chair.

### **Section 5.5. Removal of EAC Members or Officers**

Any EAC member or officer may be removed with or without cause by a two-thirds vote of the then sitting EAC members.

### **Section 5.6. Compensation**

EAC members shall not be paid a salary. Approved expenses for attendance at each regular or special meeting of the EAC shall be reimbursed.

## **ARTICLE VI. GOVERNANCE AND ADMINISTRATION**

### **Section 6.1 Voting**

The EAC members shall govern the EAC by majority vote, with each member having one vote.

### **Section 6.2 Officers**

The EAC shall elect a Chair, Vice Chair and Secretary-Treasurer. The Chair shall lead the EAC and shall set the agenda for meetings. The Chair shall be the chief officer and shall preside at all meetings of the EAC and at all meetings of the general membership of AIJS. Should the Chair be absent at a meeting of the EAC, the Vice Chair shall preside at that meeting.

### **6.3 Voting Powers**

The Chair shall be a member of the EAC and as such shall have voting powers in the EAC. The Vice Chair and Secretary-Treasurer shall be members of the EAC and shall have voting powers in the EAC.

## **ARTICLE VII. EXECUTIVE COMMITTEE**

### **Section 7.1. Executive Committee**

The Chair, or his designee from the EAC, Vice Chair, and Secretary-Treasurer shall serve as an Executive Committee at the pleasure of the EAC to implement the day-to-day responsibilities required for the efficient and professional administration of AIJS. These include oversight and management of the corporate, operational, financial and legal affairs of the organization. It shall have all necessary and incidental powers to carry out these functions. It shall also execute such other duties as may be prescribed by the EAC from time to time. The Executive Committee, as an entity, shall not have any special authority or influence over accreditation decisions and actions.

### **Section 7.2. Chief Executive Officer**

The Executive Committee shall select candidates for Chief Executive Officer/President to present to the EAC for approval. The Chief Executive Officer shall perform all duties assigned by the Executive Committee of the EAC. The Chief Executive Officer shall attend the meetings of the AIJS membership, meetings of the EAC and meetings of the Executive Committee of the EAC, but shall have no voting privileges.

### **Section 7.3 Accreditation Specialist(s)**

Accreditation Specialist(s) shall be appointed by the Executive Committee of the EAC and shall serve at the pleasure of the EAC. The Accreditation Specialist(s) shall perform all duties assigned by

the Executive Committee of the EAC. The Accreditation Specialist(s) shall attend meetings of the AIJS membership, meetings of the EAC and meetings of the Executive Committee of the EAC, but shall have no voting privileges.

#### **Section 7.4. Other Personnel**

The Executive Committee of the EAC shall monitor the activities and workflow of the AIJS office and staff. It may authorize the hiring of additional personnel in assisting the Chair, Chief Executive Officer/ President and Accreditation Specialist(s) in performing their duties. This may include secretarial, clerical, computer and bookkeeping assistance, as determined by the Executive Committee.

### **ARTICLE VIII. CONTRACTS, CHECKS, DEPOSITS, AND FUNDS**

#### **Section 8.1. Contracts**

The Executive Committee of the EAC is authorized to enter into any contract or execute and deliver any instrument in the name of and on behalf of AIJS, and such authority may be general or confined to specific instances.

#### **Section 8.2. Drafts and Instruments of Debt.**

All instruments for the payment of money and other evidence of indebtedness issued in the name of AIJS shall be signed by such officer or officers, agent or agents of the EAC.

#### **Section 8.3. Deposits**

All funds of AIJS shall be deposited on a timely basis to the credit of AIJS in such banks, trust companies or other depositories as the Executive Committee of the EAC may select.

#### **Section 8.4. Gifts**

The EAC may accept on behalf of AIJS any contribution, gift, bequest, or grant for the general purposes or for any special purpose of AIJS. AIJS may apply for any grants that might further its purpose. Any contribution made to AIJS must be totally clear of expressed or implied influence on accreditation decisions.

### **ARTICLE IX. BOOKS AND RECORDS**

#### **Section 9.1. Corporate Books and Records**

AIJS shall keep, at its registered or principal place of business, correct and complete books and records of accounts, and shall also keep minutes of formal recorded meetings. Likewise, AIJS shall keep a record of the names and addresses of the members entitled to vote. All corporate and financial books and records of AIJS may be inspected by a member, or a member's attorney, for any purpose at any reasonable time and at reasonable intervals.

#### **Section 9.2. EAC Records and Minutes Relating to Accreditation.**

AIJS shall keep at its registered or principal place of business the correct and complete records and minutes of the proceedings of the EAC, in its accreditation role, and all supporting documents in

accordance with the requirements for recognized accreditation agencies established by the United States Secretary of Education.

Due to the confidential nature of conversation and submissions concerning the accreditation of individual AIJS member institutions, all such communications, records, documents and minutes shall be held in strict confidence by the EAC and its authorized staff, and shall not be released without permission to other AIJS members or outsiders, except on such terms and conditions as may be prescribed by the EAC or as required by law. Abstracts of internal EAC decisions shall generally be prepared for applicants or accredited institutions regarding their own status. Summary information as authorized by law, regulation or by generally accepted good accreditation practices may be released to the public.

#### **ARTICLE X. FISCAL YEAR**

The fiscal year of AIJS shall begin on the first day of January and end on the last day of December in each calendar year, unless otherwise changed by the EAC.

#### **ARTICLE XI. SEPARABILITY OF PROVISIONS**

If any provision of these Bylaws shall operate in contravention of, or be rendered invalid by, any overriding law or regulation, such provision shall be constructed as invalid without affecting any other provision hereof, and all remaining provisions hereof shall continue in full force and effect.

#### **ARTICLE XII. AMENDMENTS TO BYLAWS**

The Bylaws may be amended by a two-thirds vote of the Executive Accreditation Council (EAC) at a meeting at which a quorum is present.