

54 appointed by the sponsor organizations to attend meetings in the absence of
55 appointed members.
56

57 **B.** The Corporation may appoint up to four (4) at-large members to fill the needs of the
58 organization.
59

60 **C. Term of Service:** The term of office will be three (3) years. Appointees may be
61 reappointed for two additional terms of three years, for a maximum of nine (9)
62 consecutive years of service. In the event the appointee is elected to a
63 leadership position, (e.g., Chair, Vice Chair) the term of service shall not end
64 prior to the end of that leadership term
65

66 **D. Vacancies:** Any vacancy occurring on the Committee shall be filled by the sponsor
67 of the retiring member for the remainder of the unexpired term. That individual is
68 subsequently eligible to serve as a new appointee as described in IV.B.
69

70 **E. Removal:** A director may be removed by two-thirds majority vote of the remaining
71 Directors then serving, for failure to perform required duties or for such cause stated in
72 a written notice to such Director.
73

74 **V. OFFICERS**

75
76 **A.** The officers of the CoA-NDT shall be the Chair, the Vice-Chair, and the Secretary-
77 Treasurer.
78

79 **B. Chair**

80 The Chair shall preside at all meetings of the CoA-NDT and administer all policies,
81 procedures, and functions of the CoA-NDT. The chair appoints and is an ex officio
82 member of all ad hoc subcommittees; provides supervision and direction for the
83 Executive Director; and, reviews correspondence received and sent by the CoA-
84 NDT that pertains to the primary functions of program accreditation and policy.
85 Duties of the chair include, but are not limited to, (a) selecting CoA-NDT members
86 to review self-study reports and (b) recruiting site visitors, and with the Executive
87 Director, scheduling the site visits. The Chair may be removed without cause by a
88 two-thirds (2/3) majority vote of the Committee.
89

90 **C. Vice-Chair**

91 The Vice-Chair serves in the absence of the Chair, or when the chair is unable to
92 perform the duties of the position. The Vice-Chair assumes the position of Chair in
93 the event the Chair vacates the position for any reason. The Vice-Chair shall serve
94 as the chairperson of the **Standards** Review Committee.
95

96 **D. Secretary/Treasurer**

97 The Secretary/Treasurer serves as the chief financial officer for the CoA-NDT
98 and has the general responsibility for the financial affairs and supervision of all
99 CoA-NDT funds and official records. The Secretary/Treasurer shall insure that
100 an annual budget is prepared and distributed to the Committee for approval
101 not later than the last meeting of each fiscal year. The Secretary/Treasurer is
102 responsible for identifying responsible spending, looking for trends and
103 methods to reduce costs. In the absence of an Executive Director, the
104 Secretary/Treasurer shall keep accurate minutes and records of the CoA-NDT
105 meetings and distribute the minutes to members.
106

107 E. **Terms of Office:** the Committee Officers shall serve for a term of two (2)
108 years, but may be re- elected.

109
110 F. **Election of Officers:** Officers shall be elected from the members by a majority vote
111 of those present and voting. Voting shall be by secret ballot. Officers shall be
112 elected at an annual meeting in the even-numbered years, or at a special meeting to
113 fill a vacancy.

114 VI. STAFF

115
116 The CoA-NDT may contract for an Executive Director to assist in carrying out the policies of
117 the Committee. The Executive Director is appointed by a majority vote of the Committee
118 and reports to the Chair. The Executive Director shall execute policy decisions of the
119 Committee and shall assume any duties and responsibilities of the Secretary/Treasurer that
120 may be delegated by the Committee. The duties of the Executive Director include, but are
121 not limited to, (a) recording and preparing the minutes of the Committee meetings; (b)
122 responding to requests for information and/or applications for accreditation; (c) arranging for
123 review of Self-Study Reports; (d) scheduling and coordinating site visits, in consultation with
124 the Chair; (e) arranging for review committee meetings, e.g., obtaining meeting space and
125 accommodations, preparing and distributing agenda materials; (f) organizing site visitor or
126 program development workshops; (g) preparing the documentation for CAAHEP reviews;
127 and, (h) maintaining files of all accredited programs and committee offices.

128
129 A position description for the Executive Director serves as the basis for recruiting and
130 evaluating the individual. The Executive Director is responsible for knowing and guiding
131 the Committee in following CAAHEP Standards and Guidelines, CoA-NDT Bylaws, CoA-
132 NDT Policy and Procedure Manual, and Roberts Rules of Order.

133
134
135 The contract with the Executive Director shall be reviewed each year at the Annual Meeting,
136 in conjunction with a performance evaluation.

137 VII. MEETINGS

138
139 The CoA-NDT shall meet annually and through videoconference as necessary to
140 accommodate Committee business. Members of the CoA- NDT may participate in and act
141 at any meeting of the Committee through the use of conference telephone call, or other
142 communications method by which all persons participating in the meeting can
143 communicate with each other. Such participation shall constitute attendance and
144 presence at the meeting.

145
146 Meetings shall be conducted in accordance with the latest Robert's Rules of Order. A simple
147 majority of the members shall constitute a quorum.

148 VIII. STANDING SUBCOMMITTEES

149
150 A. **Finance Subcommittee:** The CoA-NDT Chair shall appoint at least two members
151 from the CoA-NDT Board to serve as members of the subcommittee.

152
153 B. **Standards and Guidelines Review Subcommittee:** The Chairperson of the
154 subcommittee shall be the Vice-Chair of the CoA-NDT. This subcommittee shall be
155 composed of at least one member from each of the collaborating sponsors of the
156 CoA-NDT.
157
158
159

- 160 C. **Policy and Procedure Subcommittee:** The CoA-NDT Chair shall appoint at least
161 two members from the CoA-NDT Board to serve as members of the subcommittee.
162
- 163 D. **Bylaws Subcommittee:** The CoA-NDT Chair shall appoint at least two members
164 from the CoA-NDT Board to serve as members of the subcommittee.
165
- 166 E. **Tenure:** Members of subcommittees shall be appointed annually, with no limitation to
167 their service on the subcommittees other than that they are members of the CoA- NDT.
168

169 **IX. AD HOC SUBCOMMITTEES**

170
171 Ad Hoc subcommittees shall be appointed at the discretion of the Chair. The objectives of
172 an ad hoc committee shall be stated clearly in the minutes of the CoA-NDT, including a
173 statement of the timeframe in which the ad hoc subcommittee is to accomplish its purpose.
174

175 **X. REVISION OF BYLAWS**

176
177 The bylaws of the CoA-NDT may be revised at any Committee meeting providing that no
178 more than one member dissents, and that all sponsors are represented. Otherwise, revision
179 requires approval of a simple two-thirds (2/3) majority of all members responding to an
180 electronic allot. Changes to the Bylaws require a written notice of at least thirty (30) days.
181
182

183 **XI. PARLIMENTARY AUTHORITY**

184
185 The rules contained in Robert’s Rules of Order Newly Revised (current edition) shall govern
186 the Committee in all cases in which they are not inconsistent with these Bylaws and other
187 rules adopted by the Committee.
188

189 **XII. DISSOLUTION**

190
191 In the event of dissolution of the CoA-NDT, the Committee shall pay or make provision for
192 the payment of all its liabilities. All remaining assets shall be liquidated and distributed to a
193 non-profit status organization qualifying under IRS Code 501(c)(3). None of the funds shall
194 inure to the benefit of individuals.
195
196

197
198 **ADOPTED: 7/31/1985**

199
200 **Revised: 6/1/86; 1/20/1990; 9/1/1990; 1/10/1996; 5/18/2003; 3/28/2004; 6/8/2004; 6/10/2004;**
201 **4/8/06; 7/17/2007; 6/17/2009; 1/18/2014; 5/15/2024.**