

AAACE
COMMISSION FOR
GRADUATE STUDENTS OF
ADULT EDUCATION
Policy and Procedures Manual

October 2023

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Article I. Name

The name of this Commission shall be the Commission for Graduate Students of Adult Education; hereafter referred to as CGS or the Commission. The Commission is part of the American Association for Adult and Continuing Education (AAACE), a 501 (c) (3) tax-exempt nonprofit organization.

Article II. Purpose

The purpose of this organization shall be:

- a. To represent the graduate student community within the AAACE community
- b. To identify and disseminate resources that support graduate students of adult education as a field of study, research, and practice
- c. To serve as an advocate of graduate students' needs ensuring that their concerns are heard and addressed
- d. To provide opportunities to help graduate students build a professional support network and prepare for future careers in the field of adult education
- e. To provide a caring, supportive, and collegial community for graduate students of adult education.

Article III. Membership

Section 1. Membership categories and dues shall be determined by AAACE.

Section 2. All AAACE members are eligible for membership in the Commission. Membership shall be encouraged for:

- a. Any AAACE member who is a graduate student with a major in adult, continuing, extension education, or related fields; or
- b. Any AAACE member who is an advocate of graduate students with a major in adult, continuing, extension education, or related fields.

Article IV. CGS Leadership Committee: Officers and Members

Section 1.1 The CGS Leadership Committee shall include:

- a. Director
- b. Director-Elect
- c. Secretary
- d. (2-4) Members-at-Large

Article V. Responsibilities

Section 1. Director

The primary duties of the Director shall include (but not limited to) the following:

- a. Leadership
 - i. Document leadership structure and process for succession planning
 - ii. Create and/or dissolve task forces
 - iii. Respond to emails from Commission members, AAACE Board of Directors members, and the National Office
 - iv. Participate in at least 75% of the quarterly Commission leader meetings
- b. Reporting
 - i. Prepare a monthly report of activities and accomplishments
 - ii. Develop an annual plan of action for the coming year

- c. Membership Engagement
 - i. Coordinate graduate student activities at the Annual Conference
 - ii. Facilitate or delegate facilitation of webinars and/or related activities
 - iii. Organize production of an internal Commission newsletter or listserv
- d. AAACE Board of Directors:
 - i. Serve as an AAACE Board member
 - ii. Attend teleconference meetings and up to two meetings at the Annual Conference
- e. Meetings
 - i. Call and preside all meetings of the Commission
 - ii. Represent the Commission at appropriate events

Section 2. Director-Elect

The primary duty of the Director-elect shall be to prepare for term as Director including (but not limited) to the following:

- a. Review documentation such as AAACE Bylaws, Policies and Procedures, Commission Policy and Procedure Manual
- b. Preside at Commission, Board of Directors, and/or annual AAACE conference meetings in the absence of the Director
- c. Collaborate with Director to develop an annual plan of action for the coming year
- d. Chair the Graduate Student Nomination Committee
- e. Serve on the Graduate Student Leadership Selection Committee

Section 3. Secretary

The primary duties of the Secretary shall include (but not limited to) the following:

- a. Keep the minutes of the Commission meetings to record meeting decisions, discussions and attendance
- b. Prepare general correspondence that contribute to the implementation of Commission's annual plan of action
- c. Maintain a current list of the CGS Leadership Committee members
- d. Maintain, review, and update the Commission Policy and Procedures Manual
- e. Ensure that members of the CGS Leadership Committee are aware of current Commission's policies and procedures

Section 4. Member-at-Large

The primary duties of the Member-at-Large shall include (but not limited to) the following:

- a. Represent the interest of the Commission
- b. Contribute to the implementation of the Commission's annual plan of action, such as:
 - a. Increase Social Media Engagement
 - b. Develop Internal Newsletter
 - c. Enhance Membership Engagement
- c. Assist in the special task force at the request of the Director

Article VI. Tenure

Section 1. The Director shall serve a minimum of two years but no more than three years. (Note: The Directorial term shall include one year as the Director-Elect).

Section 2. The Director-Elect shall serve for one year.

Section 3. The Secretary shall serve for one year. The Secretary can succeed themselves for additional terms.

Section 4. The Members-at-Large shall be appointed by the Director and serve a minimum of one year. The Members-at-Large can succeed themselves for additional terms.

Article VII. Nominations and Elections

The CGS membership shall vote for all elected offices. Each member's vote shall be secure and confidential as set forth in AAACE Policy and Procedures Manual.

Section 1 Director-Elect: Eligibility/Criteria

- a. Candidate must be a member of AAACE (documented by National Office).
- b. Candidate must be an active graduate student or have graduated within the last five years at time of nomination.
- c. It is preferred that a candidate served in a leadership position in AAACE, its commissions/special interest groups. *Leadership position in similar organizations will also be considered.* This will be demonstrated by a current CV/resume submitted at the time of nomination and materials listed below.

Section 1.1 Director-Elect: Primary Responsibilities

- a. Prepare for term as Director (including but limited to):
 - i. Review documentation such as AAACE Bylaws, Policies and Procedures, Commission Policy and Procedure Manual
 - ii. Preside at Commission, Board of Directors, and/or annual AAACE conference meetings in the absence of the Director
 - iii. Collaborate with Director to develop an annual plan of action for the coming year
 - iv. Chair the Graduate Student Nomination Committee
 - v. Serve on the Graduate Student Leadership Selection Committee

Section 1.2 Director-Elect: Materials Required of Candidates for Office

- a. Current curriculum vitae or resume
- b. Statement of background (250 words or less)
- c. Vision statement (500 words or less) that addresses the contribution the nominee hopes to make to the CGS
- d. Current picture (jpeg file)
- e. Selected nominees will complete a brief interview with the current Director

Section 2 Secretary: Eligibility/Criteria

- a. Candidate must be a member of AAACE (documented by National Office).
- b. Candidate must commit to one (1) year
- c. Candidate must be an active graduate student at time of nomination.
- d. It is preferred that a candidate served in a leadership position in AAACE, its commissions/special interest groups. *Leadership position in similar organizations will also be considered.* This will be demonstrated by a current CV/resume submitted at the time of nomination and materials listed below.

Section 2.1 Secretary: Primary Responsibilities (including but not limited to):

- f. Keep the minutes of the Commission meetings to record meeting decisions, discussions and attendance
- g. Prepare general correspondence that contribute to the implementation of Commission's annual plan of action
- h. Maintain a current list of the CGS Leadership Committee members
- i. Maintain, review, and update the Commission Policy and Procedures Manual

- j. Ensure that members of CGS Leadership Committee are aware of current Commission’s policies and procedures
- k. Serve as Policy Committee Chair, when applicable

Section 2.2 Secretary: Materials Required of Candidates for Office

- a. Current curriculum vitae or resume
- b. Statement of background (250 words or less)
- c. Vision statement (500 words or less) that addresses the contribution the nominee hopes to make to the CGS
- d. Current picture (jpeg file)

Section 3. Schedule for Nominations and Elections

The Director-Elect and two to four appointed members of the Commission shall serve of the Graduate Student Nomination Committee (GSNC). The nomination committee will be responsible for reviewing nomination materials and confirming nominees for the elected office. This timeline can be adjusted at the discretion of the Executive Committee.

- a. First Friday in April to first Friday in June: The Commission shall have a “call for nominations” for the specific positions. The announcement shall request and encourage nominations, including self-nominations, and references letters.
- b. First Friday in June: Call for nominations will close.
- c. First Friday in June to first Friday in July: GSNC will review nomination materials and confirm nominees for the elected office
- d. First Friday in August to last Friday in August: Voting will be done by accessing the secure “Members” section of the AAACE website.
- e. The National Office or the GSNC shall confirm the online votes.
- f. The results of the votes are sent to the Director.
- g. The Director will notify the nominees of the results by electronic letter.

Article VIII. Vacancy

Section 1. In the event of a vacancy on the CGS Leadership Committee due to incapacity or resignation, the procedure shall be as follows:

- a. Director: The Director-Elect shall complete the remainder of the unexpired term and shall serve through the originally elected term.
- b. Director-Elect and Secretary: The GSNC shall determine, solicit, and submit a candidate within 30 days to the CGS Leadership Committee for approval to complete the unexpired term.
- c. Members-at-Large: The Director shall appoint member to serve the unexpired term.

Article IX. CGS Leadership Award

Section 1. Award Description

The Commission confers a Graduate Student Leadership Award that recognizes a graduate student who has engaged in outstanding leadership in the areas of research, teaching/practice, and/or service in adult and continuing education or related fields. The Graduate Student Leadership Award is intended to recognize exceptional achievement in adult learning graduate studies.

Section 1.1 Eligibility/Criteria

- a. Nominee must be a member of AAACE and CGS

- b. Nominee must be able to accept the award personally at the AAACE Conference
- c. Nominee must be a current graduate student enrolled in either a Master's or doctoral program
- d. Nominee must demonstrate leadership ability or potential for exercising leadership in research, teaching/practice, and/or service, with a strong commitment to academic and civic responsibility
- e. Nominee **CAN** self-nominate

Section 1.2 Nomination Process

Individuals can self-nominate or may be nominated by a faculty member or advisor. To nominate a graduate student, please submit the following documents:

- a. Nominee's Curriculum Vitae
- b. Summary Statement/ Letter of Nomination:
 - i. Nominator must submit a summary statement (500 words or less) that highlights why the nominee should be considered for the leadership award, highlighting achievements in one or more of the following categories: Research, Teaching/Practice, Service
- c. Two Letters of Support:
 - i. Letter of support from an academic advisor or faculty member that includes a concise description of the nominee's contributions in the selected category/categories
 - ii. Letter of support from a professional reference: second faculty member or administrator

Section 1.3 Submissions

- a. Nominations and supporting documentation are due by the first Friday in June
- b. Nominations must be submitted in PDF document via the online submission portal

Section 1.4 Nomination and Selection Committee

The Director-Elect and two to four appointed members of the Commission shall serve on the Graduate Student Leadership Selection Committee (GSLSC). When possible, the most recent recipient of the Graduate Student Leadership Award will be asked to Chair or Co-chair the committee the following year. The CSLSC will be responsible for reviewing nomination packages and selecting an award recipient.

- a. By March 1: The Commission shall have a "call for nominations" for the award. Call for nominations will be promoted via e-mail and the Commission's social media platforms.
- b. By June 1: The GSLSC will begin reviewing nomination packages and selecting an award recipient.
- c. By September 1: The Chair of the GSLSC will report results to the Director.
- d. By September 15: The Director will notify the winner and non-winners of the outcome by electronic letter.

Article X. Meetings

Section 1. The Commission shall meet at least once a year for the annual meeting.

Article XI. Amendments

Section 1. Amendments to this Policy and Procedures Manual shall be (1) submitted, in writing, to the Secretary, (2) reviewed and voted on by the CGS Leadership Committee, and (3) announced to the Commission membership by the Secretary within 30 days of revision

Article XII. AAACE Policy and Procedures

Section 1. The content in this Policy and Procedures Manual shall be consistent with AAACE Policy and Procedures Manual.