

## Section IV: Membership

### A. Membership and Affiliation

EnglishUSA shall have be the following classes of members and affiliations (Section 3.01 bylaws):

- 1) Member Programs (voting members). Member Programs shall be English programs accredited by the Commission on English Language Accreditation (CEA), the Accrediting Council for Continuing Education & Training (ACCET) or governed by a regionally-accredited university or college. Member programs shall be voting members entitled to vote.
- 2) Associate Members (non-voting members). Associate members shall be those organizations or companies which are not eligible for program membership but are interested in supporting the English language program industry by offering relevant products and services. Associates shall not have the right to vote or hold elected office but may be entitled to other privileges determined by the Board of Directors.
- 3) Strategic Partners (non-voting). Strategic partners are organizations that work with EnglishUSA to ensure mutual support of each other’s missions. Strategic Partners shall not have the right to vote or hold elected office but may be entitled to other privileges determined by the Board of Directors
- 4) Other categories of membership and affiliation may be determined by the Board of Directors in accordance with criteria, qualifications, and other conditions set by the Board of Directors.
- 5) Honorary Membership. Any Member may propose to the Board the appointment of an Honorary Member. Nominations for Honorary Membership must include a letter from an EnglishUSA member or a letter from a former member of the Board of Directors. Nominations for Honorary Membership will be presented to the Board of Directors for consideration prior to approval. The proposed Honorary Member shall be considered to have rendered exceptional service to EnglishUSA, demonstrating a clear commitment to the mission and values.

### B. Membership Categories

Member Programs & Associates		
	Intensive and/or Pathway Single or Multi-site	Associate
Who	English language programs that are (1) governed solely by a college, university, or community college, (2) jointly owned and operated* by third-party provider, (3) corporate or independently-owned single or multi-sites** *Operations, personnel, resources, etc. shared with college, university, or community college	Organizations or companies offering relevant products and services to the English language program industry, including third-party providers who provide oversight/management/consultants or products & services to English language programs (short-term basis or joint partnership agreements)
Why	To allow all instructors, administrators and staff of the programs to have access to the benefits of EnglishUSA membership	To support the industry, have access to EnglishUSA benefits, and have opportunities to market products & services to member programs
What	English language program(s) must be accredited by ACCET, CEA or governed by a regionally-accredited university or college; adhere to membership policies; update profile annually, update individual regularly	Organizations and businesses must affirm to support the objectives and standards of EnglishUSA, adhere to membership and Associate policies, and update profile annually
Cost	\$740/annually per program (July 1 – June 30 with prorated dues available December – April for new members) **Multi-site policy applies: all sites must have their own membership in order for company/institution	\$820/annually (rolling calendar start date)

## Other Industry Partner Engagement

	Friends of EnglishUSA	Strategic Partners	Honorary
Who	Individuals, independent consultants, freelancers, and independent contractors who offer products and services that support the English language program industry or may be in-between positions who are not employed by a program nor an Associate	Organizations or associations that work strategically with EnglishUSA to ensure complementary and mutual support of each other's missions	Former presidents or founding members of EnglishUSA who are ineligible for other categories, by reason of retirement, resignation, or reorganization of functions within a Member Program or an Associate with the expectation that such a change is of a permanent nature (must fill out attestation each year).
Why	To support the industry and have access to EnglishUSA benefits and offerings	To support the industry through mutual exchange of contributions, services, etc.	To support EnglishUSA and continue to contribute to the industry
What	Friends of EnglishUSA must affirm support of EnglishUSA's objectives & standards, adhere to association policies, and update profile annually to reflect current employment status	Strategic partnership agreements are reviewed and approved by the Executive Director & Board of Directors	Honorary members must affirm support of EnglishUSA's objectives & standards, adhere to association policies, and update profile annually to reflect current status; honorary members that offer contracted, freelanced, consultancy services must apply as a Friend of EnglishUSA
Cost	\$265/annually (rolling calendar start date)	N/A	Donations accepted for EnglishUSA Conference Awards Fund

### C. Membership Benefits

	Member Programs	Associates	Friends of EnglishUSA
Access to ongoing updates, news, announcements from EnglishUSA including and member-only content	✓	✓	✓
Contribute and network with peers nationwide through online forums	✓	✓	✓ Read Only
Program(s) listings within searchable directory and map on the EnglishUSA website	✓		
Program listing in printed directory updated and distributed at ICEF, StudyTravel Network, TESOL and NAFSA (and other relevant events)	✓	✓	
Invitation to annual networking reception at NAFSA	✓	✓	✓
Complimentary and/or discounted webinars and webinar recordings	✓	✓	✓
Use of the EnglishUSA logo	✓	✓	✓
Access to EnglishUSA Journal	✓	✓	✓
Discounted registrations (up to 25% savings) for EnglishUSA conferences	✓	✓	✓
Eligibility to submit conference proposals for PDC with additional conference discount for accepted speakers (up to 40% discount from non-member rates)	✓	✓	✓
Access to advocacy and call to action resources	✓	✓	✓
Representation at conferences on the value of English language study in the US	✓		
Enhanced connections with peers at regional and national conferences	✓	✓	✓
Advertising of vacant positions on the EnglishUSA website	✓	✓	✓
Exhibiting/sponsorship/advertising opportunities at Stakeholders Conference or at PDC (with discounted or complimentary session, if accepted)		✓	✓
Eligibility to serve on EnglishUSA task forces and committees	✓	✓	✓
Advertising opportunities on website		✓	✓
Eligibility to serve on EnglishUSA Executive Board	✓		
Eligibility to vote in elections (designated representative of program site)	✓		

#### **D. Other Membership Considerations**

Admission is open to any intensive English program located in the United States, which is accredited by CEA or by ACCET, or which is under the sole governance of a regionally accredited institution and has been in operation for at least one year at the time of application. An applicant shall be declared a member upon approval by the Executive Director and payment of dues as recommended by the Finance Committee and approved by the Executive Board. In the case of member programs with multiple sites, all sites must be accredited and apply for membership.

In addition to the information in the Membership Categories and Benefits charts above, each category had additional requirements, benefits, limitations.

#### **Single or Multi-Site Program Membership**

Membership belongs to the program/institution for all personnel who work in English language instruction or administration on-site.

- 1) Current designated program/center director will serve as primary contact / voting member (1 vote per site) and be responsible for updating the program's data at least once annually (at time of renewal)
- 2) Unlimited number of individual subaccounts are available under the program membership
- 3) All individual subaccounts must have email address associated with university/college/community college/company/organization
- 4) If the membership sits with the English language program, it is the primary contact's responsibility to provide the pathway, short-term, graduate/undergraduate ESL support program personnel on site (if applicable) subaccounts. This includes institutional joint partnership personnel but NOT third-party provider corporate personnel, who must apply for separate Associate membership)
- 5) Multiple listings in the EnglishUSA Directory for intensive English and pathway programs, if applicable and only if designated in profile (e.g., "Bridgeview College IEP" "Bridgeview College Academic Access Pathway")
- 6) Employees of the corporate multi-site company must be attached to one of its multi-site members

#### **Associate**

The Associate membership covers up to 4 individual subaccounts for personnel who work for the company or organization.

- 1) Primary contact needs to be designated; he/she coordinates the 3 other individual subaccounts and is responsible for updating the company's data at least once annually (at time of renewal)
- 2) No voting rights/board service; however, ad hoc, task force, and committee service opportunities are possible

#### **Friends of EnglishUSA**

Friends of EnglishUSA covers one individual who is not eligible for other categories.

- 1) No voting rights/board service; however, ad hoc, task force, and committee service opportunities are possible
- 2) Listing on Consultants/Contractors (if applicable) website page
- 3) Read-only access to online forums
- 4) Must fill out attestation each year to maintain Friends status

#### **Strategic Partner**

Strategic Partners are peer organizations or associations that work strategically with EnglishUSA to ensure complementary and mutual support of each other's missions

- 1) No voting rights/board service but may be entitled to committee service, presence at conferences, etc. to be determined by the Board of Directors
- 2) Read-only access to online forums

## Honorary

Includes (starting March 2020) only those former presidents/founding members who are ineligible for other categories of membership or engagement by reason of retirement, resignation, or reorganization of functions within a Member Program or an Associate with the expectation that such a change is of a permanent nature

- 1) Read-only access to online forums
- 2) Those eligible for honorary status but who are still employed at a member, Associate, or offer contracted, freelanced, consultancy services must apply as member, Associate, or Friend of EnglishUSA.
- 3) No voting rights

Board members may submit nominations for an honorary membership for individuals who shall be considered to have rendered exceptional service to EnglishUSA, demonstrating a clear commitment to the mission and values by participating as an active member for five (5) or more years and meeting three (3) or more of the additional following criteria:

- Served as Board Member
- Chaired a Committee
- Served as a member of the EnglishUSA Board of Directors
- Presented at an EnglishUSA conference
- Served as a webinar presenter
- Submitted article(s) to EnglishUSA publications
- Volunteered in other activities not included above but are judged to have provided a significant contribution to EnglishUSA and its members.
- are ineligible for other categories of membership/engagement, by reason of retirement, resignation, or reorganization of functions within a Member Program or an Associate with the expectation that such a change is of a permanent nature (must fill out attestation each year).

## **E. Application for Membership**

All applicants for membership must complete and submit the designated application form provided by EnglishUSA along with any required fees. Member Program applicants shall indicate on the form the individual who is the official voting representative (member program director, administrator, or owner). (Bylaws, Section 3.02)

Program applicants of EnglishUSA agree, as a condition of initial and continuing membership, that all information provided is stated honestly and candidly with no attempt to mislead or misrepresent. Program applicants recognize that EnglishUSA must, rely largely (if not completely) on self-reported information provided by the applicants and may not attempt to verify that information. Applicants further recognize and agree that failure to provide information honestly and candidly is grounds for the denial of application for initial and continuing membership and for termination of existing membership. In addition, applicants and members agree that if a change occurs in a status of the program after submission of the applicant for membership or renewal of membership or during the period of a member's term of membership which materially affects the accuracy of the information previously provided to EnglishUSA, applicants and members agree to notify EnglishUSA in a timely manner of such change.

## **F. Term of Membership**

The term of membership in EnglishUSA shall be one (1) year. For Member Programs, the initial term of membership shall begin from the date at which the membership is approved until the beginning of the next fiscal year. Associates are on a rolling membership term, beginning the day payment of dues is received and lasting one full year. (Bylaws, Section 3.03)

## **G. Renewals**

Prior to the beginning of each membership year, each Member Program shall update program profile information required by EnglishUSA, including updating proof of accreditation (copy of certificate for CEA or ACCET accreditation or the most recent letter of accreditation from a regional accrediting body for programs governed by universities or colleges and not accredited by CEA or ACCET). Failure to complete this process by the designated deadline/grace period shall be deemed a voluntary termination from membership in EnglishUSA. Such termination shall not preclude the program's

reapplying in the future; however, such member will in such an instance be required to pay full annual (not prorated) dues. (Bylaws, Section 3.04)

#### **H. Dues**

Membership dues shall be payable annually at the beginning of each fiscal year. Membership dues that are not paid within 30 days will result in a suspension of the membership; fees not paid within 60 days thereafter shall result in the institution/program being removed from the membership. Membership dues are non-refundable. (Bylaws, Section 3.05)

#### **I. Associate Members**

Associate Members (non-voting members). Associate members shall be those organizations or companies which are not eligible for program membership but are interested in supporting the English language program industry by offering relevant products and services. Associates shall not have the right to vote or hold elected office but may be entitled to other privileges determined by the Board of Directors

#### **J. Programs & Services**

- Professional Development Conference: Annual 2-day event in California (generally the 3rd week of January) that includes more than 50 educational and professional development sessions and presentations, best practices, networking opportunities and exhibits. The January 2019 event drew about 157 attendees.
- IEP Stakeholders Conference: Annual 2-day event in Washington, D.C. (1st week of October) provides the IEP community with information, access, and networking opportunities with its key stakeholders. The October 2019 event drew over 100 participants. From 2017-2019, National Geographic has been hosting the evening reception and is committed.
- Advocacy: Membership support by advocating for policies and practices that advance interests; informing and broadening the perspective of regulatory agencies; and providing information, training and strategic guidance to English language program leaders.
- Website, online forums and communications: Resource for collection of data; vehicles for sharing and exploring the issues, policies and practices common to the field; and news updates affecting the IEP field.
- Standards: Communication and maintenance for the profession in the areas of administration, faculty qualifications, program curriculum, student admissions and services, marketing and recruiting, and program assessment.

#### **K. Good Standing**

Members who are not delinquent in their dues shall be considered in "good standing".

#### **L. Termination & Reinstatement of Membership**

- a) Resignation: A Member Program may, at any time, resign from EnglishUSA by submitting the request in writing.
- b) Membership may be terminated by action of the Board of Directors as a result of non-conformity with the Bylaws, Policy Manual, or conduct unbecoming a member.
- c) Non-payment of dues will result in termination of membership.
- d) A Member Program may request reinstatement by contacting the Central Office and submitting updated information and payment as required.

#### **M. Meetings of Members**

- a) Annual Business Meeting. There shall be one annual business meeting of the members of the Association. Notice of the regular annual business meeting shall be communicated to the membership at least 60 days in advance. The annual business meeting shall be for the purpose of receiving reports of officers and committees and for any other business that may arise.
- b) Other Meetings. Other meetings of the Association can be called by the President or the Board of Directors. Except in the case of an emergency, notice of the time, location and purpose of other meetings shall be provided to the membership at least 30 days in advance, and in no event fewer than 10 days in advance.

- c) Quorum. Ten percent (10%) of the votes entitled to be cast on a matter, which shall be current Member Programs in good standing, shall constitute a quorum at membership meetings.

#### **N. Member Code of Conduct**

All Members of EnglishUSA, as a condition of membership, continuously adhere to the Code of Conduct, found in [Appendix A](#).

#### **O. Voting**

- a) Voting on all matters, including the election of Directors/Officers, may be conducted by electronic written ballot without a membership meeting or by such other manner in accordance with applicable law, EnglishUSA's Articles of Incorporation and these Bylaws.
- b) Voting privileges of Member Programs in good standing shall be exercised by the current member program directors, administrators, or owners. A member program director, administrator, or owner may designate a single representative to vote in his or her stead; such designation shall be made in writing to the Executive Board of Directors by the program director, owner, or administrator 10 days prior to the opening of the annual business meeting.
- c) Voting by written ballot shall be valid only when the number of responses to the written ballot equals or exceeds the quorum required to be present at a meeting set forth in Section 3.07(c), which shall be 10% of the votes entitled to be cast on a matter (i.e. 10% of current Member Programs in good standing).
- d) All solicitations for votes by written ballot shall indicate the number of responses needed to meet the quorum requirements set forth in sub-section (c), state the percentage of approvals necessary to approve each matter, state the time by which a ballot must be received in order to be counted, and be accompanied by written information sufficient to permit the vote by ballot to reach an informed decision on the matter.
- e) Unless a greater number of affirmative votes is required by the Bylaws, the matters being voted on is approved if the total votes cast satisfies the requirement in sub-section (c) and sub-section (d), and the majority of votes cast favors the action.

#### **P. Elections**

The Board of Directors shall be elected annually by majority vote of the Association's voting members in good standing by written ballot in accordance with Section 3.08 of the Bylaws, applicable law, or at the annual business meeting when a quorum of such is present. As set forth in Section 3.07(c) of the Bylaws, the quorum for meetings of members shall be ten percent (10%) of the current Member Programs in good standing.

#### **Q. Complaints / Grievances**

Complaints regarding alleged violations of the Member Code of Conduct may be made only by an EnglishUSA member in good standing. Notices of alleged violations must be in writing, signed by the member making the complaint and submitted to the President or Executive Director. The President shall report the violation to the Governance Committee, which shall have sole authority to investigate the complaint and administer due process within a reasonable period of time. The Governance Committee will report its findings and a recommendation for action on the complaint to Board of Directors. Membership may be terminated by action of the Board of Directors as a result of non-conformity with the Bylaws, Policy Manual or for conduct unbecoming a member. The Board of Directors will accept or reject the recommendation of the Governance Committee and the President shall notify the parties involved as to the actions taken by the Board.

#### **R. Volunteer Rights and Responsibilities (to be developed)**