

National Council for Accreditation of Coaching Education



1900 Association Drive
Reston, VA 20191
ncace@aahperd.org
1-800-213-7193 x393
www.ncaceinfo.org

Board of Directors Operating Code June 2010

- I. **Name:**
The name of this governing body shall be the Board of Directors of the National Council for Accreditation of Coaching Education (NCACE).
- II. **Purpose:**
It shall be the purpose of the Board of Directors to achieve the purposes of NCACE as enumerated in Article II of the Constitution and Bylaws by initiating and transacting all business necessary for the administration of NCACE, provided such action is consistent with the NCACE Articles of Incorporation and Constitution and Bylaws.
- III. **Organization:**
 - A. The Board of Directors shall consist of eight members: President, President-elect, Past President and five members-at-large. The NCACE Executive Director will also serve on the Board (ex-officio, non-voting).
 - B. The President-elect shall be elected annually by a vote of all NCACE members (organizational and patron) and shall serve a three-year term in the capacity of President-elect, President, and Past President.
 - C. The members-at-large shall serve three-year rotating terms with one or two members being elected annually by a vote of all NCACE members (organizational and patron).
 - D. All Board members shall assume their respective positions at the close of the annual meeting of the NCACE Delegate Assembly. No person, except the Executive Director, shall serve more than two consecutive terms (six consecutive years) on the Board. An individual may serve only one term (three consecutive years) as President.

IV. Conduct of Business:

- A. The Board of Directors shall meet twice annually. One meeting shall be held in conjunction with the annual NCACE meeting. Special meetings may be called by the President.
- B. Five or more Board members shall constitute a quorum.
- C. The Board shall formulate policies concerning NCACE and the general nature and scope of its services.
- D. The Board shall recommend and approve standing committees.
- E. The Board shall appoint a Folio Review Coordinator who serves as chair for the Review Panel.

V. Amendments:

Recommendations for amendments to this Operating Code may be submitted by any Board member to the chair of the Structure and Function Committee for presentation to the Board for approval.