

Joint Committee on Standards for Educational Evaluation

BY-LAWS

Adopted: 11/21/80

Amended: 1/15/81 - Article III - Section 4
5/22/81 - Article I - Section 2
9/29/83 - Article III - Section 8
6/30/95 - Article IX - Section 2
9/20/95 - Article V - Section 2

ARTICLE 1

NAME AND GOVERNING AUTHORITY

Section 1. NAME. The name of this organization shall be The Joint Committee on Standards for Educational Evaluation, Inc. (hereinafter designated in these by-laws "Joint Committee").

Section 2. GOVERNING AUTHORITY. The organization is incorporated under the laws of the State of Delaware. This organization is organized and operated exclusively for purposes described in Section 501 (c)(3) of the Internal Revenue Code. The organization shall be governed by these laws as amended from time to time in accordance with the provisions hereof.

ARTICLE II

PURPOSES

Section 1. MISSION STATEMENT. The Joint Committee is incorporated exclusively for setting evaluation standards and promoting their use. It performs its work on behalf of its constituents, i.e., persons and groups involved in educational evaluations. Its purposes shall include promoting the cause of education by identifying, articulating, and promoting the assimilation of standards which allow those involved in commissioning, conducting, using, and disseminating educational evaluation to use their judgment and creativity responsibly, but within the boundaries of "sound evaluation practice" which has been professionally defined. The objects of its mission are fully set forth in Section 3 of the Principles of this organization.

ARTICLE III

MEMBERSHIP

Section 1. ROLES AND RESPONSIBILITIES. The Joint Committee shall be the central unit for setting educational evaluation standards and promoting their use. The Joint Committee shall determine its own policy and manage its own affairs. Its responsibilities shall include:

1. making policies for setting standards and carrying out associated functions
2. obtaining feedback and advice in a systematic manner from stakeholders during the process of standard setting
3. setting standards

The Joint Committee or an officer or officers it designates shall authorize contracts and shall control all expenditures.

Section 2. INTERIM COMMITTEE. Through June, 1981, the original members of the Joint Committee shall constitute the Joint Committee's membership. During this period, the Joint Committee will carry out the procedures outlined in Section 4 to ensure the selection of a new Joint Committee by June 30, 1981.

Section 3. ROLE OF INTERIM COMMITTEE. The Joint Committee shall invite up to eighteen organizations to become sponsoring organizations and shall negotiate agreements with them. Each Sponsoring Organization shall appoint one member to the Joint Committee. If there are fewer than eighteen sponsoring organizations, the Joint Committee shall establish a list of candidates and by majority vote, shall select the remaining Joint Committee members.

Section 4. COMMITTEE. From July 1, 1981, the Joint Committee shall consist of up to eighteen members plus a Chairperson (hereinafter designated "Chair"). The composition of the Committee should equitably reflect the major interests and concerns, and the diversity of perspectives of those who are primarily responsible for conducting and reporting the results of educational evaluations and those who are primarily interested in the impact or consequences of these results.

Section 5. MEETINGS. There shall be at least one meeting a year, which shall be designated the annual meeting. The time and venue of the meeting shall be announced at least ninety days prior to the meeting and the agenda shall be sent at least thirty days prior. Other meetings may be called by the Chair or the Executive Committee. A simple majority of the membership of the Joint Committee plus the Chair shall constitute a quorum for the Joint Committee. Meetings of the Executive Committee shall be called by the Chair. Notification of time and venue shall be at least 45 days prior to the date of the meeting. Three elected members including the Chair or Vice-Chair shall constitute a quorum for an Executive Committee meeting.

Decisions shall be arrived at by a simple majority, except in the case of an addition of any new standard of an authoritative interpretation of an existing standard when a two-thirds vote shall be required. The rules of parliamentary procedures contained in Roberts Rules of Order (current edition) will govern all meetings.

Section 6. VACANCIES. In the event of a vacancy occurring in the Joint Committee resulting otherwise than by expiration of term of office, the original Sponsoring Organization shall be invited to nominate a

replacement to serve the unexpired term of office. If the appointee of a Sponsoring Organization is elected Chair, the original Sponsoring Organization shall appoint a new member to the Joint Committee. If the Sponsoring Organization fails to nominate a replacement, or if the original member had not been nominated by a Sponsoring Organization, the Joint Committee may appoint an at-large member to fill the vacancy.

Section 7. ELECTION OF OFFICERS. The Joint Committee shall elect from its members a Chair and a Vice-Chair. Both officers shall be elected at least two months prior to taking office.

Section 8. TERM OF OFFICE. The length of each member's term of office shall be determined by the Sponsoring Organization.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. ROLE. The legal representative of the Joint Committee shall be the Board of Directors which shall be empowered to have, hold, and administer all the property, funds, and affairs of the Joint Committee pursuant to its Articles of Incorporation.

Section 2. COMPOSITION. The Board of Directors shall consist of the Chair, the Vice-Chair, and three other members of the Joint Committee.

Section 3. MEETINGS. The Board of Directors shall hold at least one annual meeting. Three Directors shall constitute a quorum.

Section 4. TERM. Each Director shall serve a three year term and shall be eligible for reappointment for one additional term.

Section 5. DELEGATION. The Board of Directors may by resolution passed by a majority of the Board designate the Executive Committee to act on its behalf.

ARTICLE V

OFFICERS

Section 1. TITLE. The officers of the Joint Committee shall be a Chair and a Vice-Chair.

Section 2. TERM OF OFFICE. The Chair shall be appointed for a three-year term and may be reelected. If the appointment arises from vacancy, the term of office of the Chair shall expire at the end of the term of the original Chair; the outgoing Chair shall be eligible for reelection.

The term of office of the Vice-Chair shall expire at the end of the person's term as a committee member. If reappointed to the Joint Committee, the Vice-Chair may be reelected.

Section 3. CHAIR. The Chair of the Joint Committee is its principal officer. The Chair shall preside at all meetings of the Joint Committee and do such other things as shall be necessary to the performance of the duties of this office or may be designated by the Joint Committee.

The Chair shall have authority to establish and appoint persons (who may be but who need not be members of the Joint Committee) to task forces with the advice of the Joint Committee. The Chair may delegate or assign particular functions or duties to other members of the Joint Committee. The Chair shall be responsible for establishing operating and administrative policies for task forces.

Section 4. VICE-CHAIR. The Vice-Chair shall serve as principal elected officer in the event of the absence or resignation of the Chair and perform all duties related thereto, shall monitor all financial transactions, and shall perform other duties as specified by the Chair or by the Joint Committee.

ARTICLE VI

EXECUTIVE COMMITTEE AND TASK FORCES

Section 1. EXECUTIVE COMMITTEE. The Executive Committee shall represent and act on both policy and procedural matters for the Joint Committee in the day-to-day activities and in the time intervals between meetings of the Joint Committee and shall serve as the Board of Directors of the incorporated body. The Executive Committee shall perform other functions and duties as may be delegated by the Joint Committee and shall be empowered to approve changes in expenditures, in annual total not to exceed 10 percent of the budgeted expenditures from all sources.

Section 2. TASK FORCES. The Chair shall establish task forces when deemed necessary, to assist in identifying problems and issues with respect to the Joint Committee's agenda. The Chair shall be responsible for establishing terms of service, and operating and administrative procedures for each task force. The Chair shall appoint persons to a task force with the advice of the members of the Joint Committee and others who possess an expertise or viewpoint relevant to the project. Members of a task force shall serve at the pleasure of the Chair. Expiration of a term of membership of the Joint Committee shall not thereby terminate membership of a task force. The task force shall be discharged when assigned tasks have been completed.

ARTICLE VII

STAFF AND HOST ORGANIZATION

Section 1. APPOINTMENT. A staff shall be appointed by the Joint Committee to support its work.

Section 2. ROLE. The staff shall consist of a Staff Director and such other program administrators, evaluators, researchers, and support services as are necessary to accomplish the goals of the Joint Committee.

Section 3. IDENTIFICATION AND SELECTION. The Joint Committee shall identify and select a host organization which will house its personnel, records, and materials. The host organization should be university or an independent research and development agency. Within the host organization there must be an identifiable unit whose goals and expertise lie in the areas of educational evaluation and research and

whose staff has the capability, commitment, and leeway to give substantial attention to the four major charges of the Joint Committee.

Section 4. STAFF DIRECTOR. The Staff Director shall be the chief professional advisor to the Joint Committee in its efforts to achieve its goals and will plan and prepare programs to that end. The Staff Director shall be responsible for the general supervision of all projects assigned to the staff, the fiscal management of the Joint Committee's funds, the supervision of the work of the staff members, the secretarial function of the Joint Committee, and other administrative and leadership functions as may be designated by the Joint Committee. The Staff Director shall be expected to exercise initiative and leadership during the term of appointment.

ARTICLE VIII

VISITING SCHOLARS, FELLOWS, AND INTERNS

Section 1. APPOINTMENT. The Staff Director shall have the authority to offer appointments to Visiting Scholars, Fellows, and Interns provided sufficient funds are available to support these appointments. Such persons shall be answerable to the Staff Director.

Section 2. TERM. Appointments shall be for one year, but shall be renewable for an additional year.

Section 3. ROLES. Appointees shall be expected to provide conceptual and/or technical support for the work of the Joint Committee.

ARTICLE IX

CONSTITUENTS, SPONSORING ORGANIZATIONS AND COOPERATING ORGANIZATIONS

Section 1. CONSTITUENTS. Joint Committee documents shall be accessible and shall be made available for service to the Constituents (persons who commission, conduct, or employ the results of evaluation to improve education) of the Joint Committee. In setting standards for educational evaluation the Joint Committee should take account of the Constituents' views.

Section 2. SPONSORING ORGANIZATIONS. The Joint Committee shall effect and maintain collaborative relationships with its Sponsoring Organizations (organizations which primarily reflect client and evaluation specialist perspectives). One member from each Sponsoring Organization shall be appointed to the Joint Committee. Each Sponsoring Organization shall be kept informed of the work of the Joint Committee, and shall be afforded an opportunity to contribute to the standard-setting process. Up to 12 Sponsoring Organizations shall be selected to appoint members which shall represent Perspective A (Technical), and up to 12 shall be selected to appoint members which shall represent Perspective B (Practitioner).

Section 3. COOPERATING ORGANIZATIONS. Cooperating Organizations (organizations which wish to be kept informed about and to be involved in the work of the Joint Committee) shall be kept informed of the work of the Joint Committee, and shall be afforded an opportunity to contribute to the standard-

setting process. An unlimited number of Cooperating Organizations may be selected by the Joint Committee.

ARTICLE X

FINANCIAL STRUCTURE

Section 1. SOURCE. Funds for the Joint Committee's work shall come from

(1) royalties and other income from the sale of the Standards and any ancillary documents or materials, (2) fees paid for training, (3) contracts and grants from governmental and private agencies, (4) in kind contributions from sponsoring organizations, and (5) other sources as the Joint Committee will determine.

Section 2. BUDGET. The Staff Director will be responsible for preparing a budget, accounting for all revenue and expenditures, and preparing such financial reports as the Joint Committee may determine. Financial decisions shall be guided by a majority of the Joint Committee and monitored by the Vice-Chair. Approval of the budget by a majority of the Joint Committee will constitute authority to make expenditure for the designated purposes. The Executive Committee of the Joint Committee may, between meetings, authorize changes in expenditures, in annual total not to exceed 10 percent of budgeted expenditures.

ARTICLE XI

INDEMNIFICATION

Section 1. INDEMNIFICATION OF MEMBERS, OFFICERS, AGENTS, AND EMPLOYEES. The Joint Committee may indemnify any member, officer, agent, or employee of the Joint Committee against expenses actually and necessarily incurred in connection with the defense of any action, suit, or proceeding

in which the member, officer, agent, or employee is made a party by reason of being or having been such member, officer, agent, or employee.

ARTICLE XII

AMENDMENTS

Section 1. INITIATION. Amendments to or other changes in the Articles of Incorporation or these By-laws may be initiated by two members of the Joint Committee. A proposed amendment must be submitted in writing to the Chair and bear the signatures of its sponsors. The proposed amendment must be mailed to the members at least three weeks before the annual meeting.

Section 2. ADOPTION. An amendment shall become effective upon acceptance by two-thirds of the Joint Committee members. An amendment to the By-laws becomes effective immediately upon acceptance. An amendment to the Articles of Incorporation shall become effective upon the issuance of a Certificate of Amendment from the Recorder of Deeds.