

ACME

ACCREDITATION COMMISSION  
*for* MIDWIFERY EDUCATION

# BYLAWS

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Accreditation Commission for Midwifery Education

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# **Bylaws for the Accreditation Commission for Midwifery Education**

## **Article I**

### **Name**

The name of the organization shall be the Accreditation Commission for Midwifery Education, established in the State of Virginia.

## **Article II**

### **Purpose**

The Accreditation Commission for Midwifery Education (ACME) is an accreditation organization established to advance and promote excellence in midwifery education. The aim of ACME is to ensure that midwifery education programs are performing at the highest level of quality and providing learning experiences that will lead to optimal preparation for midwifery education graduates. ACME is a reliable authority regarding midwifery education and awards preaccreditation, initial accreditation, and continued accreditation to programs that demonstrate compliance with ACME criteria.

## **Article III**

### **Office**

ACME shall maintain in the State of Virginia a registered office and a registered agent; and may have other offices within or outside the state at its discretion.

## **Article IV**

### **Governance**

#### ***Section 1: Governing Board***

ACME shall be governed by a Board of Directors, referred to as the Board of Commissioners; and its members shall be identified as Commissioners. The Board shall have not fewer than six, or more than nine voting Commissioners, one of whom must be a voting public commissioner. At least two-thirds of the Board shall be certified by the American Midwifery Certification Board (AMCB). The Executive Director shall attend all meetings as a non-voting representative.

#### **a. Qualifications**

All Commissioners except the public member(s) shall be certified by AMCB; shall hold at a minimum a master's degree with evidence of academic and experiential knowledge of curriculum development, implementation, and evaluation; shall have experience in midwifery education and practice; shall have familiarity with the accreditation process; shall have a commitment to attend meetings and conference calls as required; and shall have the capacity to perform the duties of the Board. The public member shall not be a midwife, and one who shall not derive any income from

midwifery related sources. The public Commissioner and other Commissioners shall meet all qualifications set forth in the ACME Policies and Procedures

b. Appointment

Member/Commissioner appointments shall be made by majority vote of the Board and in adherence with the ACME policies and procedures. Interested parties shall be required to submit an application that includes a curriculum vitae, a letter of inquiry and two letters of reference. Letters of reference shall not be accepted from current ACME volunteers (Board of Commissioners, Board of Review, Site Visitor Panel, and Advisory Committee) and staff.

c. Terms

Commissioners shall serve a three-year term. No Commissioner shall serve more than three consecutive terms or a maximum of nine years. However, time on the Board may be extended in exceptional circumstances by action of the Board.

***Section 2: Officers***

The officers of the Board of Commissioners shall be a Chair, a Vice Chair, Secretary, and a Treasurer. Only current Commissioners are eligible to serve as Chair, Vice Chair, or Treasurer of the Board of Commissioners. The Secretary role shall be served by the Executive Director.

**Chair**

a. Qualifications

The Chair shall be certified by AMCB, shall be active member of ACNM, shall have demonstrated leadership ability, shall have knowledge of ACME and ACNM's organization, philosophy, purpose, function, and documents, shall have at a minimum of an earned doctorate degree with experiential knowledge of curriculum development, implementation and evaluation, and the accreditation process, and shall not hold membership on the ACNM BOD, or be chair of any ACNM Committee or Division during the tenure as chair.

b. Appointment

The Chair is appointed by a majority vote of the Board; and shall have served on the Board at least one year prior to the appointment.

c. Terms

The Chair shall serve for a first term of up to 3 years and can serve for a maximum of six total years.

**Vice Chair**

a. Qualifications

The Vice-chair shall be certified by AMCB, shall be active member of ACNM, shall have demonstrated leadership ability, shall have knowledge of ACME and ACNM's organization,

philosophy, purpose, function, and documents, shall have at a minimum of an earned doctorate degree with experiential knowledge of curriculum development, implementation and evaluation, and the accreditation process, and shall not hold membership on the ACNM BOD, or be chair of any ACNM Committee or Division during the tenure as vice-chair.

b. Appointment

The Vice-chair is appointed by a majority vote of the Board; and shall have served on the Board at least one year prior to the appointment.

c. Terms

The Vice-chair shall serve for a first term of up to 3 years and can serve for a maximum of six total years.

**Treasurer**

a. Qualifications

The treasurer shall be an active member of ACNM, shall have financial management interests and or abilities, shall have knowledge of ACME philosophy, purpose, function, and documents, and shall not hold membership on the ACNM BOD, or be chair of any ACNM Committee or Division during the tenure as treasurer.

b. Appointment

The treasurer shall be a current member of the Board and shall be appointed by a majority Board vote.

c. Terms

The treasurer shall serve a three-year term and can serve up to six total years.

***Section 3: Meetings***

The Board shall meet as often as determined necessary to conduct the business of the organization, but no less than twice annually. The dates, locations, and times shall be set by the Chair. Notice of each regular meeting shall be given by the Executive Director or their designee to each member at the email address as shown on the records of the organization not less than ten (10) days prior to the date fixed for such meeting. Notice of any special meeting of the Board shall be given by the Executive Director not less than two (2) days prior thereto by email notice to each member at the email address as shown on the records of the organization, unless otherwise provided in these bylaws.

***Section 4: Voting***

A majority of the total number of Commissioners shall constitute a quorum for the transaction of business at any meeting of the Board, provided that if less than a majority of the Commissioners are present at a meeting, a majority of the Commissioners present may adjourn the meeting to

another time without further notice. The act of a majority of the Commissioners eligible to vote who are present at a meeting at which a quorum is present shall be the act of the Board.

***Section 5: Confidentiality***

Commissioners, staff, consultants, and volunteers shall respect the confidential nature of ACME activities and adhere to confidentiality and communication protocols established in policy from time to time by the Board of Commissioners.

***Section 6: Executive Session***

The Board of Commissioners shall meet in executive session for the purpose of discussing matters related to any issue not subject to the business of accreditation of programs and related policies; and the Chair or Vice Chair shall use at its discretion the right to invite and exclude participation.

***Section 7: Removal***

Any Commissioner may be removed by the Board of Commissioners by the affirmative vote of two-thirds (2/3) of the Commissioners whenever in the judgment of the Board of Commissioners the best interests of the organization would be served thereby.

**Article V**

Prohibition of Sharing in Earnings

Commissioners shall not receive any compensation for their services, but any reasonable expenses incurred by the Commissioners in the official conduct of ACME business shall be paid by ACME pursuant to the organization's policies and procedures.

**Article VI**

Executive Staff

In order to further the purpose of ACME and in order to coordinate the functions of the corporation most effectively, the Board shall employ an Executive Director.

**Article VII**

Budget

The Board of Commissioners shall approve a budget annually at the November or December Board of Commissioners meeting for the following year. The Executive Director and Treasurer shall prepare a proposed budget for consideration by the Board of Commissioners.

**Article VIII**  
Recordkeeping

ACME shall maintain correct and complete files and records of all accounts and shall keep minutes of the proceedings of its Board; minutes shall be kept by the Executive Director or by other person duly appointed. Such records shall be kept at the registered office or in ACME's virtual filing system.

**Article IX**  
Accreditation Program

ACME shall operate and maintain an accreditation program for midwifery education programs. To transfer this authority to a qualified entity, shall require a two-thirds vote of the full Board.

**Article X**  
Amendments

The Board of Commissioners shall have the authority to amend or repeal the bylaws or adopt new bylaws. Such action may be taken at any duly noticed Board of Commissioners meeting or by unanimous written consent. Any amendment to these bylaws shall require a two-thirds (2/3) affirmative vote of the total number of Commissioners if adopted at a meeting, or unanimous written consent, and will become effective immediately upon adoption unless otherwise directed by the Board of Commissioners.

**Article XI**  
Dissolution

ACME may be dissolved by a majority of Directors then in office during a special meeting called for the purpose of dissolution. All laws applicable to the State of Virginia and Federal laws shall be followed. Formal notification shall be provided to the American College of Nurse Midwives and the American Midwifery Certification Board.