

**CONSTITUTION OF THE  
NORTH CAROLINA ASSOCIATION OF  
COMMUNITY COLLEGE INSTRUCTIONAL ADMINISTRATORS**

**ARTICLE I  
NAME OF THE ORGANIZATION**

The name of the Association shall be the "North Carolina Association of Community College Instructional Administrators."

**ARTICLE II  
PURPOSE**

The purpose of this Association shall be to support instructional leadership in the North Carolina Community College System by promoting excellence in learning and instruction through the exchange and understanding of ideas, information, and perspectives and by leading, directing, and focusing actions for impacting critical learning and instructional issues.

**ARTICLE III  
MEMBERSHIP**

SECTION 1. Membership (voting) shall be limited to those persons from member institutions of the NCCCS whose primary responsibility is curriculum program administration (for example, this includes vice presidents, deans, assistant or associate deans, directors, division heads, and persons with comparable responsibilities for curriculum programs) and NCCCS staff members who are involved in providing instructional and/or consultant services for curriculum programs.

SECTION 2. Associate Membership (non-voting and non-dues-paying) may be extended by vote of the Steering Committee to any individual whose interest and support is vital to the growth and development of instructional programs.

SECTION 3. Membership in the organization shall be voluntary. Any individual meeting the membership criteria shall remit the required dues to the Treasurer of the Association for membership. Questions concerning eligibility shall be determined by the Steering Committee.

SECTION 4. While serving in a position outside the curriculum instructional area on an interim basis, a dues-paying member may retain association membership for one year.

**ARTICLE IV  
OFFICERS**

SECTION 1. The elected officers shall consist of a President, Vice President, Secretary, and Treasurer, who shall perform the usual duties associated with their offices as provided for in the Constitution.

SECTION 2. The elected officers shall have duties as follows:

President. It shall be the duty of the President to preside at meetings of the Association and meetings of the Steering Committee, to serve as an ex-officio voting member of all committees, and to perform such other duties as ordinarily pertain to the office, including the appointment of special and ad hoc committees. The President shall appoint committees deemed necessary to conduct the affairs of the Association.

Vice President. It shall be the duty of the Vice President to preside at meetings of the Association and meetings of the Steering Committee in the absence of the President. The Vice President will also coordinate the exhibitors' displays at the North Carolina Community College Conference with the chair of the Exhibitors' Committee, the Association Steering Committee, and the NCCCS staff. The Vice President shall also chair the planning committee for the Fall and Spring Conferences. The Vice President will perform such other duties as ordinarily pertain to the office.

Secretary. It shall be the duty of the Secretary to keep a record of the membership, to send out notices of meetings of the Association and meetings of the Steering Committee, to record and preserve the minutes of the meetings, and to conduct all necessary correspondence.

Treasurer. It shall be the duty of the Treasurer to collect, disburse, and maintain custody of all funds of the Association and render an accounting of all funds to the membership.

SECTION 3. The President, Vice President, Secretary, and Treasurer shall be elected for a two-year term, which shall begin July 1. The election shall be held during the last scheduled meeting prior to July 1.

## **ARTICLE V STEERING COMMITTEE**

SECTION 1. The Steering Committee shall consist of twelve NCACCIA members representing eleven community colleges and the NCCCS office: President, Vice President, Secretary, Treasurer, the immediate Past President, six at-large members to be elected by the membership, and one member from the NCCCS selected by the Steering Committee. Three at-large members shall be elected each year to serve a two-year term. Members of the Steering Committee shall be elected according to the same schedule and procedure as officers of the Association.

SECTION 2. One member of the Steering Committee shall be selected by the Committee to serve as the NCACCIA Legislative Liaison. The duties of the Legislative Liaison shall be to attend, whenever possible, NCCCS legislative meetings; to keep the Steering Committee informed of legislative issues which are of pertinent interest to the membership; and to advocate policies and legislation on a state level that will support the academic interests of community college students in NC. The Legislative Liaison shall be responsible for presenting a yearly report to the Steering Committee on the status of legislation affecting North Carolina community college academic interests.

SECTION 3. The President of the Association shall appoint a Nominating Committee of five members, subject to the approval of the Steering Committee. For odd numbered years, the Nominating Committee shall submit to the Association nominations for the following officers of the Association: President, Vice President, Secretary, and Treasurer. The committee shall also submit annual nominations for three at-large members to be elected to the Steering Committee. Following the report of the Nominating Committee, the President shall call for additional nominations from the membership. Elections shall be by voice vote of the members. If the outcome of the vote is questionable, a ballot vote will be taken. Unexpired terms of officers of Steering Committee members created by resignation or any other reason will be filled by appointees of the Steering Committee, except for the President, who

shall be replaced by the Vice President. Filling unexpired terms does not preclude one from being elected to the same position or any other position in subsequent years.

SECTION 4. The Steering Committee shall have and exercise all the powers, privileges, and prerogatives of the membership within the established policies of the Association. At each meeting of the membership, the Steering Committee shall submit a full report of its activities since the last meeting of the membership. The Steering Committee shall approve the reports of the Treasurer and, upon retirement of the Treasurer from office, receive a full audit of all financial transactions of the Association. The Association shall bear the expense of the audit.

SECTION 5. The meetings of the Steering Committee shall be called at the discretion of the elected President of the Association.

SECTION 6. Maintenance of the NCACCIA web-site shall be the responsibility of the Steering Committee, and revisions will require approval of the President.

## **ARTICLE VI MEETINGS**

SECTION 1. There shall be a minimum of two meetings annually of the Association.

SECTION 2. Special meetings may be called by the President as circumstances may require.

## **ARTICLE VII DUES**

SECTION 1. Dues shall be fixed by a vote of the voting membership of the Association. Any member who fails to pay annual dues within thirty days after receiving due notice from the Treasurer shall be dropped from membership.

SECTION 2. Annual Dues. Each member shall pay annual dues, the amount of which will be determined by the membership as recommended by the Steering Committee. Dues shall be due and payable on August 31.

SECTION 3. Dues Expenditure. The Treasurer of the Association shall be responsible for the collection, disbursement, and safekeeping of all funds of the Association. Dues shall be used to defray all reasonable administrative expenses including the cost of office supplies, telephone calls, part-time clerical expense, postage, and other such items as may be authorized by the Steering Committee.

## **ARTICLE VIII COMMITTEES**

Committees may be appointed by the President as needed to carry out the business of the Association.

**ARTICLE IX  
QUORUM**

SECTION 1. Regular or Special Meetings: A quorum for a regular or special meeting shall consist of a majority of the voting membership.

SECTION 2. Steering Committee: Seven members of the Steering Committee, one of whom shall be the President or Vice President, shall constitute a quorum.

**ARTICLE X  
VOTING**

All dues-paying members shall have voting privileges. All issues, except for amendment of the Constitution, shall be decided by a majority vote of the voting members.

**ARTICLE XI  
AMENDMENTS**

The Constitution may be amended by a two-thirds vote of the membership, provided written notice of the proposed changes shall have been given to the membership thirty days in advance of the meeting at which a vote is called.

**ARTICLE XII  
PARLIAMENTARY RULES**

*ROBERT'S RULES OF ORDER* shall be followed in conducting the meetings of the Association unless otherwise provided for by the membership.

Approved: 10/2004

Proposed Revisions: 10/2007

Approved: 10/2008