

CONSTITUTION OF THE NORTH CAROLINA COMMUNITY COLLEGE FACULTY ASSOCIATION

ARTICLE I Name

The name of this organization shall be the North Carolina Community College Faculty Association, a 501(c) nonprofit organization, hereinafter also referred to as the NCCCFA and the association.

ARTICLE II Mission and Goals

Section 1. The MISSION of the North Carolina Community College Faculty Association is to promote excellence throughout the North Carolina Community College System.

Section 2. To fulfill this mission, the North Carolina Community College Faculty Association is committed to, but not limited to, the following GOALS:

- To foster professionalism among community college faculty.
- To provide professional development opportunities and resources focused on teaching excellence and student success.
- To stimulate and facilitate effective communication among faculty the state, and between faculty and the North Carolina College System Office, the NC Association of Community College Presidents, the NC Association of Community College Trustees, the State Board of Community Colleges, state lawmakers, business leaders, and others interested in community college excellence.
- To promote cooperation among these groups in identifying and acting to meet the needs of community colleges and their faculty.
- To raise awareness of the critical role that North Carolina's community colleges and their faculty play in meeting the education and training needs of the state's residents.
- To advocate policies and legislation--from the local level through state level--that allow colleges to attract, employ, retain, and reward highly qualified faculty.
- To establish and maintain an organization active in representing full-time and part-time community college faculty interests and concerns at the state level.

- To support the efforts of faculty at individual colleges to address interests and concerns at the local level, including helping faculty establish and maintain independent campus faculty associations.

ARTICLE III Structure

The NCCCFA shall be a statewide organization governed at the state level and supported by three regional units: western, central, and eastern.

ARTICLE IV Amendments

Section 1. The Constitution may be amended by special resolution proposed by any member and accepted by two-thirds majority of those members voting at the Annual Meeting. Voting shall be by secret ballot.

Section 2. Any proposed constitutional amendment must be submitted in writing and received by the NCCCFA Executive Board at least 60 days prior to the Annual Meeting. Notice of the proposed amendment shall be incorporated into the announcement of the Annual Meeting.

BYLAWS OF THE NORTH CAROLINA COMMUNITY COLLEGE FACULTY ASSOCIATION

ARTICLE I Membership

Membership may be granted to any North Carolina community college faculty member, full-time or part-time, or to anyone retired as a faculty member from a North Carolina community college. To be a member in good standing of the NCCCFA, an individual will have an active membership status as of Oct. 15, 2014, or pay a one-time

membership fee to the organization. Long-term active members, as of Oct. 15, 2014, will receive the designation of "Sponsor." Members will receive Sponsorship Status based on the level of their previous contributions, as delineated in Article 16. For example, Lifetime Members and 10-year members will be designated Bronze Level Sponsors.

ARTICLE II Responsibilities of the Members

Members shall support, promote, and enhance the Mission and Goals of the NCCCFA as well as the programs and efforts of the association.

ARTICLE III Membership Dues

The Executive Board will determine the one-time membership fee. Any changes will be published on the NCCCFA Website.

ARTICLE IV Officers

An Executive Board composed of elected officers and ex officio members shall manage the NCCCFA. The Elected officers shall be the President, Vice-President External Affairs, Vice-President Internal Affairs, Vice-President Communications, Treasurer, Western Regional Director, Central Regional Director, and Eastern Regional Director.

In addition, ex officio voting members of the Executive Board shall be Past President, Past Vice-President Internal Affairs, Past Vice-President External Affairs, Past Vice-President Communications, Past Treasurer, Past Western Regional Director, Past Central Regional Director, Past Eastern Regional Director, Assistant to the President, Membership Director, Information Director, Systems Director, and other parties as deemed appropriate by the President.

ARTICLE V Duties of the Executive Board

The Executive Board shall implement decisions made at the NCCCFA Annual Meeting, conduct the business of the association between Annual Meetings, investigate and report matters of interest to the NCCCFA, appoint standing committees, ad hoc committees and representatives from among the members as required, produce a balanced budget of anticipated revenues and proposed expenditures for the fiscal year, plan for the Annual Meeting, and publish a schedule for the year.

At certain times of the year, Executive Board duties require a substantial investment of time. Each position on the Board is unique and requires varying amounts of time necessary to fulfill the duties of that position. Board members are required to attend all NCCCFA Board meetings and functions. If the Board member is not able to attend, they must communicate with another Board member at least twenty-four hours prior to a meeting or at least one week prior to a function. Failure to do so may result in the Board member being asked to step down from the position.

ARTICLE VI Duties of the Officers

Section 1. The President shall call and chair meetings of the NCCCFA and of the Executive Board, have the deciding vote in the event of a tie at any meeting that he or she is chairing, represent the NCCCFA at meetings external to the association, and carry out the daily business of the NCCCFA, and other jobs as needed.

Section 2. The Vice-President Internal Affairs shall assist the President in all NCCCFA matters concerning the internal organization of the association. Duties will include: assist the President with professional development conferences and faculty grants, be responsible for nominations and elections, recruit volunteers when needed, and is responsible for the Constitution and Bylaws, and other jobs as assigned.

Section 3. The Vice-President External Affairs shall assist the President in all NCCCFA matters concerning the public activities of the association. Duties will include: be responsible for legislative activities and all system office responsibilities, handle all faculty issues pertaining to full time and adjunct faculty, and public awareness, and other jobs as assigned.

Section 4. The Vice-President Communications shall assist the President in all NCCCFA matters concerning publications and communications of the association. Duties will include: be responsible for maintaining the organization's website, be responsible for the NCCCFA newsletter and promotional materials, and responsible for archiving all NCCCFA-related materials into a chronologically organized, computerized folder, and other jobs as assigned.

Section 5. The Treasurer shall receive all money paid to the NCCCFA and deposit it in such banking institutions as the Executive Board shall direct, pay all bills authorized by the Executive Board, prepare financial statements for all regular meetings of the NCCCFA as well as an annual report for the Annual Meeting, keep all financial records

and books of the association, coordinate and prepare the annual budget, have audits conducted as required by law, and prepare a tax report at the end of the year, and other jobs as assigned.

Section 5(a): The Immediate Past President, Immediate Past Vice-President Internal Affairs, Immediate Past Vice-President External Affairs, Immediate Past Vice-President Communications, Immediate Past Treasurer, Immediate Past Western Regional Director, Immediate Past Central Director, Immediate Past Eastern Regional Director, where such an executive office exists, shall serve as advisors to their respective office.

Section 5(b): The Assistant to the President shall assist the President in preparing meeting agendas, preparing and maintaining minutes for all regular meetings of the NCCFA and the Annual Meeting.

Section 6. The Membership Director shall maintain a register of current members and prepare membership reports for all regular meetings of the NCCCFA and the Annual Meeting.

Section 7. The Information Director shall oversee the creation and dissemination of all NCCCFA publications.

Section 8. The Systems Director shall administer and maintain the association's Internet communications systems and facilitate their effective use by members.

ARTICLE VII Duties of the Regional Organizations

Section 1. Each regional organization shall be composed of members falling within its geographic boundaries.

Section 2. Each regional organization shall have a Regional Director.

Section 3. Regional organizations shall implement decisions made at NCCCFA Regional Meetings, foster collegiality and communication among faculty within the region, investigate and report on regional concerns, assure that all regional actions comply with the mission and goals of the NCCCFA, support the mission and goals of the association, plan and provide for Regional Meetings, and publish their schedules.

ARTICLE VIII Duties of the Regional Directors

Regional Directors shall call and chair meetings of their respective regional organizations, have the deciding vote in the event of any ties at any meetings which they chair, represent their respective regions on the Executive Board of the NCCCFA,

carry out the daily business of their respective regional organizations, and implement directives from the NCCCFA Executive Board.

ARTICLE IX Selection of Executive Officers

Section 1. The selection of elected officers shall take place at the NCCCFA Annual Meeting.

Section 2. The terms of office for President, Vice-President External Affairs, Vice-President Internal Affairs, Vice-President Communications, Treasurer, Western Regional Director, Central Regional Director, and Eastern Regional Director shall be for three years; the first two years in the office to which elected and the third one year as an ex officio voting member with the title of Immediate Past President, Immediate Past Vice-President Internal Affairs, Immediate Past Vice-President External Affairs, Immediate Past Vice-President Communications, Immediate Past Treasurer, Immediate Past Western Regional Director, Immediate Past Central Director, Immediate Past Eastern Regional Director respectively. All terms of office shall commence on January 1 of the year next following the adjournment of the NCCCFA Annual Meeting at which their election takes place. An officer may, however, be a candidate for election to a different office where the term of office of the second office begins at the completion of his/her years of service in the first office. In such case, the position of Immediate Past in the third year of the first office shall be vacant. The officer shall assist his/her successor in the original office. Such officer will have one vote by virtue of the new office, but will not be able to vote as an ex-officio Immediate Past occupant of his/her first office.

Section 3. The President, Vice-President External Affairs, Vice-President Communications, and Central Regional Director shall be elected in even numbered years. The Vice-President Internal Affairs, Treasurer, Western Regional Director, and Eastern Regional Director shall be elected in odd numbered years.

ARTICLE X Nominating and Voting Procedures

Section 1. The nominating procedure for elections shall be as follows. The Nominating Committee, an ad hoc committee of five members, appointed by the Executive Board, shall call for written nominations from the membership for each open position. The committee shall determine the willingness of each nominee to serve if elected.

Section 2. At least 30 calendar days before the NCCCFA Annual Meeting, the Nominating Committee shall inform the membership of the candidates for election through direct mailings and publication of the list of candidates in the NCCCFA Newsletter and on the NCCCFA Website.

Section 3. Voting shall take place at the Annual Meeting. Voting shall be by a secret ballot that has the list of formally nominated candidates and write-in options for each position. Each member shall have one vote for each statewide position. Each member shall also have one vote for the Regional Director position that corresponds to the member's region of membership.

Section 4. The Nominating Committee shall tally the votes. Candidates must receive a simple majority of votes cast to be elected. If no candidate receives a majority on the first ballot, a run-off between the top two candidates will be conducted. The Nominating Committee shall announce election results at the Annual Meeting and publicize them in the next newsletter and on the Website.

ARTICLE XI Vacancies on the Executive Board

Section 1. If at any time the position of President shall become vacant, the Past-President shall fulfill the President's term. If the position of Past President shall be vacant, the Vice-President External Affairs shall fulfill the President's term.

Section 2. If a position other than President becomes vacant, the President shall appoint and the Executive Board shall confirm a regular member for this position. This appointment must be made within thirty days of the position's vacancy. The member appointed through this process shall fulfill the term of the vacant position.

ARTICLE XII Finances

Section 1. The signing officers shall be either President together with the Treasurer or Treasurer together with the Vice-President External Affairs, Vice-President Internal Affairs, or Vice-President Communications.

Section 2. The NCCCFA shall have no power to borrow money.

Section 3. The accounts of the NCCCFA must be audited as required by law.

Section 4. Members may inspect the financial records of the association at any time convenient to both the members and the Executive Board. Such time must be arranged within fourteen days of a written request.

Section 5. A provisional balanced budget will be presented for approval at the Annual Meeting.

Section 6. Revisions to the budget will be posted on the Website and detailed in the newsletter.

ARTICLE XIII Meetings

Section 1. Notice of the NCCCFA Annual Meeting must be mailed to all members at least 30 calendar days prior to the Annual meeting.

Section 2. The NCCCFA Annual Meeting shall be held each fall.

Section 3. Regional Meetings shall be held annually as a part of the NCCCFA Annual Meeting.

Section 4. Special meetings on matters requiring the immediate attention of members of the NCCCFA may be called by the Executive Board or by not less than 10 percent of the current membership.

Section 5. All matters of concern to the NCCCFA shall be decided by a simple majority of the votes cast. Voting at meetings shall be conducted according to Robert's Rules of Order Newly Revised.

Section 6. In all matters not regulated by the Constitution or Bylaws, Robert's Rules of Order Newly Revised shall govern meetings of the NCCCFA.

Section 7. Members present constitute a quorum at the Annual Meeting, Regional Meetings, and special meetings of the NCCCFA.

Section 8. A simple majority of the board members shall constitute a quorum for meetings of the Executive Board.

Section 9. Business may be transacted only if a quorum is present.

Section 10. Executive Board meetings may be held at more than one location simultaneously when two-way communication is provided.

ARTICLE XIV Committees

Section 1. The Executive Board may establish standing committees that are responsible to the membership. Members may be appointed to these committees from the general membership and should come from all regions, when possible.

Section 2. The Executive Board may establish ad hoc committees. Ad hoc committees shall report to and be responsible to the Executive Board.

ARTICLE XV Fiscal Year

The fiscal year of the association shall be January 1 to December 31.

ARTICLE XVI Nonmember Support

Nonmembers may support the NCCCFA through monetary donations to the organization. As supporters, individuals or groups shall not have the rights and responsibilities of members, but they will be recognized according to the following schedule: \$25--Supporter; \$50--Friend; \$100--Sponsor; \$250--Bronze Medal Sponsor; \$500--Silver Medal Sponsor; \$1000--Gold Medal Sponsor; \$5000--Platinum Medal Sponsor.

ARTICLE XVII Amendments

The Bylaws may be amended by special resolution proposed by any member at the Annual Meeting and accepted by a simple majority of the votes cast at the meeting.

NCCCFA Constitution and Bylaws first ratified 9 October 1999
at the NCCCFA Annual Meeting/Conference,
Guilford Technical Community College,
Jamestown, North Carolina

NCCCFA Bylaws amended 6 October 2001
at the NCCCFA 3rd Annual Meeting
Embassy Suites
Greensboro, North Carolina

NCCCFA Bylaws amended 7 October 2002
at the NCCCFA 4th Annual Meeting
Embassy Suites
Greensboro, North Carolina

NCCCFA Bylaws amended 6 October 2003

at the NCCCFA 5th Annual Meeting
Embassy Suites
Greensboro, North Carolina

NCCCFA Bylaws amended 10 October 2011
at the NCCCFA 13th Annual Meeting
Sheraton Imperial
Durham, North Carolina

NCCCFA Bylaws amended 14 October 2014
at the NCCCFA 16th Annual Meeting
Raleigh Convention
Raleigh, North Carolina