

**BYLAWS**  
**THE NORTH CAROLINA COLLEGE PERSONNEL ASSOCIATION**

**Founded in 1966**  
**(Chartered by the American College Personnel Association in 1971)**

**Article I - Name**

Section 1. The name of the association shall be the North Carolina College Personnel Association, a state division of the American College Personnel Association, hereafter abbreviated NCCPA.

Section 2. The name of this association shall be employed in connection with official business and activities of the association. The name of the association shall not be used in sponsorship or endorsement by individuals, organizations, or agencies without the approval of the Executive Board.

**Article II - Purpose**

The purpose of this Association shall be: (1) to provide leadership in college student development within the framework of the goals of higher education, and (2) to provide an opportunity for men and women in college student development to serve together productively and to share and participate in the ideas, research and experience which are basic to a profession's growth and social utility.

**Article III - Membership**

Section 1. Classes for membership shall be those prescribed by these Bylaws.

Section 2. Any person working, studying or interested in higher education and student development may be a member.

Section 3. All current members with the North Carolina College Personnel Association shall be eligible to serve on association committees, shall have voting privileges, and may hold office and serve on the Executive Committee.

Section 4. The North Carolina College Personnel Association does not discriminate on the basis of race, national origin, religion, gender, age, sexual orientation, or disability in any of their policies, procedures, or practices. This nondiscrimination policy covers membership and access to state programs and activities including but not limited to publications, workshops, and conferences. Further, this association has in force at all times a separate Affirmative Action Statement and Plan which is evaluated on a regular basis and which calls for specific actions to be taken by the Association to promote access and diversity at all levels of the organization.

**Article IV - Meetings of the Association**

Section 1. The official business year of the Association shall mirror that of the American College Personnel Association.

Section 2. A business meeting of the Association shall be held in conjunction with each conference of the North Carolina College Personnel Association.

Section 3. The President may, with the approval of the Executive Committee, call additional meetings of the Association when necessary or desirable.

### Article V - Officers

Section 1. The officers of this Association shall be a President, a President-Elect, a Secretary, a Treasurer/Membership and Members-at-Large.

Section 2. The President shall be the chief executive officer of the Association and chairperson of the Executive Committee. He/she shall chair all official meetings of the Association and shall appoint the chairpersons and members of all committees unless otherwise specifically provided for in these Bylaws. The President shall serve as the representative to the American College Personnel Association.

Section 3. The President-Elect shall act as President at all Association or Executive Committee meetings in the absence of the President and shall succeed to the presidency at the expiration of his/her term as President-Elect. He/she shall coordinate site arrangements for conferences two years in advance and coordinate the submission of all award and grant proposals to the American College Personnel Association.

Section 4. The Secretary shall keep records of the current activities of the Association and its Executive Committee and shall keep minutes of all business session of the Association and of the Executive Committee. In addition, he/she shall be responsible for the whereabouts of all NCCPA banners, flags, award plaques and other properties belonging to the Association.

Section 5. The Treasurer/Membership officer shall have custody of all the funds of the Association. He/she shall deposit all funds of the Association according to the financial policy of the Executive Committee. The Executive Committee shall, from time to time, prescribe methods and procedures for authorizing the expenditure and the accounting for such funds. The Treasurer/Membership officer shall maintain the complete membership database which includes association fees paid and membership status. The Treasurer/Membership officer position was newly merged by a unanimous vote of membership on 11-9-2006.

Section 6. The term of office for the President and the President-Elect shall be one year. The term of office for the Secretary, Treasurer/Membership and Members-at-large shall be two years. All officers shall be installed and take office *at the summer charge session* following official election during the prior spring.

Section 7. The four Members-at-Large serve a two-year term and are responsible for coordinating the annual Administrative Personnel Conference, the Membership database, and the diversity initiatives for NCCPA. In addition, they will determine along with the other Executive Committees what projects they will be responsible for during that year or have been assigned *to complete* by the President.

One Member-At-Large will be titled the Member-At-Large for Diversity. This person will serve as a liaison to all committees to ensure recruitment of members from diverse backgrounds, diversity programming in all of the Association's activities, and promote affirmative action plans of the Association. Two Members-at-Large will serve on the membership committee and focus on retention and recruitment efforts for

NCCPA and assist the Treasurer/Membership chair as needed. The fourth Member-at-Large will be appointed as chair of the Administrative Personnel committee which includes sponsoring the Administrative Personnel Conference.

#### **Article VI - Executive Committee**

**Section 1.** The Executive Committee shall be the agency through which the general administrative and executive functions of the Association shall be carried out. It shall conduct, manage, and control the business of the Association between official meetings of the Association.

**Section 2.** The Executive Committee shall be composed of the President, President-Elect, Secretary, Treasurer, immediate Past-President, chairpersons of standing committees, and four Members-at-large.

**Section 3.** In addition to being a current of NCCPA, any elected member of the Executive Committee must also be a member in good standing of the American College Personnel Association during his/her tenure of service on the NCCPA Executive Committee.

**Section 4.** A special committee of executive officers (President, President-Elect, Secretary, and Treasurer) and the Past President may be asked to meet to consider such issues as fiscal policies and procedures and the strategic plan.

#### **Article VII - Committees**

**Section 1.** The standing committees of the Association shall be:

(a) The Past Presidents' Council. This council shall be chaired by the immediate Past President. The immediate Past President shall involve any interested Past Presidents in the Council. The immediate Past President shall involve at least two Past Presidents in a subcommittee for nominations, elections, distinguished scholar, NCCPA awards, and bylaws. The Council shall be responsible for establishing criteria and procedures for awards, with the approval of the Executive Committee, and shall review the nominations and select the individuals to receive awards; presenting those awards at the Fall conference. In addition, the immediate Past-President shall recognize the service of executive committee members leaving positions at the fall conference. In addition, the immediate Past President shall involve Past Presidents in other ad hoc subcommittees for tasks such as judging case competitions, etc.

(b) Conference Committee. The committee shall be responsible for the programs for all meetings of the Association, including on-site arrangements and convening of Association conferences. Responsibilities: Organize on-site arrangements, solicit and select programs, and convene Association conferences. Committee should seek to generate a profit to be used for other NCCPA projects through conference income.

(c) Membership Committee. The committee shall be responsible for the coordination of recruitment and retention strategies and other membership related activities as delegated by the Executive Board.

(d) Leadership Consortium. The committee shall develop activities related to leadership programs and resources, information, and research to share with professionals in higher education in North Carolina. In

addition, the Consortium will provide an activity annually for the professional development of the Executive Committee and sponsor the LEAD Conference for college students.

(e) Communications Committee. This committee shall be responsible for the publication of the Association newsletter in an online form and any other Association publications as designated by the President, as well as, maintaining the NCCPA Website and evaluating and implementing future technological needs of the Association. Responsibilities: Collect information and publish the NCCPA newsletter online a minimum of two times a year. Continually update the website with current information. Moderate and maintain NCCPA listservs.

(f) Graduate/New Professionals Committee. This committee shall be responsible for assisting with recruitment of graduate students and new professional members, coordinating activities related to graduate students and new professionals, and coordinating job information materials.

(g) Administrative Personnel Committee. The committee shall develop activities related to administrative personnel including resources, information, and research to share with professionals in higher education in North Carolina. In addition, the committee shall sponsor an annual conference for the professional development of administrative personnel in North Carolina.

### **Article VIII - Dues**

**Section 1.** This Association may assess dues provided such assessments are recommended by the Executive Committee and approved by a Majority of the membership present in a regular business meeting of the Association.

### **Article IX - Election of Officers**

**Section 1.** The Past President will solicit nominations and prepare a ballot for election for the positions of President-Elect, and two Members-at-large annually for the Executive Committee. Additionally, the Past President will solicit nominations for either the Secretary or Treasurer/Membership. These officers serve staggered terms so that both positions are not filled at the same time, providing some continuity. Each candidate for President-Elect, Secretary, and Treasurer/Membership shall be a member of NCCPA in good standing and shall have been so for at least one year prior to the nomination. Each candidate for Member-at-large shall be a current member of NCCPA at the time of nomination.

**Section 2.** Ideally a ballot of at least two nominees for each open position shall be prepared by the Past President and shall be submitted to the members for election each year. If, after the initial nomination process is completed and no nominees have accepted the nomination for a position, then nominations for that particular position will be opened up again for an additional designated time period. If the second time period has passed and no nominees have accepted the nomination, then nominations will be closed. Any unfilled positions during elections will then be appointed by the incoming President.

**Section 3.** Ballots will be counted and a report of the election made consistently with procedures set forth by these Bylaws. The highest number of votes counted per position shall constitute election to office.

Section 4. Elected officers will officially assume the duties of their offices at the beginning of the summer charge session. The transfer of leadership typically occurs at the final Executive Committee meeting of the year and a summer charge session for the new executive committee is typically held in June.

Section 5. In case of a vacancy in the office of the President, the President-Elect shall succeed to the President's unexpired term and continue through the term for which elected. In case of a vacancy in any of the other elected offices, the Executive Committee shall have the power to fill the vacancy until the next regular election.

Section 6. No officer is eligible to serve in the same office for more than two consecutive terms of office, nor hold two positions simultaneously.

### **Article X - Removal of Elected and Appointed Members of the Executive Committee**

Section 1. Elected or appointed members of the North Carolina College Personnel Association Executive Committee may be removed from their position for failing to abide by these Bylaws, for financial irresponsibility, or for conduct deemed inappropriate for the Association, including absence from official meetings.

Section 2. Removal of officers of the Association will be the decision of the Executive Committee after a hearing at which the reasons for removal will be presented.

Section 3. Any member of the Association may submit to the Executive Committee, or any member thereof, a letter expressing the reasons for the removal of an officer. The Executive Committee will review all such requests and determine if a hearing is warranted.

Section 4. When a hearing for removal of an officer is deemed necessary by a majority of the Executive Committee, a certified letter outlining the date of the hearing, procedures for the hearing, location, and a list of reasons for removal will be mailed no less than one week prior to the hearing.

Section 5. The Executive Committee shall designate a chair who shall preside over a hearing for the removal of an officer and shall outline procedures to insure a fair hearing.

Section 6. The designated chairperson and the designated members of the Executive Committee shall conduct the hearing, decide by majority vote, and inform the membership of the decision. The chair of the hearing committee shall not be a voting member.

Section 7. Appointed members of the Executive Committee may be removed during the business year at the discretion of the President and the approval of the Executive Committee.

Section 8. The process for an appeal after a decision to remove a member of the Executive Committee is:  
 (a) Any executive committee member may appeal his/her removal within 24 hours of the removal vote by requesting to the designated chair of the removal hearing a special appeal meeting of a review committee made up of other executive committee members. The chair will preside over the review committee. The President, or President-Elect if the President is the officer being removed, shall notify all members of the Executive Committee of this meeting which is to occur at least one week and not more than two weeks after the appeal request is received.

(b) The decision to uphold the vote for removal shall require a simple majority vote of the Executive Committee members present at the next meeting.

**Article XI - Conduct of Business**

**Section 1.** Bylaws of the North Carolina College Personnel Association shall govern the proceedings of the Association unless otherwise specified by the American College Personnel Association.

**Section 2.** A majority vote of the members present at the Business Meeting of the Association’s annual conference(s) shall allow the transaction of business presented in that meeting.

**Section 3.** A majority of the authorized membership of the Executive Committee shall constitute a quorum for conducting business of that committee.

**Article XII - Amendments to These Bylaws**

**Section 1.** Amendments to these Bylaws may be made at a business meeting of the Association if such amendments are approved by two-thirds of the members voting. Proposals to amend must be submitted in writing to the President prior to the meeting.

**Section 2.** In case of an emergency, the Executive Committee may submit a proposed amendment to the membership for a mail vote. Twenty days after mailing the proposed amendment, the polls shall be closed and the votes counted by the Executive Committee. If passed by a majority of the members voting, the Amendment shall go into effect.

Adopted: January 3, 1966

Amended:

July 1970	November 19, 1993	November 16, 2000
February 1977	November 18, 1994	November 16, 2001
March 2, 1981	November 17, 1995	October 15, 2004
March 1, 1982	May 15, 1997	May 21, 2007
February 21, 1986	May 18, 1998	November 15, 2007
October 11, 1988	May 21, 1999	
July 27, 1989	May 8, 2000	