

## APPENDIX F

### BYLAWS

- Article I.
1. The Membership Chairperson of the Association will collect membership dues for a one-year period.
  2. The membership year will be from date of receipt by Membership Chair to one year following that date.
- Article II.
1. The President, Vice President/President-Elect, Secretary, and Directors will be elected for one-year terms or until their successors are elected. The President, in the year following his or her term of office, serves on the Executive Board as Immediate Past President and Priorities Committee Chair. The Treasurer will be elected for a three year term or until a successor is elected. The Officers and District Directors will be delegated the authority to operate on a day-to-day basis within the area of responsibility of their offices.
  2. Responsibilities of elected Officers and District Directors are as follows:
    - a. The President will direct the Association toward the fulfillment of the purpose and goals of the Association and will act as the chief executive officer.
    - b. The Immediate Past President/Priorities Committee Chair identifies common concerns, issues, and needs of the NCCCLA membership and communicates them to the Executive Board and, with the assistance of the Priorities Committee, recommends actions for the coming year.
    - c. The Vice President/President-Elect will head the Conference Planning Committee and will assume the responsibilities of the President if the President is absent or if the office of the President is vacant.
    - d. The Secretary will write and maintain accurate Executive Board and Conference minutes, which will be distributed to the membership.
    - e. The Treasurer will maintain standard form records that accurately reflect the financial status of the Association, including all conference fees.
    - f. The District Directors will be the area coordinators for the Executive Board. District Directors will represent their respective district's membership at Executive Board meetings, and will be responsible for establishing a district organizational structure that is responsive to the needs of its membership.
  3. Vacancies which may occur in elected Officers' and District Directors' positions during an Association year will be filled in the following manner:

- a. If a vacancy occurs in the office of President during an Association year, the Vice President/President-Elect will become President of the Association.
  - b. If a vacancy occurs in the office of Vice President/President-Elect during an Association year, the other nominee for this office appearing on the official ballot as presented to the Association membership by the duly appointed Nominating Officer will be offered the vacant position. If this nominee declines acceptance of the Vice President/President-Elect position or is otherwise unavailable, the Executive Board of the Association will have the power to appoint a replacement for the vacant position. The duly appointed replacement for the office of Vice President/President-Elect will automatically become President of the Association for the following year as would the elected officer in this position. If the duly appointed replacement for the office of Vice President/President-Elect declines acceptance of the office of President for the following year, or if for any reason the Presidency is not filled by the elected or appointed Vice President/President-Elect, the Nominating Officer will include the office of President in the nominating process for the election of Officers for the following Association year.
  - c. If a vacancy occurs in the office of Secretary or Treasurer during an Association year, the other nominee for the vacant office appearing on the official ballot as presented to the Association membership by the duly appointed Nominating Officer will be offered the vacant position. If this nominee declines acceptance of the position offered or is otherwise unavailable, the Executive Board of the Association will have the power to appoint a replacement for the vacant position.
  - d. If a vacancy occurs in a District Director position, and if the membership of that District either have made no provisions for filling a vacancy in this position or have been unable to fill this position within two months of the vacancy occurrence, the Executive Board of the Association will have the power to appoint a replacement for the vacant position.
4. All members of the Executive Board are to counsel one another for the good of the Association. Each is charged with the responsibility of coordinating appropriate activities that will publicize the Association and the ways that the purpose and goals of the Association are being fulfilled.

Article III. An annual conference for the membership will be held, with the Executive Board selecting the location and dates.

- Article IV.
1. The President, with the approval of the Executive Board, shall appoint a Nominating Officer.
  2. The Nominating Officer shall poll the membership for nominations and present the names of candidates for the offices of Vice President/President-Elect,

Secretary, and Treasurer to the Executive Board no later than six weeks prior to the annual conference. The nominees should be members in good standing and should be qualified to fulfill the purpose of the Association.

3. Consent of nominees shall be obtained.
4. Biographical information on each candidate and a ballot for election shall be sent to the membership.
5. Candidates receiving the majority of votes shall be declared elected and shall take office at the close of the annual conference except the Treasurer. The term of the Treasurer shall start with the first Executive Board meeting after the conference.

Article V. The President, with Executive Board approval, will appoint a Webmaster, a Membership Chairperson, a Procedures Officer, an Archivist, and an Awards Committee Chairperson, who will serve until successors are appointed.

1. The Webmaster will coordinate the appearance and maintenance of the organization's website.
2. The Membership Chairperson will coordinate any plans dealing with changes in membership or membership drives and will present these plans to the Executive Board for approval. The Membership Chairperson should keep the official roll of current members.
3. The Procedures Officer will counsel the President in parliamentary procedure and will make rulings when procedural problems arise.
4. The Archivist will maintain the physical Association archives housed at the NCCC System office, printing out and/or filing hard copies of such documents as Executive Board and annual Business Session minutes, conference programs, and Association newsletters.
5. The Awards Committee Chairperson will be responsible for establishing the guidelines for the distribution of the organization's awards with the approval of the Executive Board, soliciting nominations, selecting recipients. The Chair also endeavors to promote the Scholarship fund.

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