

# BY-LAWS

## BY-LAWS OF THE SOUTHEASTERN ASSOCIATION FOR COMMUNITY COLLEGE RESEARCH

- I. MEMBERSHIP
- II. ORGANIZATIONAL STRUCTURE
- III. NOMINATIONS AND ELECTIONS
- IV. FISCAL POLICY
- V. MEETINGS

### **I. Membership**

#### **Section 1. Members**

Membership in the Association shall be open to, but not limited to, those individuals involved in or interested in research and planning for the community-based, postsecondary institutions in the southeastern region of the United States and the territory of Puerto Rico. The southeastern region of the United States includes the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia, and the District of Columbia. All members have the right to vote in Association affairs.

#### **Section 1. A. Student Members**

Student members shall meet the same criteria as members in Section 1.

#### **Section 2. Organizational Memberships**

Institutions, system offices, or agencies that are actively involved and/or interested in research shall be allowed to name up to three individual representatives to the Association who shall be eligible to vote on Association business and hold an elected office.

#### **Section 3. Application for Membership**

Applications for membership shall be made to the Treasurer. Final approval for membership in the Association shall rest with the Executive Board. There shall be no membership discrimination based upon age, race, sex, or ethnic or national origin. Membership is individual and not transferable.

#### **Section 4. Membership Year**

The membership year shall consist of the period from July 1 through June 30.

#### **Section 5. Membership Fee**

The membership fee shall be determined by the Executive Board of the Association. All non-members attending the annual conference shall be charged the conference fee plus the membership fee.

## **II. Organizational Structure**

### **Section 1. Officers**

The elected officers of the Association shall include the President, President--Elect, Immediate Past-President, Secretary, Treasurer, and two At-Large Members. The elected officers and appointed members constitute the Executive Board of the Association. The officers shall perform the duties of their offices as stated in Section 2 (below) and as may be further defined by the Executive Board.

### **Section 2. Duties of the Officers**

#### **A. The President shall:**

1. Preside at meetings of the Executive Board and the annual conference.
2. Represent the Association in all matters.
3. Call meetings of the Executive Board.
4. Authorize expenditures and payment of Association funds.
5. Appoint members to committees, as necessary, and act as an ex-officio member of each committee.

#### **B. The President-Elect shall:**

1. Serve as program chair.
2. Perform the duties of the President during his/her absence or disability.
3. Perform duties assigned by the President.
4. Preside at the annual election of officers.

#### **C. The Immediate Past-President shall:**

1. Assist in the orderly transition of the change of officers.
2. Serve as chair of the nominating committee to select candidates to run for officer positions.
3. Serve as chair of any committee or task force charged to review and/or propose amendments to the Constitution and/or By-Laws.
4. Advise the President and other Executive Board members of the Association Policies and Procedures, as necessary.
5. Perform duties assigned by the President.

#### **D. The Secretary shall:**

1. Record the minutes of the meetings of the Association and of the Executive Board.
2. Maintain a current Association membership roster and provide it to the membership annually.
3. Disseminate Association information to the membership.
4. Act in the absence or temporary disability of the President-Elect.

#### **E. The Treasurer shall:**

1. Collect and maintain dues and provide membership information to the Secretary.
2. Safeguard and disburse any other Association funds as necessary.
3. Prepare financial statements as required by the Executive Board.
4. Close the Association's fiscal books by December 31st of each year, and start new fiscal books January 1st of each year. The new fiscal books shall be maintained by the Treasurer until the mid-year Board meeting. The fiscal books with all Association's monies and receipts shall be given to the new Treasurer. All membership and conference receipts of paid

- fees/dues and receipts for payment of all bills will be maintained until audited or as directed by the Executive Board.
5. Secure plaques and other awards as determined by the Executive Board.
- F. The At-Large Member for Program and Outstanding Paper Awards (elected during odd-number years) shall:
1. Serve as associate program chair.
  2. Coordinate annual conference round table presentations.
  3. Serve as chairman of the Outstanding Paper Awards Committee.
- G. The At-Large Member for Membership (elected during even-numbered years) shall:
1. Serve as membership coordinator and secure state coordinators.
  2. Serve as liaison between the Executive Board and the state coordinators.
  3. Facilitate membership recruitment and retention.
- H. Newsletter Editor, Webmaster, and Local Arrangements Chair and other appointed positions as needed shall:  
Perform duties required by their specific positions and as assigned by the President and other Executive Officers.
- I. The Executive Board shall:
1. Set annual goals for activities and programs of the Association.
  2. Plan for the annual meeting of the Association.
  3. Review and digest proposals from other agencies having any effect on research and planning and prepare proposals to those agencies as needed.
  4. Provide an annual assessment of progress towards goals and assess Association membership needs.

### **Section 3. Governance**

Governance of the Association shall be the responsibility of the Executive Board which shall include the Association President, President-Elect, Immediate Past-President, Secretary, Treasurer, two At-Large Members and appointed members.

The Executive Board shall be empowered to act for the Association in the period between the annual meetings of the Association, provided that such policies are consonant with the Constitution and By-Laws of the Association and with directives of the Association membership at large.

### **Section 4. Staff Appointments**

The Executive Board shall appoint a Newsletter Editor, Local Arrangements Chair, and Webmaster. Terms of office for these three positions shall be one year. Other positions may be appointed at the discretion of the Executive Board.

### **Section 5. Committees**

The Executive Board may authorize the creation or discontinuance of committees, task forces, or similar groups responsible for broad areas of Association activities under the guidance and direction of the Executive Board. The Executive Board shall establish the tenure of members of such committees. The Association President shall appoint the members of committees and other such groups.

### **III. Nominations and Elections**

#### **Section 1. Nominations**

The President of the Association shall appoint a nominating committee of at least three persons. One shall be the Immediate Past-President, who shall serve as committee chair. This committee shall prepare a slate of nominees, representative of the membership, at least two for each position. Prior to being placed on the ballot, each nominee shall be informed of the duties of the office for which they are being nominated and shall agree to perform said duties to the best of their ability. All nominees must hold membership in the Association.

#### **Section 2. Elections**

Officers shall be elected by a vote of the Association membership six weeks prior to the annual meeting. The persons elected shall be notified at least two weeks prior to the annual conference. During the annual conference, they will meet with the out-going officers in order to ensure a smooth transition. Officers, with the exception of the treasurer, shall take office immediately following the annual business meeting and shall serve until their successors are designated in accordance with the provisions of the Constitution and By-Laws. The outgoing treasurer shall continue duties through the mid-year Board meeting. The newly elected treasurer assumes duties at the mid-year Board meeting.

### **IV. Fiscal Policy**

The Executive Board shall adopt a budget for each fiscal year and provide for an audit of the books. On approval of the Executive Board, the Association may accept gifts and grants. It may enter into contracts with appropriate persons or agencies to pursue research and perform services consistent with the purpose of the Association.

### **V. Meetings**

#### **Section 1. Time of Meetings**

The Association shall hold a regular business meeting once a year at the time of the annual conference of the Association. The Executive Board shall notify all active members of this meeting at least one month in advance. The Executive Board shall give two weeks notice of any special meeting of the membership, and the Executive Board itself should meet at least yearly.

#### **Section 2. Procedures**

A majority of all officers constituting the Executive Board shall constitute a quorum for the transaction of business. When an Executive Board member is unable to attend a meeting he/she may designate in writing another board member to vote proxy. Such a proxy is honored for the determination of a quorum. When a vote of the Executive Board is required between meetings of the Board, the Secretary is directed to secure the vote of each member.

### **Section 3. Conference**

The Executive Board shall determine whether or not an annual conference will be held and will determine the location. Recommendation for the conference location can be made by Association members.

The conference will provide the membership and guests a platform to present professional papers, workshops, panel discussions, etc. that are relevant to Article II, Purpose of the Association.

(Adopted at the 1980 Annual Business Meeting - Revisions approved Summer 1983, Summer 1994, Summer 1996, Summer 2005, and Summer 2006.)

Revision and Approval Date - *July 2006*