

**NORTH CAROLINA COMMUNITY COLLEGE
STUDENT DEVELOPMENT PERSONNEL ASSOCIATION
CONSTITUTION AND BY-LAWS**

**Article I
Name and Purpose**

Section 1. Name. The name of the Association shall be the North Carolina Community College Student Development Personnel Association.

Section 2. Use of the Name. The name of the Association shall be employed in connection with all official business and activities of the Association.

Section 3. Purpose. The purposes of the Student Development Personnel Association are to enhance the effectiveness of development of students within the Community College System; to provide an opportunity for the professional growth and development of professional student development workers who may benefit from participation in a flexible, working organization; to study problems which are of mutual interest and concern to members of the organization; to advance the scientific discipline of student development work; to advance high standards of professional conduct within the field of student development work; to promote, stimulate and cooperate in programs of scientific research and education in the field of guidance, counseling and personnel work as appropriate in students' development; to share and publish scientific, educational, and professional literature; to conduct scientific, educational and professional meetings and conferences; and to cooperate with the Community College System to coordinate the activities of the Association.

**Article II
Membership**

Section 1. Types of Membership. There shall be five types of membership - Regular, Lifetime, Honorary Lifetime, Institutional, and Divisional as defined below.

- A. Individual Member. One who has been accepted into membership and whose dues are current.
 - 1. Qualifications. Any person in the North Carolina Community College System whose primary responsibilities are in the professional area of Student Development work shall be eligible for membership.
 - 2. Membership Privileges. Each member shall be entitled to vote, to attend meetings of the Association, and shall be eligible to hold office in the Association.
 - 3. An application for membership shall be filed with the Association.
- B. Lifetime Member. At the time of retirement, regular members in good standing who desire to retain membership in the Association may apply for lifetime membership by submitting a written request to the Executive Committee. Those so approved shall be exempt from annual dues and have no voting privileges. Membership shall be for the life of the member.

- C. Honorary Lifetime Member. Individuals no longer eligible for regular membership who have been members of the Association a significant number of years and who have made a notable contribution in the field of student development and to the Association may be elected to honorary lifetime membership by the Executive Committee. Honorary Lifetime Members shall be exempt from annual dues and have no voting privileges. Membership shall be for the life of the member.
- D. Institutional Membership. Institutional membership is available to each college in the System. All eligible student development personnel at the college will become regular members of the Association upon payment of the institutional membership annual dues.
- E. Divisional Membership. Each member will also be considered a member of one of the following divisions of the Association. Each division will select its own officers, as it deems appropriate.
 - 1. Division 1. Counselors Division. Members with responsibility for counseling.
 - 2. Division 2. Student Aid and Scholarship Division. Members with responsibility for financial aid, scholarships, and veterans assistance.
 - 3. Division 3. Records and Registration Division. Members with responsibility for records and registration.
 - 4. Division 4. Career Services Division. Members with responsibility for career services.
 - 5. Division 5. Admissions, Assessment and Recruitment Division. Members with responsibility for admissions, assessment, and recruitment.
 - 6. Division 6. Student Activities Division. Members with responsibility for student activities.
 - 7. Division 7. Disability Services Counselors and Coordinators Division. Members with responsibility for students with disabilities.
 - 8. Student Development Administrators Division. Members with chief administrative responsibility for Student Development Services..

Section 2. Registration Fees

- A. Registration fees for meetings may be established by the Executive Committee to cover the expenses of the organization.

Section 3. Dues

- A. Dues will be received on an annual basis by the Executive Committee. The Executive Committee will present a recommendation for a change in dues to the membership at the annual meeting for approval by 2/3 vote of those in attendance.
- B. Dues shall be payable by regular members in the first quarter of the fiscal year. One year's dues will be submitted with all applications for membership.

Article III
Officers of the Association

Section I. Officers and Terms of Office

- A. The Officers of the Association shall be President, President-elect, Secretary, Treasurer, Parliamentarian, and immediate Past President.
- B. All officers of the Association shall be elected from among the individual members of the Association. The term of office for the president, president-elect, and parliamentarian shall be one year; the treasurer and secretary, two years. The secretary shall be elected in odd numbered years; the treasurer in even numbered years.
- C. The President-elect shall automatically become President of the Association one year after the commencement of his/her term of office as President-elect, or upon the death or resignation of the President.
- D. An elected officer shall not be a candidate to succeed him/herself in office. However, a President-elect who succeeds to the office by reason of death or resignation of the President may, in addition to serving the unexpired term of the deceased or resigned President, serve the full one-year term for which s/he has been elected President.
- E. The term of office of any elected officer shall begin with the adjournment of the fall general meeting of the Association.

Section 2. Nominations and Elections of Officers

- A. Nominating Committee. The President shall appoint a nominating committee a minimum of 90 days prior to the fall meeting of the Association. The committee shall consist of one person from each of the divisions. The committee will designate the chairperson.
- B. Nominations. The nominating committee shall submit recommendations for each officer of the Association except that of the President. Additional nominations may be made by the membership at large.
- C. Elections. The election of officers shall be conducted at the fall meeting of the Association and in a manner prescribed by the Executive Committee, except in such cases when any office, other than the President, shall be vacated during the term of said office. Then, said office shall be filled by nominations and elections from the floor at the next regularly scheduled meeting of the Association to fulfill the term of the unexpired office.

Section 3. Duties of Office

- A. The President shall be the chief elected officer of the Association and shall be chairman of and preside at meetings of the Executive Committee and Association. The President, subject to confirmation by the Executive Committee, shall appoint members of all committees, except as otherwise specified in these By-laws, and shall be an ex-officio member without vote of all committees. S/he shall perform the duties customary to the office and

such additional duties as directed by the Executive Committee and/or Association.

- B. The President-elect shall perform the duties of the President in the absence or incapacity of the President.
- C. The Secretary shall perform such duties as may be designated by the Executive Committee and/or Association. S/he shall keep minutes of all Association Executive Committee meetings and execute official documents of the Association.
- D. The Treasurer shall represent the Association in assuring the receipt and expenditure of funds in accordance with the directives established by the Executive Committee.
- E. The Parliamentarian shall insure that the Association follows the most recent edition of Robert's Rules of Order Newly Revised in all proceedings except where otherwise specified in these By-laws.
- F. The Past-President shall act as a resource to assist the Association's continuity of its goals and objectives and to perform any additional task directed by the Executive Committee.

Section 4. Compensation of Officers

- A. None of the elected representatives of the Association shall receive any compensation for their services to the Association.

**Article IV
Executive Committee**

Section 1. Composition.

- A. The Executive Committee shall be composed of the officers of the Association and the chairman of each of the divisions of the Association.

Section 2. Powers and Function.

- A. Upon the Executive Committee shall rest the duties and responsibilities for the conduct of the Association in all matters except as stated otherwise in these By-laws. The Executive Committee shall have the following specific powers and responsibilities:
 - 1. To coordinate all Association activities.
 - 2. To determine disbursement of funds to meet Association expenses.
 - 3. To determine the number of and agenda for Association meetings.
 - 4. To fulfill unexpired term of any incapacitated officer as indicated in Article III, Section I.

Section 3. Meetings of the Executive Committee.

- A. The Executive Committee shall convene at and during meetings of the Association. Additional meetings may be called by the Association President or by a majority request of the members of the Executive

- Committee. The President shall fix the time and place of such additional meetings.
- B. Each member of the Executive Committee shall have one vote, and a majority of the members of the Executive Committee shall constitute a quorum.
 - C. At each Association meeting and at any other time when so requested, each standing committee as specified in the By-laws of the Association shall make a report to the Executive Committee regarding the state of its affairs, activities, and its responsibilities.
 - D. Any member of the Association may present business for the Executive Committee's consideration.
 - E. **Electronic Voting** - The President (or the President's designee) may post a question to all Executive Committee members via electronic mail. *A maximum of fifteen (15) days will be available for electronic votes beginning with the day the question is posted. Expiration dates of electronic polling will be clearly specified on the ballot. Votes will be made via electronic mail directly to the President (or the President's designee). Results of the vote will be recorded and maintained by the secretary. The secretary will announce the result at the next called meeting, and by electronic mail to all members of the Executive Committee.*

Article V Meetings of the Membership

Section 1. The Executive Committee.

- A. The Executive Committee will determine the number, type, time, and place of meetings to be held by the Association.

Section 2. Division Meetings.

- A. Each division is encouraged to participate in appropriate statewide organizations of their professional specialty, attend the annual meeting of those professional statewide organizations and have a divisional meeting at some time during that professional meeting.

Article VI Business Affairs of the Association

Section 1. Control and Management.

- A. All property of the Association shall be subject to the control and management of the Association by majority vote. The Executive Committee shall serve as Trustees of said property.

Section 2. Disposal upon Dissolution.

- A. Upon dissolution of the Association, its property shall be transferred to such other organizations, as the Association by majority vote shall determine to have purposes and activities most nearly consonant with those of the Association.

Section 3. Association year.

- A. The fiscal year of the organization is January 1 to December 31.

**Article VII
By-laws**

Section 1. Amendments. These by-laws may be amended upon approval of two-thirds of the voting members present at any regular scheduled Association meeting.

- A. Proposed amendments to this Constitution must be submitted in writing to the Executive Committee. Upon due consideration of the Executive Committee, the proposed amendment shall be distributed to the general membership shall be posted on the N3CSDPA web site a minimum of thirty (30) days prior to the regularly scheduled meeting at which the amendment will be considered.

**Article VIII
Rules of Order**

Section 1. The most recent edition of Robert's Rules of Order Newly Revised (by Henry M. Robert), shall govern the proceedings of all bodies of the Association except where otherwise stated in these By-laws.

Revised October 10, 2006 during the N3CSDPA business meeting at the North Carolina Community College System Conference, Greensboro, NC.