CONSTITUTION
North Carolina Community College Adult Educators Association, Inc.

ARTICLE I: Name
The name of this Association shall be the “North Carolina Community College Adult Educators Association, Incorporated.”

ARTICLE II: Objectives
Section 1. The objectives of this Association shall be:

a. To provide leadership for the advancement of education in North Carolina through the community college system.

b. To vigorously promote the concept of continued, lifelong learning for all citizens.

c. To promote sound management practices in the areas of the adult education curriculum, instructor training, certification, accreditation, and permanent record-keeping.

d. To encourage quality work performance and professionalism by all adult educators.

ARTICLE III: Membership
Section 1. Membership shall be open to full-time or part-time instructors, administrators, and support staff employed in the North Carolina Community College System whose employment is related to adult education.

Section 2. Each regular member shall be entitled to the rights and privileges of this Association and shall be entitled to one vote on each matter submitted to a vote of the membership.

Section 3. Associate and honorary memberships may be extended by the board of directors to persons that are not employed in the North Carolina Community College System whose employment is related to adult education.
ARTICLE IV: Meetings

Section 1. There shall be regular meetings of this Association each year.

Section 2. A quorum shall consist of those members meeting.

Section 3. The President may call special meetings of the membership subject to the approval of the Board of Directors.

Section 4. Robert’s Rules of Order shall govern the conduct of the meetings of this Association.

Section 5. The number of times of regular meetings of this Association can be provisionally and temporarily altered due to special circumstances upon approval of the Board of Directors. The provisions must include notifying the membership of alterations and reasons thereof; procedures for complying with the constitutional requirements of Article X Nominations and elections; other provisions as deemed necessary by the Board of Directors to return to the regular meeting schedule.

Section 6. In the event that issues arise between regular meetings and these issues necessitate Board action prior to the next scheduled meeting, the President may call for an electronic vote (i.e., voting online or by email). Members will have at least two days to respond. The President will acknowledge each vote when cast, keep a record of the votes, and notify the Board of the results within one day of the deadline. A majority vote of all Board members will be required to rule on the issue.

A decision by electronic vote will be binding until the next scheduled Board meeting, at which time the Board will put the action to a formal vote. The Secretary will file the initial action and the results with the minutes.

ARTICLE V: Records

Section 1. The Association shall keep current and complete records and minutes of the regular meeting and of the proceedings of the Board of Directors.

Section 2. Any member may inspect all records of the Association upon written request.
ARTICLE VI: Fiscal Year

Section 1. The fiscal year of this Association shall run from January 1 through December 31.

ARTICLE VII: Amendments

Section 1. This Constitution may be amended or repealed. A revised Constitution may be adopted by a majority vote of the membership assembled at any regular meeting, if notice is given to the members at least one month before the voting takes place.

Section 2. Amendments to the Constitution may be initiated by a majority vote of a quorum of the Board of Directors or by petition of not fewer than twenty-five percent of the Association members.

ARTICLE VIII: Officers of the Board

Section 1. The officers of this Association shall be a President, a President-Elect, a Secretary, and a Treasurer.

Section 2. The President and President-Elect shall be elected annually by the procedure provided in Article X of this Constitution. The Secretary and Treasurer shall be elected bi-annually by procedure provided in Article X of this Constitution.

Section 3. The officers shall assume their duties January 1 unless otherwise stipulated by the Board of Directors and shall serve for a term as stipulated or until their successors are elected. No officer may succeed himself/herself in office except the Treasurer and Secretary, who may serve two consecutive terms.

Section 4. In the event that the President’s office becomes vacant, the President-Elect shall succeed to the office. In the event that the President-Elect is unavailable to fill the President’s position, the Board of Directors shall fill the position by appointment. The Board of Directors shall fill by appointment any other vacancies that occur.

Section 5. The duties of the officers of the Association shall be as follows:

a. All officers shall serve as members of the Board of Directors.

b. The President shall:
   a. Serve as the presiding officer of the Association and as its representative to the public.
b. Serve as the chairperson of the Board of Directors and as its representative to the public.

c. Inform the Board of any Legislative System, and Association issues requiring consideration, decisions, and action.

d. Sign all Association contracts and expenditures except where appropriately delegated under the direction and approval of the Board.

e. Maintain an electronic archive of Association documents, minutes, and other information.

f. Perform other appropriate duties with the direction and consent of the Board.

g. Serve a two-year term as Past President while providing support to the President.

c. The President-Elect shall:
   a. Preside over the Association and Board of Directors in the absence of the President.

b. Perform other appropriate duties with the direction and consent of the Board.

d. The Secretary shall:
   a. Send out notices of regular meetings and Board of Directors meetings.

b. Record minutes of all meetings of the Association and of the Board of Directors.

c. Produce Certificates of Appreciation when directed by the President or Board.

d. Electronically archive the records of the Secretary.

e. Perform other appropriate duties at the direction of the President or Board.
e. The Treasurer shall:
   a. Be responsible for the collection and receipting of association funds and for disbursements as authorized by the Board of Directors.
   b. Submit written financial statements summarizing receipts, expenditures, and balances to the Board of Directors at their regular meetings.
   c. Provide for an audit of NCCCAEA books.
   d. Monitor the budget to ensure that a minimum acceptable balance always remains in reserve to negotiate with hotels.
   f. File appropriate tax documents for the Association.
   g. Perform other appropriate duties at the direction of the President or Board.

Section 6. Any officer may be removed from office for causes subject to approval of the Board of Directors.

ARTICLE IX: Directors

Section 1. The Board of Directors shall consist of the four elected officers the immediate Past President, nine Directors elected from the membership, on representative from the Association of Community College Presidents, and two ex-officio members from the System Office. There shall be two Directors elected to represent Senior Continuing Education Administrators. There shall be one Director elected to represent each of the following areas in adult education: Occupational Extension, Basic Skills, Human Resources Development, Self-Supporting, Support Staff, and Special Extension (Small Business, Customized Training). One member of the Association shall be elected to the Board of Directors to serve as Member-at-Large. To ensure that Directors represent their respective program areas, individuals seeking to serve as a Director on the Board must be involved in the daily programming and/or first line supervision of the area they shall represent in Continuing Education. Representative from Workforce Division and Continuing Education or their designees shall
serve as ex-officio members of the Board of Directors. Their term of office shall coincide with their tenure in these positions. There shall also be one ex-officio member from the North Carolina Association of Community College Presidents who shall be appointed upon their recommendation and by approval of the NCCCAEA Board of Directors, a retired representative from Continuing Education. The term of this office shall be for one calendar year. Reappointment for an additional term of one year can be made upon approval by the NCCCAEA Board and the Executive Committee of the North Carolina Association of Community College Presidents. The ex-officio members shall not have voting privileges.

Section 2. The term of office of the elected Directors shall be three years. The election shall be staggered so that at least two Directors shall be elected annually. Any vacancy occurring during the year shall be filled by appointment of the Board as soon as possible following the vacancy. The length of the appointment shall coincide with the unexpired term of the person being replaced. The Directors shall take office beginning January 1st.

Individuals shall not be elected to consecutive three-year terms in the same Director position on the board.

Section 3. A quorum of the Board of Directors for the transaction of business is the majority of the membership of the Board of Directors.

Section 4. Meetings of the Board of Directors shall be held when called by the President and/or by resolution of the Board.

Section 5. Notice of time and place of meetings of the Board of Directors shall be provided to all Board members at least seven days prior to the date of the meeting.

Section 6. No binding act may be taken by the Board of Directors unless it is an official meeting.

Section 7. The Board of Directors shall have full power to adopt its own rules of procedure subject to this Constitution.

Section 8. The duties of the Board of Directors shall be:
a. To manage the general affairs and administrative operations of this Association.

b. To interpret and implement the policies of this Association and to cooperate with other organizations concerned with adult education in the interpretation and implementation of policies concerning the Association.

c. To report to the membership on measures taken to carry out the Association’s policies.

d. To make recommendations regarding the Association’s future policies.

e. To receive and authorize the expenditure, within the limits of the budget, of such funds as are necessary for the work of the Association.

f. To set all Conference related fees in advance of each Conference.

g. To set vendor fees and any other Conference-related fees in advance of each Conference.

Section 9. Any director may be removed from office for cause, subject to the approval of the Board of Directors. Specific reasons justifying the removal from office include, but are not limited to, the following;

a. Failure to maintain employment with responsibilities in a Continuing Education capacity within the North Carolina Community College System.

b. Failure to address the concerns of the adult education area the member was elected to represent.

c. Failure to fulfill assignments mutually agreed by the Board and the individual Board member.

d. Obvious misrepresentation of the Association’s goals, policies, and Constitution.

e. Missing two consecutive board meetings.
f. Other reasons that the Board may deem significant.

Section 10. Board members and officers shall not be eligible to serve on the Conference Planning Committee.

**ARTICLE X: Nominations and Elections**

Section 1. The election of officers (the President, the President-Elect, the Secretary, and the Treasurer) and the appropriate Directors shall be conducted at the regular fall meeting.

Section 2. Letters of interest for candidacy from the general membership shall be made to the Nomination and Election Committee chairperson prior to the regular fall meeting (open filing for candidates).

Section 3. A slate of qualified candidates shall be released to the general membership during the fall meeting.

Section 4. Nominations for any eligible position may be made from the floor by any member eligible to vote.

Section 5. Members of the Board whose terms have not expired and who have been nominated for one of the four positions as officers shall retain their place on the Board of Directors in the event, they are not elected to an officer position.

Section 6. Members who attend the conference shall receive an official ballot when multiple candidates seek the same position. These ballots must be returned to the chairperson of the Nominations and Elections Committee prior to the time that the votes are counted.

**ARTICLE XI: Committees**

Section 1. Standing and special committees shall be created as needed by the Board of Directors.

Section 2. The President shall appoint, after consultation with Board of Directors, the chairperson of all committees.

Section 3. The chairperson and members of all standing committees shall be appointed for not more than one year, and their appointments shall correspond with the term of the appointing President. They shall be
responsible directly to the President or to the Board of Directors, as the Board of Directors determines.

Section 4. The President shall appoint individual committee members after consultation with the chairperson of each committee.

Section 5. The standing committees and their description are:

a. Issue Committee

1. Reviews issues of concern and reports its findings or makes recommendations to the Board.

2. Represents the Association, at the request of the President or Board, at special meetings, public hearings, and on special committees.

3. Prepares position papers on issues as directed by the President or Board of Directors.

b. Nominations and Elections Committee

1. The Nominations and Elections Committee shall consist of no fewer than five members.

2. Duties:

   (a) Secures from the membership candidates for the President, the President-Elect, the Secretary, the Treasurer, and the appropriate number of Directors of the Association. Candidates shall be accepted by the Nominations and Elections Committee chairperson from the general membership (open filing for candidates) prior to the regular fall meeting. The Nominations and Elections Committee shall then release a slate of qualified candidates to the general membership prior to the regular fall meeting, during which the election shall take place.

   (b) Prepares disburses and counts official ballots. Ballots must include the names of slated candidates
as well as the names of other qualified candidates who request to have their names placed on the ballot.

3. The chairperson of the Nominations and Elections Committee shall notify all members who submitted letters of interest for candidacy of the committee’s decision by letter prior to Fall Conference.

c. Initiatives Committee

1. Reviews and recommends marketing and public relations activities to the Board of Directors.

2. Recommends strategies for disseminating information of the activities of the Association to the membership and relevant others.

3. Works with Association newsletter editor, who serves as a member of the Committee, to produce a newsletter at each conference and association professional development opportunity.

4. Works with the webmaster of the Association’s website to maintain the website.

5. Works with the Innovation Awards chairperson to publicize this activity.

d. Conference Planning Committee

1. Plans the Association Conference under the direction of the President and the Board of Directors.

2. Board members should not serve on the Conference Planning Committee.

Section 6: The President may appoint special, or temporary, taskforces or committees as needed. The duration of these taskforces or committees will not extend past the term of the appointing President.
ARTICLE XII: Publications

Section 1: The Association shall maintain and keep up to date these publications:
  a. NCCCAEA Constitution
  b. NCCCAEA Policies & Procedures Manual
  c. NCCCAEA website

ARTICLE XIII: Ratified

Section 1: This Constitution was ratified by the membership on October 29, 1993, and supersedes the Constitution as ratified on May 8, 1992.

This Constitution was ratified by the membership on October 24, 2003, and supersedes the Constitution as ratified on October 29, 1993.

This Constitution was ratified by the membership on April 20, 2007, and supersedes the Constitution as ratified on October 24, 2003.

This Constitution was ratified by the membership on September 26, 2014, and supersedes the Constitution as ratified on April 20, 2007.

This Constitution was ratified by the membership on March 2, 2018 and supersedes the Constitution as ratified on September 26, 2014.

This Constitution was ratified by the membership on August 4, 2021 and supersedes the Constitution as ratified on March 2, 2018.