

**Constitution  
of the  
North Carolina Community College  
Association of Distance Learning**

**Article 1. Name**

The name of the Association is the North Carolina Community College Association of Distance Learning, NCCCADL.

**Article 2. Purpose**

The Association is a non-profit education agency. The purpose of the Association is:

1. To facilitate communication among distance learning administrators, support staff, and faculty throughout the North Carolina Community College System.
2. To provide leadership for quality distance learning in the North Carolina Community College System.
3. To advocate policies, practices, and resources that promote quality distance learning.
4. To improve the distance learning experiences of NCCCS students and instructors.
5. To promote the professional development and support of members.

**Article 3. Membership**

Section 1. Eligibility

Membership is open to all persons interested in distance learning in the North Carolina Community College System.

Section 2. Classification of Members

The Executive Board may establish various types of membership, recommend the dues of each, and designate rights, privileges and responsibilities of such membership, with the approval of the membership.

**Article 4. Dues**

Dues are paid at the designated rate set by a vote of the Association at the annual meeting.

**Article 5. Organization**

There shall be three regions of NCCCADL, the Western Region, the Central Region, and the Eastern Region. The NCCCS Office will be placed in the Central Region for purposes of geographic distribution.

The Western Region of NCCCADL shall be composed of the following colleges:

Asheville-Buncombe Technical Community College, Blue Ridge Community College, Caldwell Community College & Technical Institute, Catawba Valley

Community College, Central Piedmont Community College, Cleveland Community College, Gaston College, Haywood Community College, Isothermal Community College, Mayland Community College, McDowell Technical Community College, Mitchell Community College, Rowan-Cabarrus Community College, Southwestern Community College, Surry Community College, Tri-County Community College, Western Piedmont Community College, Wilkes Community College.

The Central Region of NCCCADL shall be composed of the following colleges:

Alamance Community College, Central Carolina Community College, Davidson County Community College, Durham Technical Community College, Fayetteville Technical Community College, Forsyth Technical Community College, Guilford Technical Community College, Johnston Community College, Montgomery Community College, North Carolina Community College System Office, Piedmont Community College, Randolph Community College, Richmond Community College, Robeson Community College, Rockingham Community College, Sandhills Community College, South Piedmont Community College, Stanly Community College, Vance-Granville Community College, Wake Technical Community College.

The Eastern Region of NCCCADL shall be composed of the following colleges:

Beaufort County Community College, Bladen Community College, Brunswick Community College, Cape Fear Community College, Carteret Community College, Coastal Carolina Community College, College of the Albemarle, Craven Community College, Edgecombe Community College, Halifax Community College, James Sprunt Community College, Lenoir Community College, Martin Community College, Nash Community College, Pamlico Community College, Pitt Community College, Roanoke-Chowan Community College, Sampson Community College, Southeastern Community College, Wayne Community College, Wilson Technical Community College.

## **Article 6. Officers**

### Section 1. Elected Officers

The officers of the Association are President, President-Elect, Secretary, Treasurer, Eastern North Carolina Regional Vice President, Central North Carolina Regional Vice President, Western North Carolina Regional Vice President, and Past President.

### Section 2. Term of Office

Each officer serves for a term of two years, beginning May 1 after the election. The President-elect automatically succeeds the President at the end of the President's term, and the President automatically succeeds the Past president.

The President, President-elect, and Treasurer shall be elected in odd numbered years, beginning May 1, 2009. The Eastern North Carolina Regional Vice-President, Central

North Carolina Regional Vice-President, Western North Carolina Vice-President, and Secretary shall be elected in even numbered years, beginning May 1, 2010.

### Section 3. The Executive Board

- a. The officers of the Association, called the Executive Board, conduct the affairs of the Association.
- b. Actions by the Executive Board are subject to the approval of the membership.
- c. The Executive Board will meet at least twice a year. These two meetings will be open to members of the Association and will be announced at least two weeks prior to the meeting. The President may call additional meetings of the Executive Board as he/she deems necessary.
- d. Voting may be conducted only if a quorum is present. A quorum consists of at least 50% of the Executive Board members.
- e. The North Carolina Community College System Office shall have one representative serve as an ex-officio member of the Executive Board.
- f. The Webmaster of the Association shall serve as an ex-officio member of the Executive Board.

### Section 4. Unexpired Terms

- a. In the event that an officer other than the President or Past-President leaves office before the expiration of the regular term, the Executive Board shall appoint a replacement for the remainder of the term.
- b. Should the President leave office before the expiration of the regular term, the President-Elect will complete the unfinished term in addition to his/her regular term.
- c. If there is not a current President-Elect and the office of the President becomes vacant, then the Executive Board shall elect a President from the three regional Vice-Presidents.
- d. In the event the Past-President cannot serve out his/her full term, then the Nominating Committee will select a member of the Nominating Committee as the Chair to carry out the duties of the Past-President.

### Section 5. Successive Terms

No officer shall hold the same office for more than two successive terms.

### Section 6. Duties

- a. The President shall:
  1. Preside at all meetings of the Association, serve as Chairman of the Executive Board and the Annual Meeting, and prepare the agenda for all Annual and Board meetings.
  2. Act as ex-officio member of all committees.
  3. Perform all other duties that regularly pertain to the office.
  4. Serve as a representative to other organizations. She/he may delegate this responsibility to an Executive Board member as needed.
- b. The President-Elect shall:
  1. Plan the Annual Meeting.

2. Chair the Audit Committee and appoint its members subject to the approval of the President.
  3. Serve in the absence of the President.
- c. The Treasurer shall:
1. Maintain financial accounts and funds of the Association.
  2. Maintain all receipts and disbursements of the Association and keep accurate records of the same.
  3. Keep an up-to-date file and mailing list of members and potential members.
  4. Make an annual report, audited by the Audit Committee, at the Annual Meeting.
  5. Provide a brief financial report to the Executive Board at its meetings, or at any time by request.
- d. The Secretary shall:
1. Notify members of all Association and Board meetings.
  2. Be responsible for the official correspondence of the Association.
  3. Keep accurate permanent records of the Association and the Executive Board.
- e. The Regional Vice-President shall:
1. Conduct a regional Fall workshop or other professional development activity in his/her region.
  2. Represent the concerns of the membership in the region to the Executive Board.
  3. Coordinate communication among members in his/her region.
  4. Solicit members from his/her region.
- f. The Past-President shall:
1. Chair the Nominating Committee.
  2. Prepare a ballot for the annual election of officers of the Association, to be distributed by March 15.
  3. Receive and tally the votes, reporting the results (with the actual ballots) by April 15.
  4. Serve as parliamentarian.

#### Section 7. Election Procedures

- a. The Nominating Committee shall call for written nominations from the membership for each open position. The committee shall determine the willingness of each nominee to serve if elected.
- b. Election shall be by plurality of the ballots returned to the Nominating Committee by the specified date. The Chair of the Nominating Committee shall tabulate the results and report the results to the President.
- c. The completed ballots shall be delivered to the Secretary who will keep them for one year.
- d. No member of the Nominating Committee shall run for any office.
- e. Any candidate for the general election of officers must have a current membership in the organization.

## **Article 7. Meetings**

### Section 1. Annual Meeting

The Association shall hold an annual business meeting of the general membership. A quorum of each business meeting shall consist of the voting membership at the business meeting.

### Section 2. Regional Meetings

Regional Vice-Presidents shall hold a regional fall workshop or other professional development activity, providing at least two weeks notice to regional members.

## **Article 8. Committees**

Committees are created as needed by the Executive Board to carry out the purpose of the Association. The Executive Board dissolves these committees, when appropriate.

### Section 1. The standing committees of this Association shall be:

- a. Nominating Committee
  1. The Nominating Committee shall consist of the Past-President plus three members, one from each region appointed by the President.
  2. The Nominating Committee shall call for written nominations from the membership for each open position. The committee shall determine the willingness of each nominee to serve if elected.
  3. The Chair of the Nominating Committee shall tabulate the results and report the results to the President.
- b. Auditing Committee.
  1. The committee will audit the Treasurer's Annual Report.
  2. The committee may inspect the financial records of the Association at any time convenient to the committee members and the Executive Board. Such time must be arranged within fourteen days of a written request.

### Section 2. It shall be the duty of the chair of each committee to:

- a. Chair the meetings of the committee.
- b. Coordinate the activities of the committee.
- c. Report to the Executive Board on the functions of the committee.
- d. Prepare the annual report of the activities of the committee.
- e. Prepare the annual budget of the committee.
- f. Serve for a one-year term.

## **Article 9. Constitutional Amendments**

### Section 1. Proposal of Amendments

Amendments may be proposed by a majority vote of the Executive Board or by a petition presented to the Executive Board by ten percent of the members of the Association.

#### Section 2. Method of Submission

Regardless of the source of origin, all proposed amendments to this constitution shall be reported to the membership of the Executive Board at least thirty days before they are voted upon.

#### Section 3. Referendum on Amendments

All proposed amendments shall be submitted in writing to each member of NCCCADL at least fourteen days prior to the Annual Meeting. Voting shall take place at the Annual Meeting.

#### Section 4. Ratification of Amendments

Amendments shall be ratified by a vote of two-thirds of the ballots cast at the Annual Meeting.

#### Section 5. Effective Date

Any amendment shall become effective thirty days following its ratification unless another effective date is specified in the amendment.

### **Article 10. Parliamentary Procedure**

*Robert's Rules of Order, Revised*, shall be the authority governing all matters of procedure not otherwise specified in the Constitution.

### **Article 11. Dissolution**

If, at any time, this organization shall cease to carry out the purposes as herein stated, all assets and property held by it, whether in trust or otherwise, shall, after payment of its liabilities, be paid over to an organization selected by the final officers, which has similar purpose and has established its tax exempt status under Section 501 (C)(3) of the Internal Revenue Code of 1954 as now enacted or as it may hereafter be amended, and such assets and property shall be applied exclusively for charitable, scientific, and educational purposes.

### **Article 12. Ratification of Constitution**

The proposed constitution was ratified by a vote of two-thirds of the ballots cast by those present at the first Annual Meeting, spring 2005. The first slate of officers was elected at the organizational meeting held during the NCCCS Conference on October 11, 2004, and did hold office until May 1, 2006.