

**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, NC3ADL.

Article 2. Purpose

The Association is a not-for-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 (NCCCS).
2. To provide leadership for quality distance learning in the NCCCS.
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 NCCCS.

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. There are currently two classifications of members: voting and non-voting. Those employed in the NCCCS are voting members. All others are non-voting members.

Section 3. Revocation

The Executive Board may revoke or deny the membership of any individual who does not meet the membership qualifications or who has a known conflict of interest. Any Officer elected, appointed, or ex-officio may be removed by a majority vote of the Executive Board whenever in their judgment there is a conflict of interest concerning the Association.

Article 4. Dues

Dues are paid at the designated rate set by the Executive Board.

Article 5. Organization

There shall be three regions of NC3ADL, the Western Region, the Central Region, and the Eastern Region.

The Western Region of NC3ADL shall be composed of the following:

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 NC3ADL shall be composed of the following:

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 NC3ADL shall be composed of the following:

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 Community College.

Article 6. Officers

Section 1. Elected Officers

The elected officers of the Association are President-Elect, Vice Presidents (3), Secretary, Communications Coordinator.

Section 2. Non-Elected Officers

The President, Past President, Membership Director, Treasurer, and NCCCS Office Liaison are non-elected officer positions of the Association.

The President-Elect transitions to President, and the President transitions to Past President at the end of the Term of Office. The Past-President transitions to Membership Director at the end of the Term of Office.

The Treasurer is appointed by the NC3ADL Executive Board. The NCCCS Office Liaison is appointed by the NCCCS Office. Liaison duties may also be fulfilled by an Officer in another position.

Section 3. Term of Office

Each Officer serves for a term of two years, beginning June 1 after the election.

The President automatically succeeds the President-Elect at the end of the President-Elect's term, and the President automatically succeeds the Past President. The Past-President transitions to Membership Director at the end of the Term of Office. Ex-officio status may be given to Membership Director and other designated persons at the discretion of the Executive Board.

The President-Elect, Secretary, Communications Coordinator shall be elected in odd numbered years.

The Vice Presidents shall be elected in even numbered years.

The Treasurer and NCCCS Office Liaison shall be appointed in odd numbered years.

Section 4. The Executive Board

- a. The officers of the Association, called the Executive Board, conduct the affairs of the Association.
- b. The Executive Board will meet at least twice a year. The President may call additional meetings of the Executive Board as he/she deems necessary. Board meeting minutes are available to members upon request.
- c. Executive Board Officers are required to attend at least 80% of the Executive Board Meetings (prior notification of absence is expected).

- d. Voting may be conducted only if a quorum is present. A quorum consists of at least 50% of the Executive Board elected members.
- e. The North Carolina Community College System Office shall have one representative serve as a liaison member of the Executive Board. The position of NCCCS Office Liaison is the only non-voting Officer.

Section 5. 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 voting Executive Board members 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 voting Executive Board members shall elect a President from the three Vice Presidents.
- d. In the event the Past President cannot serve out his/her full term, the Executive Board will appoint a current Executive Board Member to carry out the duties of the Past President.

Section 6. Successive Terms

Elected officers shall not hold the same office for more than two successive terms.

Section 7. 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. Serve in the absence of the President.
 - 2. Assist the Past President with election duties.
 - 3. Assume an active role in conference planning activities.
- 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. Work closely with an external CPA to ensure that all appropriate state and federal tax documentation is submitted.
 - 4. Create an annual report, audited by an external CPA, to be presented 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 meetings.
 2. Take attendance at meetings.
 3. Assume an active role in association correspondence.
 4. Keep accurate permanent records of the Association and the Executive Board.
- e. The Vice Presidents shall:
 1. Coordinate a regional workshop or other professional development activity each year.
 2. Represent the concerns of the membership in the region to the Executive Board.
 3. Coordinate communication among members in the region.
 4. Solicit members from the region.
 5. Solicit conference participation from the region.
 6. Assume an active role in conference planning activities.
- f. The Membership Director shall:
 1. Keep an up-to-date file and mailing list of members and potential members.
 2. Maintain membership forms (individual and institutional).
 3. Provide membership list to Executive Board members.
 4. Validate membership of all nominees.
 5. Manage membership-related correspondence.
 6. Organize the annual membership drive.
 7. Work with vendor affiliates to schedule and publicize events for the vendor webinar series.
- g. The Communications Coordinator shall:
 1. Maintain functionality, design, and content of the Association website.
 2. Manage web hosting and perform site updates, upgrades, and general site maintenance as necessary.
 3. Build landing pages for association events.
 4. Identify key social media outlets to establish an effective online presence for the Association.
 5. Establish and manage social media accounts for the Association.
 6. Coordinate social media posts for the Association.
 7. Develop a social media strategy to support Association events.
 8. Maintain an active online presence during Association events.
- h. The Past President shall:
 1. Manage the annual election process with the assistance of the President-Elect.
 2. Serve as parliamentarian.

Section 8. Election Procedures

- a. The Past President and President-Elect shall call for nominations from the voting membership for each open position during the month of March. They shall determine the willingness of each nominee to serve if elected.
- b. The Past President and President-Elect shall prepare ballots to be distributed by April 1.
- c. Election shall be by plurality of the ballots returned to the Past President and President-Elect by the specified date. Vice Presidents will be elected by voting members. The Past President and President-Elect shall tabulate the results and report the results to the President by May 1.
- d. Election results will be kept and maintained for one year.
- e. Any candidate for the general election of officers must have a current membership in the organization and be a full-time employee in the NCCCS.
- f. Any candidate for Vice President must be employed at a college within the NC Community College System.

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 workshop or other professional development activity, providing at least four 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:

Currently there are no standing committees.

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.

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 voting members of the Association.

Section 2. Method of Submission

Membership petitioned amendments to this constitution shall be reported to 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 voting members of NC3ADL 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 by voting members 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.