



CONSTITUTION

ARTICLE I: NAME

The name of this Association shall be the North Carolina Association of Colleges and Employers.

ARTICLE II: PURPOSE

The purpose of this Association shall be to bring together all facets of the business, government and postsecondary level education organizations operating and/or recruiting within the state of North Carolina which are involved in career services, college recruiting, employment and utilization of personnel. Qualified organizations should have the ultimate goal of promoting and developing cooperation between members; developing a high degree of professionalism in the field of career services and/or college recruiting; promoting research and the exchange of information needed to continually develop the practices and procedures used in career services and/or college recruiting; and providing assistance to the membership in the development of professional recruiting practices and policies.

ARTICLE III: MEMBERSHIP

There shall be five classes of members - Regular, Retired, Lifetime, Affiliate, and Student as defined below.

Section 1. **Regular Member.** One who meets the eligibility requirements (as outlined below) and who is currently employed in human resources or career services.

- a. Those individuals who are actively engaged in the employment function in North Carolina in regionally accredited non-profit postsecondary educational institutions; and those individuals actively engaged in recruitment, selection, and employment within their own organizations are eligible for membership.
- b. Eligibility for membership shall be approved by the chair of the membership Committee; however, should there be questions about membership eligibility, the Executive Committee will have the final decision.
- c. An application for membership shall be filed with the Association on an annual basis and dues must be kept current.

Section 2. **Retired Member.** At the time of retirement, regular members in good standing who desire to retain membership in the Association may apply by submitting a written request to the Executive Board.

- a. Those so approved shall be exempt from annual dues, cannot hold office, and have no voting privileges.
- b. A retired member who subsequently becomes eligible for regular membership must relinquish retired membership status.

Section 3. **Honorary Lifetime Member.** This designation *can* be given to individuals who are no longer eligible for regular membership and who have made a notable contribution in the field of career services/recruitment/selection/employment and to the Association.

- a. During each year, the membership will be surveyed to determine who are retiring, leaving the Association or leaving the career services or human resources fields.
- b. After such a survey is conducted, the names of those in the aforementioned categories will be brought before the Executive Board for review. Those determined to be eligible for Honorary Lifetime Membership status will be contacted by a member of the Executive Board to establish interest from the individual.
- c. Approval will be determined by a formal review and vote from the Executive Board.
- d. Honorary Lifetime Members are not subject to annual dues and do not have voting privileges and cannot hold office. (Membership shall not be considered if change of profession is as a third party recruiter, temporary/contract hiring employment agency or other group/agency similar in function.)
- e. An Honorary Lifetime Member who subsequently becomes eligible for regular membership must relinquish Honorary Lifetime Membership status.

Section 4. **Affiliate Member.** Available to professionals who do not meet the criteria for other categories of membership and who provide support products and/or services to the recruitment/career services functions.

- a. Affiliate members cannot serve on or chair committees and are not eligible to vote or hold office within the Association.
- b. Membership dues shall be the same as for regular members. (Third party recruiters, temporary/ contract hiring employment agencies and other groups/agencies similar in function are not eligible for this membership.)

Section 5. **Student Member.** Those pursuing careers in either career services or human resources/ staffing are invited to join NCACE.

- a. To be eligible, students must be enrolled in at least six credit hours/term in a related curriculum, have an NCACE member act as a sponsor, and cannot be employed full-time in the profession.
- b. Student members will be eligible to vote and serve on a committee, but will not be eligible to chair a committee or serve on the Executive Board.
- c. An application for student membership shall be filed with the Association on an annual basis and dues must be kept current.

ARTICLE IV: EXECUTIVE BOARD OFFICERS

Section 1. The Executive Board Officers shall be a President, Past-President, President-Elect, Secretary, Treasurer, two Employer Representatives and two College Representatives. The duties and responsibilities of each officer shall be described by the President.

Section 2. A majority of the Executive Board shall constitute a quorum. No official business may be conducted at any meeting in the absence of a quorum. When a meeting of the Executive Board is not feasible, the presiding officer may poll the entire Executive Board by e-mail, telephone or in writing. The vote of the majority is binding.

Section 3. Officers shall be elected at the annual business meeting, shall take office at the close of the annual business meeting, and shall serve according to the terms of their offices.

- a. The terms of office of the President, President-Elect and Past-President shall be one year for each position.
- b. The terms of the Secretary, Treasurer, Employer and College Representatives shall be two years. The Secretary shall be elected in odd numbered years; the Treasurer, in even

numbered years. The Treasurer shall be bonded by a recognized bonding agency in an amount to be established by the Executive Committee.

- c. No officer shall be eligible to serve consecutive terms in the same office.

Section 4. In case the office of President becomes vacant, the President-Elect shall assume that office for the remainder of the unexpired term.

Section 5. In the absence of the President, his/her duties shall be performed by the President-Elect.

Section 6. When an office other than President is left vacant for any cause, the President, with the approval of the Executive Board, shall make an appointment to fill the unexpired term.

Section 7. The Executive Board will have the final decision on all matters related to officers.

ARTICLE V: EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the Executive Board Officers, plus all standing committee chairs who are appointed by the President.

Section 2. The President of the Association shall serve as Chairman of the Executive Committee.

Section 3. The Executive Committee shall arrange for an annual inspection of the financial records of the Association.

Section 4. The Executive Committee is responsible for all affairs of the Association under the Constitution and By-Laws, except where a vote of the membership is required.

Section 5. The terms of the appointed Executive Committee members shall be one year. All interim vacancies on the Executive Committee shall be filled by the President with the approval of the Executive Board.

ARTICLE VI: MEETINGS

Section 1. There shall be an annual business meeting held in conjunction with the annual conference. The notice of this meeting shall be sent to the membership at least thirty (30) days in advance.

Section 2. The election of the Executive Board shall be held during the annual business meeting. Robert's Rules of order shall be the official rules of order for all meetings.

Section 3. Other meetings may be called by the Executive Board or at the request of a majority of the regular members of the Association.

Section 4. The vote of the majority of the Regular Members and student members attending any official business meeting of the Association shall be binding. If an annual business meeting is not held, voting may be taken electronically.

Section 5. Any action that may be voted upon as above may instead be voted upon via electronic ballot as long as the following parameters are met:

- a. Notice of the electronic ballot and voting dates shall be sent via email to every member entitled to vote on the matter at least three (3) weeks prior to the beginning of the online voting period.
- b. The online voting period shall be a minimum of seven (7) calendar days.
- c. The electronic voting method is clearly explained and allows each member to access the ballot and submit one secure ballot.

- d. Electronic voting results shall be announced to the membership by email, in the subsequent issue of the newsletter, and at the next business meeting.
- e. Voting records shall be retained confidentially for one year by the member serving as Past President when the vote is held.

ARTICLE VII: AMENDMENTS

Section 1. Proposed amendments to this constitution will be sent to the President in writing at least eight (8) weeks prior to the annual business meeting. The President will submit such proposals to the Executive Board for their consideration. If approved (as presented or modified) by the Executive Board, the Secretary will e-mail or mail copies of the proposed amendment to the general membership at least two (2) weeks prior to the annual business meeting.

A quorum of two-thirds of the regular membership is required to hold a vote on proposed changes to the constitution. This vote may be taken electronically if a quorum is not met at the business meeting, or an annual business meeting is not held.

BY-LAWS

ARTICLE 1: DUES

Section 1. The fiscal year of the Associations shall be from July 1 to June 30.

Section 2. Dues will be reviewed on an annual basis by the Executive Committee and any changes voted on by the Board will be announced no later than thirty (30) days prior to the beginning of the fiscal year.

Section 3. Dues shall be payable by continuing members in the first quarter of the fiscal year. Dues for one year will be submitted with all applications for membership.

ARTICLE II: ELIGIBILITY TO VOTE

Section 1. Only Regular Members and Student Members in good standing shall be eligible to vote. Compliance with the requirements of the Constitution and By-Laws shall constitute good standing.

ARTICLE III: ELECTION OF OFFICERS AND MEMBERS OF THE EXECUTIVE BOARD

Section 1. A Nomination Committee consisting of the current President, the immediate Past-President, the President-Elect and two regular members, exclusive of the Executive Committee, shall be appointed by the Past-President no later than sixty (60) days prior to the annual Meeting. This committee shall nominate candidates for Executive Board Officers.

Section 2. Committee chairs shall be appointed by the President.

Section 3. The Nominating Committee shall report to the membership at the annual business meeting. At this time other nominations may be made by any Regular Member.

Section 4. Only those who are Regular Members may be nominated for an Executive Board office. No elected officer is eligible to serve consecutive terms in the same position.

ARTICLE IV: PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the most recent edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Association may adopt.

ARTICLE V: AMENDMENTS TO BY-LAWS

Section 1. Proposed amendments to the by-laws shall be submitted in writing to the President for consideration by the Executive Board prior to the last Executive Board meeting held before the annual business meeting. If approved (as presented and modified) by the Executive Board, an affirmative vote by a majority of the eligible voting members present at the annual business meeting will ratify the amendment which will become effective immediately. A vote may be taken electronically if a two-thirds quorum is not met at the business meeting, or if a business meeting is not held.

ARTICLE VI: DISSOLUTION OF THE ASSOCIATION

Section 1. The Association is not organized for profit, and no part of its receipts or any net earnings shall inure to the benefit of or be distributable to its members, officers, or other private persons. The Association shall be authorized and empowered to make payments and disbursements in furtherance of its exclusively charitable and educational purposes as set forth in the Constitution.

Section 2. In dissolution the Association shall, after paying or making provisions for payment of all liabilities of the Association, dispose of all its net assets, if any, exclusively to a qualified

charitable organization as described under Section 501 (c) (3) and be described in Section 1970 (c) of the Internal Revenue Code of 1954 (or any corresponding successor or provisions).