

## **Student Development Administrators Association (SDAA)**

### **Constitution and By-Laws**

#### **CONSTITUTION**

##### **ARTICLE I Name**

Section 1. The name of this Association shall be: "North Carolina Community Colleges Student Development Administrators Association (SDAA)."

##### **ARTICLE II Objectives**

Section 1. The objectives of this Association shall be:

- A. Promote the concept of student development in all institutions of the North Carolina Community College System.
- B. Create an awareness of the role and function of the chief administrator for student development services.
- C. Provide a vehicle through which communication among the institutions of the Community College System, and articulation with the North Carolina Community College Office can be facilitated.
- D. Provide a means of leadership for the professional growth of personnel who are responsible for student development services.

##### **ARTICLE III Membership**

Section 1. Active membership in this Association shall be comprised of all levels of student development (also student services or student affairs) administrators, of state-funded community colleges in North Carolina.

Section 2. Associate Membership is available to professional persons who may contribute to the objectives of the Association.

Section 3. Questions of eligibility for membership shall be referred to the Executive Committee of the Association for action.

##### **ARTICLE IV Officers**

Section 1. The officers of the Association shall be a chair, a chair-elect, a secretary, a treasurer, and five regional members-at-large elected from the active members in each of the regions described below.

Western/Mountain: Asheville Buncombe, Blue Ridge, Caldwell, Catawba Valley, Cleveland, Haywood, Isothermal, Mayland, McDowell, Southwestern, Tri-County, Western Piedmont, and Wilkes;

Piedmont/Foothills: Central Piedmont, Davidson, Forsyth, Gaston, Guilford, Mitchell, Montgomery, Rockingham, Rowan-Cabarrus, South Piedmont, Stanly, and Surry;

Central: Alamance, Central Carolina, Durham, Fayetteville, Johnston, Piedmont, Randolph, Richmond, Robeson, Sandhills, Vance-Granville, and Wake;

Northeast: Albemarle, Beaufort, Edgecombe, Halifax, Martin, Nash, Pitt, Roanoke-Chowan, Wayne, and Wilson; and

Southeast: Blanden, Brunswick, Cape Fear, Carteret, Coastal Carolina, Craven, James Sprunt, Lenoir, Pamlico, Sampson, and Southeastern.

Section 2. All elected officers of the Association shall be Active Members of the Association.

## **ARTICLE V Annual Meetings**

Section 1. There shall be at least three annual meetings of the Association ( one in conjunction with the annual fall meeting of the N3CSDPA, a second in conjunction with the annual spring meeting of the N.C. Association of Community College Instructional Administrators, and a third as a membership meeting to be held in the summer each year.). The dates and places shall be determined by the Executive Board.

## **ARTICLE VI Amendments**

Section 1. This constitution may be amended at any official meeting of the Association by a two-thirds vote of the Active Members present and voting provided the proposed amendment has been presented to the Active Membership in writing by the Executive Committee at least thirty days prior to the meeting.

## **BY-LAWS**

### **ARTICLE I Nomination and Election of Officers**

Section 1. The election of officers shall take place at the summer meeting of this association.

Section 2. The chair of the Association shall appoint a nominating committee from the Active Membership prior to the summer meeting of the Association. This committee shall nominate an Active Member as a candidate for each office of the Association that will become vacant at the end of the summer meeting. Additional nominations of Active Members may be made from the floor by Active Members of the Association.

Section 3. Each Active Member who has currently paid dues is qualified to cast one vote.

Section 4. Voting may be by voice vote when there is only one nominee per office. In all cases where there is more than one nominee for a given office, voting shall be by secret ballot. A Majority of the Active Members present and voting shall be sufficient to elect officers.

Section 5. The chair elect will assume the office of chair and the newly elected officers shall assume office as the last order of business at the summer meeting.

Section 6. Terms of office for the chair, chair-elect, and regional representatives shall be one year; for the secretary and treasurer the term shall be two years. The terms of office shall expire at the close of the meeting at which the term of office has been completed.

Section 7. If the chair of the association should become incapacitated or ineligible for Active Membership in the Association during his or her term of office, the vacancy will be filled by the chair elect. If an officer other than the chair of the Association should become incapacitated or ineligible for Active Membership in the Association during his or her term of office and/or if the chair-elect should assume the office of chair during his or her term of office, the vacancy thus created shall be filled by appointment by the Executive Committee for the remainder of the term.

### **ARTICLE II Duties of Officers**

Section 1. Duties of the Chair. It shall be the duty of the chair to preside at all meetings, to make appointments to standing and ad hoc committees, to inform all committee members of their functions and responsibilities, to act as the official representative of the Association, to serve as chairman of the Executive Committee, and to perform such other duties as the position normally entails.

Section 2. Duties of the Chair-Elect. It shall be the duty of the Chair-Elect to preside at meetings in the absence of the Chair and perform the duties of the Chair when that position is vacant. The Chair-Elect shall be responsible for program planning and preparation of programs for the annual meetings.

Section 3. Duties of the Secretary. It shall be the duty of the Secretary to keep the minutes of the proceedings of the regular and special meetings, to keep a record of the membership committee of the Association, to be custodian of

the records, and to make proper reports to the Association.

Section 4. Duties of the Treasurer. It shall be the duty of the Treasurer to be the custodian of the funds of the Association and make proper accounting of such funds, and to make proper reports to the Association. He or she shall, upon receipt of initial membership dues, furnish the member with a copy of the Association's Constitution and By-Laws.

Section 5. Duties of the Regional Representatives. The regional representatives shall serve as members of the Executive Committee. The five elected regional members-at-large shall convene informal meetings of student development administrators in their regions for the purpose of sharing information on current and emerging issues.

## **ARTICLE III Committees**

Section 1. There shall be an Executive Committee consisting of the Chair, the Chair-Elect, the Secretary, the Treasurer, the immediate Past Chair of the Association and five regional representatives.

Section 2. The Executive Committee shall constitute the Governing Body of the Association in all matters not specifically provided for in the Constitution and By-Laws, and shall act on behalf of the Association during the period between annual meetings.

Section 3. The Executive Committee shall constitute a Committee on Credentials.

Section 4. The chair of the Association may appoint ad hoc committees as necessary and appropriate, and shall determine their membership, duties, and duration.

Section 5. All Standing Committee members shall serve one year terms which will expire at the close of the meeting at which the term of office has been completed.

## **ARTICLE IV Dues**

Section 1. A \$10.00 individual membership fee shall be paid by each Active Member of Association; each Associate Member will pay a fee of \$5.00. Only persons who have paid the Active Membership fee shall be eligible to vote and participate in the official business of the Association.

Section 2. The Executive Committee may assess a registration fee to be paid at either or both of the yearly meetings of the Association. The registration fee will be the same amount for both Active and Associate Members.

## **ARTICLE V Quorum**

A quorum shall consist of the Active Membership present at the meeting and voting at the regular or special meetings of the Association.

## **ARTICLE VI Order of Business**

The following order of business shall be observed in concluding business of the Association except when suspended by a majority vote.

- a. Roll Call
- b. Approval of the minutes of the previous meeting
- c. Chair's Report
- d. Secretary's Report
- e. Treasurer's Report
- f. Report of the Standing Committees
- g. Report of Ad Hoc Committees
- h. Unfinished Business

- i. New Business
- j. Adjournment

## **ARTICLE VII Restrictions**

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, officers, or other persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of the Constitution. No substantial part of the activities of the Association shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the Association shall not carry on any other activities permitted to be carried on (a) by an association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an Association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## **ARTICLE VIII Dissolution**

Upon dissolution of the Association, the Executive Committee shall, after paying or making provision for the payment of all liabilities of the Association, dispose of all the assets of the Association exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), so disposed of shall be disposed of by the County Court of the County in which the principle office of the association is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE IX Rules of Order**

Robert's Rules of Order shall be the authority on all matters of parliamentary procedure except as otherwise provided for in this Constitution and By-Laws.

## **ARTICLE X Amendments**

The By-Laws may be amended at any official meeting of the Association by a majority vote of the Active Membership present and voting, provided the proposed amendment has been submitted to the Membership at least eight weeks in advance of the meeting of the Association.

### **Amendment 1**

The term of membership in the Association shall be one year, from June 1 through May 31.

### **Amendment 2**

In the event that a member of the board not filling an officer position should become incapacitated, ineligible or otherwise unavailable for Active Membership during his or her term of service, the vacancy thus created shall be filled by appointment by the Executive Committee for the remainder of the term.

### **Amendment 3**

The Executive Board shall refer amendments to the membership by mailed or emailed ballot. Two thirds vote of the active membership shall be considered binding.