

CONSTITUTION OF THE STUDENT DEVELOPMENT ADMINISTRATORS ASSOCIATION

Article I

Name

The name of this organization shall be the Student Development Administrators Association of the North Carolina Community College Student Development Personnel Association (N3CSDPA).

Article II

Purposes

The purposes of this association shall be to:

1. Promote the concept of student development in all institutions of the North Carolina Community College System.
2. Create an awareness of the role and function of the chief administrator for student development services.
3. 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.
4. Provide a means of leadership for the professional growth of personnel who are responsible for student development services.

Article III

Membership

Section 1. Regular Membership

Regular membership in the organization shall be granted upon payment of dues, to the chief administrator for student development services in each of the fifty-eight institutions.

Section 2. Non-Voting Members

Associate Deans or similar level positions may join as non-voting members and may not hold office in the Association.

The state-level student development services professional staff of the North Carolina Community College System Office, who are officially designated as administrative personnel, are also eligible for non-voting membership.

Section 3. Discontinued Membership (Regular or Associate)

Membership will be discontinued in any of the following ways:

- a. Resignation from membership in the Student Development Administrators Association.
- b. Automatically for non-payment of annual dues or special assessments which have been in arrears for one year.
- c. Automatically if a person is no longer serving in the capacity as a chief or associate administrator of student development services under the criteria established for membership in Article III.

Section 4. Dues

The annual dues of this Association shall be \$10.00 and may be changed at a regular meeting. No person shall be a candidate for office in the Association without payment of the prescribed dues.

Additional assessments to the members for special purposes may be approved at any full membership meeting upon the recommendation of the Executive Board and with the approval of at least two-thirds of the total membership. Such assessments shall apply to the entire membership of the Association.

Article IV

Officers

Section 1. Officers

The officers of this Association shall be: Chair, Chair-Elect, Secretary, and Treasurer.

The Executive Board of the Association shall consist of:

- a. The officers of the Association;
- b. The immediate past chair;
- c. Five regional members-at-large elected from the regular membership in each of the regions described in Article VI Section 2; and
- d. The President of N3CSDPA as an ex officio non-voting member.

Section 2. Eligibility to Hold Office

Only regular members are eligible to hold elective office.

Section 3. Duties

The duties of the officers of the Association shall be:

- a. The Chair shall preside at the meetings of the Association. He/she shall appoint chairpersons of all committees unless otherwise specified in the motion establishing such committees. He/she shall supervise all activities of the Association. The Chair shall also serve as chair-person of the Executive Board and shall be an ex-officio member of all committees. He/she may appoint a person to serve as historian for the Association.

The Chair or his or her designee will attend all meetings of the N.C. State Board of Community Colleges.

The Chair or his or her designee will serve on the Legislative Strategy Committee of the N.C. Community College System.

- b. The Chair-elect shall perform the duties of the Chair in his/her absence. The Chair-elect shall serve as a member of the N3CSDPA Executive Committee and as a member of the planning committee for the annual joint conference of the Student Development Administrators Association and the N.C. Association of Community College Instructional Administrators.
- c. The Secretary is the recording officer of the Association and shall be responsible for keeping the records of the Association and the minutes of its meetings. He/she shall also send out proper notices of all meetings and conduct other correspondence as is necessary.
- d. The Treasurer shall be responsible for the funds of the Association. The Treasurer shall keep an accurate account of all funds received and disbursed. He/she shall prepare a report of the finances of the Association for each business meeting. He/she shall present the report to the Executive Board and to the membership at business meetings of the Association. The Treasurer shall maintain an accurate membership list.

Section 4. Elections

All elections of officers and Executive Board members shall be by ballot or voice vote. The Nominations Committee shall nominate members for each of the offices to be filled. During an election, opportunity shall be provided so that the names of other members eligible to hold office but not nominated by the Nominations Committee may be presented and voted on by members of the Association. The officers and members-at-large of the Association shall be elected at the Spring/Summer meeting and shall hold office for one year beginning at the conclusion of the Summer meeting of the SDAA. The Chair-elect will succeed the Chair.

Article V

Committees

Section 1. Standing Committees

Standing Committees of the Association shall be:

- a. Nominations and Elections (at least three members-at-large from the general membership)
- b. Legislative and Public Relations Committee (Executive Board or as designated by the Executive Board)
- c. Professional Development Committee (Executive Board or as designated by the Executive Board)
- d. Audit Committee (minimum of two regular members appointed from members of the Executive Board)
- e. Retirement Committee (responsible for recognizing SDAA members who retire or move to positions outside the area of student development)

All Standing Committees shall be appointed annually by the Chair.

Section 2. Ad-Hoc Committees

The Chair shall appoint ad-hoc committees as needed for carrying out the business of the Association.

Article VI

Meetings

Section 1. Regular Meetings

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.

Notification of the meetings, including the agenda, shall be mailed at least six weeks in advance of each meeting.

The members of the Executive Committee of the North Carolina Student Development Personnel Association will have an open invitation to attend all conferences held by the Student Development Administrators Association.

Section 2. Regional Meetings

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.

The five regions are Western/Mountain, Piedmont/Foothills, Central, Northeast, and Southeast. Colleges in each region are as follows:

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 3. Executive Board

The Executive Board shall meet as necessary to carry out the business of the association between regular meetings. Other meetings of the Executive Board may be called by the Chair or a majority of the members of the Executive Board.

Section 4. Special Meetings

Special meetings of the entire membership may be called at any time by the Executive Board or by request of not fewer than thirty (30) members of the Association. Notice of special meetings shall be mailed at least one month in advance and notice of special meetings shall include a statement of the business for which the meeting is called.

Section 4. Quorum

A quorum consists of a simple majority of the voting membership of the organization as listed thirty (30) days before any meeting. A designee may represent the chief administrator for student development services for voting purposes. If a quorum is not present, the Executive Board shall refer needed action to the membership by mailed, or emailed, ballot. In the latter event, a majority vote from eligible returned ballots shall be binding, except in the case of amendments to the Constitution.

Article VII

Rules of Order

Robert's Rules of Order Revised (by Henry Martin Roberts) shall govern the proceedings of the Association not otherwise specified in the Constitution. The Chair may appoint a Parliamentarian as needed to provide for the application of Robert's Rules of Order Revised.

Article VIII

Amendments

This constitution may be amended by a two-thirds vote of those present at any meeting under the following stipulations:

1. If a quorum is present;
2. If the proposed amendments have been received by the Secretary at least eight weeks in advance of the meeting;
3. If proposed amendments are mailed to the membership six weeks in advance of the meeting at which they are to be considered.
4. If a quorum is not present, the Executive Board shall refer amendments to the membership by mailed or emailed ballot. In the latter event, a two-thirds vote of the membership shall be binding.

Revised June 2007
Revised September 2001
Revised April 1996
Ratified