

# **THE CONSTITUTION AND BYLAWS OF THE ALABAMA COLLEGE ASSOCIATION**

## **Article I. Name**

The name of this organization shall be the Alabama College Association.

## **Article II. Logo**

The official logo for the Association shall be a graphic of the State of Alabama (yellow) over which is superimposed the letters ACA (blue).

## **Article III. Purpose**

The purpose of the Association is to promote development and advancement of postsecondary education throughout the Alabama College System by:

- a. Promoting professional service;
- b. Encouraging professional growth;
- c. Improving articulation and cooperation with all levels of education;
- d. Identifying needs and problems of the Alabama College System and communicating them to appropriate agencies for action;
- e. Providing communication through the Alabama College System;
- f. Promoting public recognition of the Alabama College System.

## **Article IV. Membership**

Four classes of membership are established: Individual, Associate, Institution, and Affiliate.

- a. Institutional membership is open to institutions and organizations of the Alabama College System. Upon payment of annual institutional membership dues, as established by the Executive Committee, the institution and its employees will be granted membership.
- b. Associate membership is available to individuals whose professional activities are closely related to the function and purpose of the Alabama College System. Membership will be granted upon approval of the Executive Committee and annual payment of association membership dues as established by the Executive Committee. This is an honorary, nonvoting membership.
- c. Individual membership is open to all employees in the Alabama College System not covered under IV, a. Individuals will be granted membership upon the annual payment of individual membership dues as established by the Executive Committee. Individual membership carries the right to vote on business of the Association.
- d. Affiliate membership is open to institutions and organizations whose activities are recognized as being closely related to the functions and purposes of the Alabama College System. Affiliate membership will be granted upon approval by the Executive Committee and payment of annual membership dues.

## **Article V. Officers**

### **Section 1. Officers**

- a. Elected officers of this Association will be President, First Vice-President/President-Elect, Second Vice-President, Treasurer, Immediate Past President, and Commission Chairpersons and Vice-Chairpersons.
- b. The First Vice-President/President-Elect will serve as President during the succeeding year. The Second Vice-President will serve one term and automatically move to the office of First Vice-President/President-Elect. In case the elected President does not serve the full year, the First Vice-President/President-Elect will complete the term. If the First Vice-President/President-Elect serves more than six months as President, this will constitute his/her year as President. If he/she serves less than six months, he/she will serve as President during the following year.
- c. The Treasurer will serve a two-year term.

### **Section 2. Selection of Officers**

- a. A Nominating Committee (consisting of three or more members of the Association) will be appointed by the President with the advice and consent of the Executive Committee. It will be the duty of the Nominating Committee to place in nomination two or more candidates for the offices of Second Vice-President, and Treasurer to the Executive Committee (when vacancies occur). The Parliamentarian will then conduct the election, and the President will announce at the annual meeting the names of those elected.
- b. The Second Vice-President, and Treasurer will be elected by a majority of the votes cast by the membership of the Association.
  1. The officers will assume office upon adjournment of the annual ACA Conference.

### **Section 3. Duties of Officers**

- a. President
  1. Prepares for and conducts ACA Executive Committee meetings.
  2. Coordinates planning activities associated with the annual ACA Conference, and other professional development activities throughout the year.
  3. Arranges and presides at recognition dinner(s) for the ACA Executive Committee.
  4. Presides at the annual conference and other ACA functions.
  5. Authorizes expenditures and payments of Association funds.
  6. Represents the Alabama College Association in matters pertaining to the Association.
  7. Develops Association's annual goals.
  8. Coordinates annual review of Association's Constitution and By-Laws.

b. First Vice-President/President-Elect

1. Assists the President in preparing for and conducting the ACA Executive Committee meetings.
2. Coordinates the work of the Commission Chairs.
3. Coordinates planning activities for professional development activities, other than the annual conference, conducted throughout the year.
4. Develops and finalizes annual conference format as agreed upon by the Executive Committee.
5. Assists the President with keynote speaker arrangements.
6. Invites special platform guests as assigned by the President.
7. Introduces platform guests at opening session of the annual conference and other Association sponsored functions as assigned by the President.
8. Secures representatives from Mayor's Office to bring greetings.
9. Presides at meetings in absence of the President.

c. Second Vice-President

1. Assists in developing plans for site selection.
2. Invites special platform guests as assigned by the President.
3. Introduces platform guests at opening session of the annual conference and other Association sponsored functions as assigned by the President.
4. Serves as ACA liaison with special guests and keynote speakers.
5. Coordinates regional workshops as assigned by the President.
6. Coordinates work of Entertainment Coordinator, Facilities Coordinator, and Registration Coordinator.
7. Coordinates conference evaluations through the Evaluation Coordinator.
8. Coordinates break sponsors.

d. Treasurer

1. Develops annual budget.
2. Accounts for funds of the Association.
3. Makes payments of Association funds as approved by the President.
4. Submits annual report of the receipts and expenditures at the annual conference.
5. Recommends cost saving and investment measures for the Association.
6. Maintains accurate records of receipts and expenditures of Association funds.

- e. Immediate Past President
  - 1. Assists with conference site selection.
  - 2. Assists ACA President in planning and conducting meetings and the conference.
  - 3. Serves as hospitality host at the annual conference.
  - 4. Performs other duties as assigned by the President.
- f. Commission Chairs and Vice-Chairs
  - 1. Assists the Executive Committee in selecting theme and planning program for the annual conference.
  - 2. Develops programs and secures speakers for the annual conference for Commissions.
  - 3. Submits information and photos for Commission speakers to Publications Coordinator for inclusion in conference program and other publicity materials.
  - 4. Assists speakers with travel arrangements as needed.
  - 5. Coordinates Commission elections.
  - 6. Submits names of newly elected Commission Chairs and Vice-Chairs to First Vice-President.
  - 7. Assists First Vice-President/President-Elect with identifying, selecting and scheduling workshop sessions/presenters.
  - 8. Assists Evaluation Coordinator with distribution and collection of evaluation forms.
  - 9. Distributes evaluation results of workshops to presenters.

## **Article VI. Meetings**

The Executive Committee will determine the number, time, and place of the annual conference/general meetings of the Association. At least one conference will be held each year for the general membership.

## **Article VII. Commissions**

### **Section 1. Commissions**

The following Commissions are established to carry out activities consistent with the purposes of the Association as are herein prescribed as: Commission on Faculty, Commission on Administration, Commission on Students, and Commission on Support Personnel.

### **Section 2. Commission Officers**

- a. Each Commission will elect a Chair and Vice-Chair at the annual conference to assume office at the adjournment of the annual conference.
- b. Commission officers will serve a one-year term.

- c. Upon the resignation or incapacitation of a Commission Chair, the Vice-Chair will assume the duties of the Chair for the remainder of the term. Upon the resignation or incapacitation of the Commission Vice-Chair, the President may appoint a successor for the remainder of the term.

### **Section 3. Commission Responsibilities**

Commission responsibility will include the following:

- a. Hold at least one business meeting each year. This meeting will be held during the annual conference of the Association.
- b. Make recommendations to the Executive Committee within the Commission's sphere of interest.
- c. Insure articulation among Association members and between Association members and other educational institutions.
- d. Promote and support effective practices within the Commission's sphere of interest.
- e. Submit proposed budgets for expenses to the Executive Committee for approval, prior to the Conference on a date established by the President.

### **Section 4. Special Purpose Commission**

The President shall have the authority to establish Special Purpose Commissions to focus on issues of major importance to the membership. Such Commissions shall utilize the resources of the Association. At the time each such Commission is established, the President shall define the purpose of the Commission and the criteria for membership on the Commission. The President may appoint the Chair and Vice-Chair or allow the Commission members to elect said officers. An individual from the two-year college system may serve as an officer for no more than two consecutive years on the Commission.

### **Section 5. Special Purpose Commission Responsibilities**

The Special Purpose Commission(s) responsibilities shall include the following:

- a. Hold meetings as appropriate to complete all responsibilities assigned.
- b. Recommend operational procedures to facilitate the activities of the Commission. These procedures are to be filed in writing with the Secretary and approved by the President.
- c. Make recommendations to the Executive Committee within the Commission's sphere of interest.
- d. Upon approval by the Executive Committee, coordinate the planning of any symposium, conference, or workshop.
- e. Submit a budget for the activity to the Executive Committee for approval.

### **Section 6. Dissolution of Special Purpose Commissions**

The Executive Committee may dissolve any Special Purpose Commission that has achieved its assigned purpose or is no longer functioning.

## **Article VIII. Committees**

### **Section 1. Executive Committee**

- a. Composition
  1. Elected Members – President, First Vice-President/President-Elect, Second Vice-President, Treasurer, and Immediate Past President, the Chair and Vice-Chair of the Commission on Administration, the Chair and Vice-Chair of the Commission on Faculty, the Chair and Vice-Chair of the Commission on Students, the Chair and Vice-Chair of the Commission on Support Personnel, and the Chair and Vice-Chair of each Special Purpose Commission. All are voting members.
  2. Members Appointed by the President – The Adult Education Coordinator, Affiliations and Vendors Coordinator, Ambassadors Coordinator, Associations Coordinator, Auxiliaries Coordinator, Door Prize Coordinator, Entertainment Coordinator, Evaluation Coordinator, Executive Assistant(s) to the President, Facilities Coordinator, Facilitators Coordinator, Food Services Coordinator, Historian, Legislative Affairs Coordinator, Multi-media Equipment Coordinator, Parliamentarian, Publications Coordinator, Registration Coordinator, and Secretary. All are voting members. Upon the resignation or incapacitation of an appointed member, the President will name a replacement.
  3. Ex-Officio voting members of the Executive Committee will be the Chief Executive Officer of the Department of Postsecondary Education or his/her designee, and a representative of the Presidents' Association.
  4. Other Members – Members appointed on an as needed basis by the President and approved by the Executive Committee.
- b. Duties and Functions
  1. The duties of the Executive Committee will be to plan the annual conference, review recommendations of the commissions, serve as the membership committee, and carry out such activities as may be assigned by the Association. The Executive Committee has the power to establish policies for effective operation of the Association within the guidelines of the Constitution. The Executive Committee may recommend action on matters referred to the Association.
  2. Upon the resignation or incapacitation of an Executive Committee Member, the President will appoint a member to fill the unexpired term.
  3. All decisions of the Executive Committee shall be made by a majority vote of those attending any called meeting.

### **Section 2. Nominating Committee**

The Nominating Committee will be appointed by the President with the advice and consent of the Executive Committee and will consist of at least three members of the Association.

### **Section 3. Legislative Affairs Committee**

- a. This committee will represent the legislative interests of the Association.
- b. Members of the committee will be recommended by the Legislative Affairs Coordinator and approved by the Executive Committee.

#### **Section 4. Publications Committee**

Members of the committee will be recommended by the Publications Coordinator and approved by the Executive Committee.

#### **Section 5. Auditing Committee**

An Auditing Committee will be appointed by the President to carry out such duties as designated by the Executive Committee. An audit shall take place prior to the transfer of financial records to the new Treasurer, or every two years, whichever occurs first.

#### **Section 6. Ad Hoc Committees**

Ad Hoc Committees may be appointed by the President.

#### **Article IX. Finance**

The Association vests in the Executive Committee full responsibility and authority for establishing the annual individual and institutional dues and for accepting gifts, grants, or other income from appropriate sources.

#### **Article X. Amendments**

Proposed amendments will be submitted in written form to the Executive Committee by an Association member at least ninety (90) days before the annual conference. Upon approval of the Executive Committee, the Secretary will distribute such proposed changes in written form to the membership at least thirty (30) days prior to the annual conference. Ratification of all changes of the Constitution will require two-thirds favorable vote from the members attending the business session of the annual conference.

Recommended by Executive Committee: July 15, 2005

Date ratified: November 22, 2005