

BY-LAWS  
OF THE  
NATIONAL ASSOCIATION  
OF  
COLLEGE AUXILIARY SERVICES  
CENTRAL

ARTICLE 1  
OFFICERS AND BOARD OF DIRECTORS

- Section 1: The officers of this Association shall be the:  
a. President, b. President Elect, c. Secretary,  
d. Treasurer, e. Immediate Past President,  
f. Four Directors to be elected at large. The officers shall be employees of members in good standing.
- Section 2: The officers of this Association shall be known collectively as the Board of Directors and it shall meet at least once per year.

ARTICLE 2  
ELECTION OF OFFICERS

- Section 1: The officers shall be elected at the annual meeting. Nominations for positions shall be made by the Nominations Committee.
- Section 2: All terms of office shall be for one-year durations and thereafter until successors are elected and installed. The only exception will be the office of Treasurer. The Treasurer position will be a two-year term. The terms will begin with installation and terminate with the installation of the successor at the annual meeting.
- Section 3: In the case of a vacancy of any office, except the Office of President, the President has the power with concurrence by a majority vote of the Board of Directors to fill the vacancy until the next annual meeting. A vacancy of the Office of President shall be filled in accordance with Article 3 of the By-Laws.
- Section 4: Any of the above positions shall be declared vacant immediately upon the officer filling same ceases to be affiliated with a member college or university in good standing or the college or university ceases to be a member in good standing.

ARTICLE 3  
DUTIES OF THE OFFICERS

PRESIDENT

- Section 1: It shall be the duty of the President to preside at all meetings and enforce all rules and regulations relating to the administration of the Association. All standing and special committees and chairs shall report directly to the President. The President shall serve as chair of the Nominations Committee. The President shall appoint an Auditor each year prior to the annual conference to audit the financial records of the Central Region and to certify

the Treasurer's Annual Financial Statement to be true, complete and accurate. The President shall also oversee the appointment of all national committee seats.

### PRESIDENT ELECT

- Section 2: The President Elect shall exercise all the powers and prerogatives of the President in the absence of the President in meetings of the Association or the Board of Directors. Upon the death, resignation, removal from office or inability of the President to act, the President Elect shall assume the office of President
- The President Elect shall oversee appointment of the Program Chair of the Annual Regional Conference Program Committee subject to the approval of the Board of Directors. The President Elect shall also serve on the Nominations Committee. It is the responsibility of the President Elect to verify and approve all disbursements of the Central Association. The President Elect shall gather information and written reports from volunteers serving on national NACAS Committees and report highlights at the regularly scheduled Board of Directors meetings and present a report at the Annual Regional Business meeting.
- The President Elect shall assume such other duties as the President or Board of Directors of this Association may assign.

### IMMEDIATE PAST PRESIDENT

- Section 3: The Immediate Past President shall be retained as a member of the Board of Directors to serve as an advisor, and, as a liaison between administrations; shall also chair the By-Laws and Resolutions Committee, shall be a member of the Nominations Committee and serve as Parliamentarian at the annual business meeting.

### SECRETARY

- Section 4: The Secretary shall: (1) keep a true, complete and accurate record of all the meetings of the Association and of the Board of Directors; (2) conduct correspondence relating to the general office of the Association and issue all notices of meetings of the general Association and of the Board of Directors; (3) furnish any other information concerning the business of the Association that the President and the Board of Directors may request; (4) act in the usual capacity as secretary of the Association; (5) serve as Chair of the Marketing, Communications and Membership Committee; and (6) assume such other duties as may be assigned by the President or the Board of Directors.

### TREASURER

- Section 5: The Treasurer shall: (1) keep a complete and accurate record of all funds received and expended by the Association; (2) prepare an annual budget to be submitted to the membership for approval at the annual meeting; (3) sign all disbursement checks after written approval of the President Elect; (4) prepare a detailed annual financial report and submit and file it at each annual meeting, certified by the appointed Auditor

## BOARD OF DIRECTORS

Section 6: It shall be the duty of the Board of Directors to have general supervision over the affairs of the Association and determine the policies thereof. The Board of Directors by a majority vote may authorize the President, officers or board members of this Association as appropriate to bind the Association in such contracts as they may deem necessary to carry out the business of the Association, subject to the approved budget.

Third Year Director: shall serve as Business Partners Chair, set up a committee to generate support for the Annual Regional Conference and shall serve on the Program Committee for the Annual Regional Conference.

Second Year Director: shall serve on the Business Partners Committee and the Marketing, Communications and Membership Committee.

First Year Director: shall serve on the Marketing, Communications and Membership Committee and shall coordinate registration activities at the Annual Regional Conference and regional information table at the National NACAS Conference.

Section 7: The term of office shall be three years for Directors. The term will begin with installation at the NACAS-Central annual meeting.

## CONSTITUTION NATIONAL ASSOCIATION OF COLLEGE AUXILIARY SERVICES CENTRAL

### ARTICLE 1 NAME

Section 1: The name of this Association shall be the National Association of College Auxiliary Services-Central.

Section 2: The principle office of the Association shall be located at the office of the President.

### ARTICLE 2 PURPOSE

Section 1: The purpose of this Association shall be: (a.) to promote a high standard of business methods and ethics among its members; (b.) to unite in one organization those persons and entities whose major responsibility is providing to the students, faculty and staff of their respective colleges, auxiliary services as defined by the American Council on Education; (c.) to assist the Directors of Auxiliary Services and their staffs in their efforts more effectively to serve their respective colleges and to share ideas and information among its members; and (d.) to encourage a fraternal spirit among its member representatives and a cooperative spirit in the business affairs of its members.

ARTICLE 3  
MEMBERS

- Section 1: Active members:  
Qualifications: Any of the colleges or universities in the states of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.  
Admission: All eligible colleges and universities that are paid members in good standing of the National Association of College Auxiliary Services will be admitted to the Central Region  
Representatives: Member institutions or affiliated non-profit corporations whose responsibilities include supervision of or responsibility for auxiliary services. Colleges and universities referred to in this article include community colleges districts and state college systems.

ARTICLE 4  
STANDING COMMITTEES

- Section 1: There shall be Three Standing Committees:
1. Nominations Committee
  2. Marketing, Communications and Membership Committee
  3. By-Laws and Resolutions Committee
- Committee Representation: It will be the goal to maintain a balance of Committee seats from institutions representing all states within the NACAS Central Region serving on the Standing and Special Committees.
- Section 2: The Nominations Committee shall be comprised of President (Chair), President Elect, Immediate Past President. The Committee shall be responsible for submitting a slate of candidates for offices in NACAS-Central to the Secretary at least 45 days prior to the Annual Regional Conference.
- Section 3: The Marketing, Communications and Membership Committee shall be comprised of the Secretary (Chair), first and second year Directors and three representatives within the Central Region. The Committee shall convene during the Annual Regional Conference to create an Annual Plan listing initiatives to be taken for the new year addressing membership growth, attendance at the Annual Regional Conference and marketing strategies of communications and broadcast messages to all members. Oversight of Fall and Spring Newsletters shall be a function of this committee. The Annual Plan shall be finalized in consultation with the Board of Directors and submitted to the membership in attendance at the Annual Regional Business meeting.
- Section 4: The By-Laws and Resolutions Committee shall be comprised of the Immediate Past President (Chair) and three Past Presidents. The Chair will serve as the Parliamentarian during the Annual Regional Business Meeting. The Committee shall review all change considerations for the By-Laws and shall make recommendations at the Annual Regional Business meeting in the form of a resolution. A majority vote by members present shall be required to pass a resolution to revise the Constitution or By-Laws of this Association.

Section 5: Special Committees: The President Elect shall oversee the appointment of Program Chair for the Annual Regional Conference Committee and, with the assistance of the Program Chair, will set up a committee of a minimum of three volunteers (one of whom will be the Business Partners Chair). A draft of program will be submitted for approval at the Board of Directors meeting at the Fall National NACAS Conference.

The Business Partners Committee shall be comprised of a third year Director (Chair), two volunteer members (one of whom will be a second year Director). At the Annual Regional Conference, the Business Partners Committee and the Business Partners will convene for the purpose of evaluating the current conference and planning for the following year's Annual Regional Conference.

Section 6: Other committees shall be appointed by the President to pursue any matter or need consistent with the purpose of the Association subject to the limitations of the Constitution and By-Laws of this Association.

## ARTICLE 5 MEETINGS OF THE ASSOCIATION

### REGULAR

Section 1. Meetings of this Association shall be held annually and will include a business session for the purpose of transacting business of the Association and the election of officers.

### SPECIAL MEETINGS

Section 2. Special meetings of the Association may be called at any time by an officer of the Association following approval of the Board of Directors.

### QUORUM

Section 3. A majority of those members in good standing registered at a duly constituted meeting of the Association shall constitute a quorum to transact any business duly presented at said meeting. A majority shall be three quarters of the voting members in attendance.

## ARTICLE 6 VOTING

Section 1. Each member of the Association in good standing shall be entitled to one vote at each meeting if a representative is present in person. There shall be no voting by proxy.

Section 2. Each member of the Board of Directors who is present in person shall be entitled to one vote at each meeting of the Board of Directors. There shall be no voting by proxy.

ARTICLE 7  
DUES

- Section 1. Dues for those members who are paid members in good standing of the National Association of College Auxiliary Services will be paid to NACAS-Central in the agreed amount by the National Association of College Auxiliary Services.
- Section 2. The Board of Directors reserves the right to make special financial assessments upon the membership.

ARTICLE 8  
FISCAL YEAR

- Section 1. The fiscal year of the Association shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

ARTICLE 9  
PARLIAMENTARY PROCEDURE

The rules of the parliamentary procedure as laid down in Robert's Rules of Order shall govern all meetings of this Association. The Chair of the By-Laws and Resolutions Committee shall serve as Parliamentarian for each annual and special meeting. In the event of absence, the President shall appoint a Parliamentarian for that meeting only.

*Revised Adoption  
June, 2004*