

**THE CONSTITUTION OF THE
NATIONAL ASSOCIATION OF COLLEGE AUXILIARY SERVICES - EAST**

ARTICLE I

Name

Section 1: The name of this organization shall be the National Association of College Auxiliary Services - East and shall herein be referred to as the Association.

ARTICLE II

Purpose

Section 1: To advance the profession of auxiliary and campus support services in higher education and to provide member representatives responsible for these services a means of supporting their institutions' mission through enhanced professional development and expanded networking opportunities.

ARTICLE III

Members

Section 1: Any College or University that maintains membership in the National Association of College Auxiliary Services and is located in the Eastern region as defined by the National Association.

Section 2: Each member institution shall be represented only by its own employees who are responsible for auxiliary and campus support services business functions, with each member institution having only one vote.

ARTICLE IV

Annual Meeting

Section 1: The Association shall hold an annual business meeting which shall be held in conjunction with the Annual Conference. The meeting shall be announced in writing to all members at least sixty (60) days in advance.

Section 2: The annual business meeting shall be open to all members for the purpose of:

- electing officers for the ensuing year;
- reviewing reports of officers and committees; and
- presenting the ensuing year's budget

Section 3: A simple majority of those member institutions properly notified and present at the annual business meeting shall be required to transact the business of the Association.

Section 4: Meetings of the Association shall be conducted in accordance with Roberts Rules of Order, Revised.

BY-LAWS

ARTICLE I Officers

Section 1: The officers of this Association shall be the:

- A. President
- B. President-Elect
- C. Vice President
- D. Treasurer
- E. Immediate Past President
- F. Three Directors (to be elected at large)

The officers shall be employees of member institutions in good standing.

Section 2: Any full-time employee responsible for auxiliary and campus support services of any member institution of the Association shall be eligible to hold any elective or appointed office of the Association as defined in this article, provided that one person may hold only one office at a time.

Section 3: The officers of this Association shall be known collectively as the Board of Directors.

ARTICLE II Election of Officers

Section 1: The officers shall be elected at the time of the annual meeting. Nominations for positions shall be made by the Nominating Committee.

Section 2: The terms of the President, President Elect, Vice-President, and Immediate Past President shall be for one year and shall commence upon their election and installation at the annual meeting. The terms of the Directors and Treasurer shall be for three years and shall commence upon election and installation at the annual meeting.

ARTICLE III Duties of the Officers

- A. The Board of Directors shall conduct the business of the Association; shall present a budget at the annual meeting for approval of the members; shall further the purposes of the Association; and shall have authority to invest Association funds in certificates of deposit and similar low risk instruments.
- B. It shall be the duty of the President to preside at all meetings of the Association; the Board of Directors to enforce all provisions of the Constitution and By-Laws; and to make all appointments required of that office by the Constitution and By-Laws and to chair the Nominating Committee.

- C. The President Elect shall serve on the Board of Directors; shall carry out such duties as may be assigned by the President; shall prepare to assume the office of President; arrange Board meetings; shall, in the absence of the President, preside at meetings of the Association, the Board of Directors; and shall assume the Office of President should that office become vacant. The President Elect shall also coordinate the awards nomination process and nominations to national committees.
- D. The Vice President shall chair the Annual Conference Program Committee; shall prepare to assume the Office of President Elect should that office become vacant.
- E. The Treasurer, with the assistance of the Board officers, shall submit a proposed budget for the ensuing fiscal year to be reviewed and acted upon by the Board of Directors for presentation to the membership at the Annual Business Meeting.

The Treasurer shall be bonded at the expense of the Association and shall open and maintain accounts in the name of the Association in FDIC insured banks. All disbursements of Association funds shall be authorized by the Treasurer. Disbursements in excess of \$1,500 must be co-authorized by the President of the Association.

The Treasurer shall render financial reports twice annually and an audited accounting to the Association at the annual meeting.

- F. The Immediate Past President shall be retained on the Board to serve as Parliamentarian, advisor, liaison between administrations, and shall serve on the Nominating and By-Laws Committees.
- G. The 3rd Year Director shall initiate the annual audit and act as the liaison to the Audit Committee; serve as member of the Annual Conference committee; and serve as the primary Business Partner liaison.
- H. The 2nd Year Director shall be responsible for the Newsletter, solicit new board member nominees, and assist the 3rd Year Director with Business Partners solicitation and Annual Conference preparation.
- I. The 1st Year Director shall be the official correspondent for the Association and shall carry out all required correspondence; s/he shall maintain Association records; s/he shall record, publish, and distribute the annual meeting minutes to the membership; s/he shall prepare a ballot to be used in the election of officers based on the presented slate of candidates provided by the Nominating Committee and shall distribute such ballot to one representative of each Member Institution at the annual meeting. S/he shall create records of meetings and assist the 2nd Year Director with the Newsletter.
- J. The NACAS-East Director to the NACAS Board shall act as liaison between the “East” Association and NACAS; s/he shall represent the needs and concerns of the “East” Association members to the NACAS Board and shall act as liaison/intermediary/conveyer of information to and from the national board and the regional association board. S/he shall also participate as a voting member in the NACAS-East Board meetings.

ARTICLE IV
Office Vacancies

Section 1: Any office shall be declared vacant whenever:

- A. The incumbent is no longer eligible by virtue of employment; or having moved to another Region; or
- B. The member institution no longer holds membership in the Association; or
- C. The incumbent ascends to another position according to the process described in Section 2; or
- D. The Board of Directors deems that an individual has not fulfilled the obligations of the elective or appointed office satisfactorily and the individual is dismissed by a vote of 5 members of the Board of Directors.

Section 2: Vacant Offices shall be filled as follows:

- A. In the event of a vacancy in the office of President, the President Elect shall assume the Office of President.
- B. In the event of a vacancy in the office of President Elect, the Vice President shall assume the Office of President Elect.
- C. In the event of a vacancy in the office of Vice President, the 3rd year Director shall assume the Office of Vice President.
- D. In the event a Director position becomes vacant, the President shall, with the approval of the Board, appoint a member representative to fill the unexpired term.

ARTICLE V
Board of Directors

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 Treasurer of this Association to bind the Association in such contracts as they deem necessary to carry out the business of the Association.

ARTICLE VI
Standing Committees

Section 1: **The Nominating Committee.** This Committee shall present nominations for elections, which shall be held at the annual meeting. It shall be chaired by the current President of the Association. Its membership shall consist of the Past President and the President Elect.

Section 2: **The Audit Committee.** This Committee shall conduct an audit of the Association's book of accounts at or prior to the annual meeting. It shall consist of at least two active members of the Association appointed by the President. These members must not be current members of the Board of Directors.

Section 3: **The Annual Conference Committee.** This Committee shall plan the program of the Association's annual conference meeting. Its make-up and participants shall be determined by the Vice President in collaboration with other Board officers. The Vice President shall chair the Annual Conference Committee. The 3rd Year Director shall serve as the vice chair/business partner liaison for the annual conference. The President shall serve as an ex-officio member of this committee.

ARTICLE VII
Adhoc Committees

Section 1: **Special Committees.** The President may establish such committees as are deemed necessary by the Board of Directors to conduct specific work of the Association.

Section 2: **Constitution and By-Laws Committee.** This committee shall function to review and make recommendations to the Board of Directors on changes to the Association Constitution and By-Laws. The committee shall be chaired by the Immediate Past President.

Section 3: A report of any committee meeting shall be forwarded to the President within ten days of such meeting.

ARTICE VIII
Board Meeting

Special Meetings of the Board

Section 1: Special meetings of the Board may be called at any time by the Board of Directors. These meetings may take place in-person, by teleconference, and/or by any other form of electronic medium.

Quorum

Section 2: A majority of the members in attendance constitute a quorum to transact any business duly present at any meeting. Five members of the Board of Directors shall constitute a quorum.

Section 3: Notice of any meeting of the Board of Directors shall be given not less than ten or more than 90 days prior notice to the meeting. The business to be transacted at any regular or special meeting of the Board shall be specified in the notice of such meeting.

ARTICLE IX
Voting

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

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

ARTICLE X
Fiscal Year

Section 1: The fiscal year of the Association shall be from January 1 through December 31. NACAS-East follows NACAS' accounting year, which is calendar based.

ARTICLE XI
Amendments

Section 1: Any amendment to the By-Laws or Constitution of this Association may be proposed by any member who shall forward such proposals in writing to the President of the Association with a copy to the Secretary at least ninety (90) days prior to the annual business meeting or special meeting at which such amendments are to be considered. A majority of the members in attendance will be required to pass the amendment.

Section 2: Amendments approved by the majority of the Association members present and voting at the annual business meeting shall take effect on the first day of the following fiscal year.

Approved by $\frac{3}{4}$ of the membership in June 1995.

Revised June 1998

2nd Revision March 2004