

**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 the Association shall be the:

- A) President
- B) Vice President
- C) Treasurer
- D) Past President
- E) Year Two Director (to be elected at large)
- F) Year One Director (to be elected at large)
- G) Conference Coordinator
- H) Secretary
- I) Representative to the National Board

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, Vice-President, Directors At-Large and Past President shall be for one year and shall commence upon their election and installation at the annual meeting. The term of the Coordinators and Treasurer shall be for three years and shall commence upon election and installation at the annual meeting of the region. The term of the Representative to the National Board shall be for three years and shall commence upon installation at the next national 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. The President shall be a voting member of the board's executive track and serve a one (1) year term. It shall be the duty of the President to preside at all meetings of the Association and the Board of Directors; arrange Association and Board meetings; 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 Vice President shall be a voting member of the board's executive track and serves a one (1) year term, shall carry out such duties as may be assigned by the President; shall prepare to assume the office of President; 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 Vice President shall also coordinate the Awards Nomination process and nominations to national committees.

D. The Treasurer shall be a voting member of the board's non-executive track and serves a three (3) year term; 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.

E. The Past President shall be a voting member of the board's executive track and serves a one (1) year term; shall serve as Parliamentarian, advisor, liaison between administrations, and shall serve on the Nominating and By-Laws Committees.

F. The Year 2 Director shall be a voting member of the board's executive track and serves a one (1) year term, shall be responsible for membership recruitment and retention initiatives, and serves on the regional conference committee as the program chair.

G. The 1st Year Director shall be a voting member of the board's executive track and serves a one (1) year term; serve on the regional conference committee and is the back up for the Secretary/Technical Coordinator.

H. The Representative to the NACAS National Board shall be a voting member of the board's executive track and serves a three (3) year term; act as liaison between the Association and NACAS; s/he shall represent the needs and concerns of the Association members to the NACAS Board and shall act as liaison/intermediary/conveyor of information to and from the national board and the regional association board.

I. Conference Coordinator- The Conference Coordinator shall be a voting member of the board non-executive track and shall serve a three (3) year term; is the chair of the regional conference and is responsible for coordination of all aspects of the regional conference in partnership with the Year 2 Director as Program Chair, serves as the primary Business Partner Liaison.

Functions:

- Conference Theme

- Call for Programs and Educational sessions/program (in partnership with the Year2 Director)
- Hotel Liaison
- Business Partner contact
- Participate with site selection visits
- Monitors Registration
- Monitors budget (in partnership with the Treasurer)
- Marketing for conference

J. Secretary – The Secretary shall be a voting member of the boards non-executive track serve a three (3) year term and shall be responsible for all correspondence for the association. S/he shall maintain association records and store all board minutes on the NACAS Community; s/he shall record, publish and distribute the annual meeting minutes to the membership; be responsible for the NACAS East website, newsletter and social media and liaison with the national office technology and communication officer.

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 Vice President shall assume the Office of President.
- B. In the event of a vacancy in the office of the Vice President the Year 2 Director shall assume the Office of Vice President.
- C. In the event of a vacancy in the office of the Year 2 Director the Year 1 Director shall assume the Office of the Year 2 Director
- 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 Vice President.

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. The Conference Coordinator shall chair the Annual Conference Committee. Its make-up and participants shall be determined by the Vice President-in collaboration with other Board officers. 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 Past President.

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

ARTICLE 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

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2 Revision March 2004

3rd Revision June 2013