

**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.

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) Past President
- D) Business Partner Coordinator
- E) Conference/Social Media Coordinator
- F) Education Coordinator
- G) Membership Coordinator
- H) Secretary
- I) Treasurer
- J) East Region National Board Representative

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 shall be known collectively as the Board of Directors. The Board includes the Presidential track positions and the Leadership Team. The Presidential track members are: Vice-President, President and Past-President. The Leadership Team members include all other positions outlined in Section 1, positions D through J

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, and Past President shall be one year and shall commence upon their election and installation at the annual meeting. The term of the Coordinators, Secretary and Treasurer shall be three years and shall commence upon election and installation at the annual meeting of the region. These officers may serve for up to two (2) additional one (1)-year terms, if desired. 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 presidential 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. Upon successful completion of the term, the President automatically transitions to the office of Past President.
- C. The Vice-President shall be a voting member of the board's presidential 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. Upon completion of the term, the Vice President automatically transitions to the office of President.
- D. The Treasurer shall be a voting member of the board's Leadership Team and serves a term of three (3) years. Notably, the first year of this term is designed to overlap with the tenure of the current appointed Treasurer, a measure intended to facilitate an effective onboarding process and guarantee a seamless transition. During the first year, designated as the onboarding process period, the Treasurer (referred to herein as Treasurer-Elect) will not hold voting rights to facilitate focused learning and transition. In collaboration with the Board officers, the Treasurer is responsible for submitting a proposed budget for the upcoming fiscal year, which shall then be reviewed and approved by the Board of Directors before being presented 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 to the Association at the annual meeting. An annual accounting review shall be contracted and presented to the board prior to the annual meeting. A full audit shall be contracted upon change of treasurers or a minimum of every three (3) years.

- E. The Past President shall be a voting member of the board's presidential 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 Business Partner Coordinator shall be a voting member of the board's Leadership Team and

serves a three (3)-year term. This position shall coordinate interactions with the region's Business Partners related to conferences, programs and events. The Coordinator shall work with the Conference Coordinator, and additional board members as necessary, to craft sponsorship opportunities and other relationships related to the annual regional conference and other regional programs.

- G. The Membership coordinator shall be a voting member of the board's Leadership Team and serves a three (3)-year term. The Coordinator shall be responsible for membership recruitment and retention initiatives, and works in collaboration with NACAS to achieve goals.
- H. The Education Coordinator shall be a voting member of the board's Leadership Team and serves a three (3)-year term. This position shall coordinate and curate educational content for the region including all sessions for the annual regional conference, and other educational projects. The Coordinator shall work with CASP and other partner educational processes, and shall serve on the regional conference committee and act as the back-up for the Secretary.
- I. The Representative to the NACAS National Board shall be a voting member of the board's Leadership Team and serves a three (3)-year term. The Representative shall 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.
- J. The Conference/Social Media Coordinator shall be a voting member of the board's Leadership Team and serves a three (3) year term. The incumbent serves as the chair of the regional conference and is responsible for coordination of all aspects of the regional conference in partnership and coordination with board members.

Functions:

- Conference Theme
 - Call for Programs and Educational sessions/program (in partnership with the Education Coordinator)
 - Hotel Liaison
 - Business Partner contact (in partnership with the BP coordinator)
 - Participate with site selection visits
 - Monitors Registration
 - Monitors budget (in partnership with the Treasurer)
 - Marketing & Social Media for conference and other Regional programs
- K. Secretary – The Secretary shall be a voting member of the board's Leadership Team and serves a three (3)-year term. The Secretary shall be responsible for correspondence for the Region. The Secretary shall maintain association records and store all board minutes on the NACAS website or other electronic storage location; shall record, publish, and distribute the annual meeting minutes to the membership; shall be responsible for the NACAS East website; and shall act as liaison to NACAS' technology and communication officer(s).

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 Past President shall solicit nominations, including self-nominations, from the Leadership Team positions to fill the position. If no one from the Leadership Team is interested or able to fill the position, a call for nominations from appropriate regional members will be conducted.
- C. In the event a Director position becomes vacant, the Past 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 Past President of the Association. Its membership shall consist of the Past President, current President, Vice-President and Secretary of the Board.

Section 2: **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 Meetings

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.

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 thirty (30) 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.

1st Revision June 1998

2nd Revision March 2004

3rd Revision June 2013

4th Revision June 2016

5th Revision April 2019