

Constitution

for the
Alabama Community College System
Public Relations Association

(Amended September 6, 2019)

ARTICLE I

Name and Purpose

Section I. Name

The name of this organization shall be the Alabama Community College System Public Relations Association (ACCSPRA).

Section II. Purposes

ACCSPRA shall be a nonprofit organization whose purpose and objectives shall be:

- 1) To enhance the image, strengthen, and promote awareness and public perception of The Alabama Community College System.
- 2) To afford opportunities for networking and enhanced professional relationships among our colleagues.
- 3) To provide opportunities for effective cooperation and interchange of information among members.
- 4) To promote professional standards and ethical conduct in the administration of our duties and responsibilities.
- 5) To sponsor seminars and other educational activities beneficial to our members.

ARTICLE II

Membership and Dues

Section I. Membership

The following guidelines govern membership in the Association:

- 1) Membership in ACCSPRA shall be open to Alabama Community College System personnel involved in public relations, marketing, advertising, recruiting, community relations, alumni affairs, workforce development and development.
- 2) ACCSPRA will reserve the right to allow membership outside the Alabama Community College System on an associate membership basis with appropriate board approval.
- 3) A member institution may have as many as six institutional members, each with voting rights.

Section II. Dues

Individual and institutional memberships are available. The annual fee shall be set by the board and is due December 31st each year. The fiscal year is from October 1 through September 30. An institutional membership entitles the institution to three members. Additional members may be added at a fee rate set by the board.

Section III. Suspension

The Executive Committee may terminate membership for nonpayment of dues. Voting and participatory rights are contingent upon timely payment of dues.

ARTICLE III

Officers and Government

Section I. Executive Committee

The Executive Committee shall consist of the officers, immediate past president, and at least three and no more than five other elected members-at-large of the Association. Election to President and Vice President/President-elect shall require a minimum of two years prior service on the board. Election to the positions of Secretary, Treasurer and Communications Chair shall require a minimum of one year of prior service on the board.

The Executive Committee shall be the administrative body of the organization. Designated representatives for the Alabama Community College System may serve as ex-officio members of the Executive Committee. During intervals between meetings, this committee shall have full power to carry out and implement the organization's objectives as set forth by the Executive Committee.

Section II. Officers

The officers of this Association shall consist of a President, Vice-President/President-elect, Secretary, Treasurer, and Communications Chair who shall be elected by a vote of the general membership and installed annually for a term of one year or until their successors are named, except in such cases where the term of officers may be otherwise designated by the Executive Committee.

Failure to attend executive board meetings will result in termination from the board. Termination will be made by a majority vote of board members.

Officer expectations are as follows:

- 1) **President:** The President shall be the executive officer of the Association, and subject to the Executive Committee's approval, shall be empowered to take action necessary to the general welfare. The President shall preside at all meetings of the Association.
- 2) **Vice-President/President-elect:** The President-elect shall occupy the office and assume the duties of President in his/her absence and in the event of a vacancy in the office, shall succeed to the Presidency serving out an unexpired term. The President-elect will also coordinate the organization's annual conference activities. The Vice-President/President-elect will serve as President during the succeeding year.
- 3) **Secretary:** The Secretary shall be responsible for recording and distributing all records of Association meetings and shall conduct all necessary correspondence as requested by the President or Executive Committee; shall assist in arrangements for suitable and agreeable meeting places for the meeting of the Association; shall provide information to prospective members and shall provide orientation to new members; and shall perform such other duties as requested by the President or the Executive Committee. The Secretary will serve as Vice-President/President-elect during the succeeding year.
- 4) **Treasurer:** The Treasurer shall be responsible for all financial records; shall have custody of all funds of the Association; and shall collect and immediately deposit them as directed by the Executive Committee; shall disburse funds as directed by the President, keeping accurate records of all receipts and disbursements; shall conduct necessary correspondence pertaining to annual membership drives, which includes the distribution of invoices; shall provide current membership list to Communications Chair for newsletter distribution; and shall report to the Executive Committee at the meetings of the Association; and shall perform other duties as requested by the President or the Executive Committee.
- 5) **Communications Chair:** The Communications Chair shall maintain files of historical data of the Association. He/she will be responsible for news releases, Association publications including a newsletter and public relations functions of the Association.

Section III. By-Laws

By-Laws which do not conflict with this Constitution and which are necessary to implement the government of this organization shall be presented to the Association by the Executive Committee. Special meetings of the organization may be called by the Executive Committee with written notice sent to members at a reasonable time prior to such meeting.

ARTICLE IV

Committees

The Executive Committee shall appoint the following standing committees, and it shall be the

duty of these committees to make reports as required. The following standing committees shall be appointed each year:

- 1) **Nominating Committee:** The Nominating Committee shall accept nominations for executive officers and at least three and up to five members-at-large in accordance with Article III, Sections I and II. Voting will be held at the annual meeting. Eligibility requirements are stated in Article II, Section I of the Constitution.
- 2) **Constitution and By-Laws Committee:** The Constitution and By-Laws Committee shall perform the duties necessary for the fair and just implementation and ratification of said Constitution and By-Laws; shall review annually said Constitution and By-Laws and report to the Executive Committee.
- 3) **Conference Committee:** The Conference Committee shall perform all duties necessary for the preparation and implementation of the annual conference.
- 4) **The Communications Committee:** The Communications Committee shall perform duties as requested by the Communications Chair.

ARTICLE V

Dues

Dues of institutional membership in the organization shall be paid annually at such time as stipulated in Article II, Section II of the Constitution in the amount established by the Executive Committee. The Treasurer shall send dues reminders to each member.

ARTICLE VI

Meetings

The meetings of this organization will be scheduled by the Executive Committee.

By-Laws

for the
Alabama Community College System
Public Relations Association

(Amended September 6, 2019)

ARTICLE I

The Executive Committee

Section I. Meetings

The Executive Committee shall hold its business meetings at the time and place announced by the President.

Section II. Board Appointments

When vacancies occur on the Executive Committee, with the exception of the office of President, which the Vice-President/President-elect will fill, the remaining members of the Executive Committee shall appoint a successor from the active membership to fill the unexpired term. That person shall be eligible for election to that office the next year.

Section III. Financial Accountability

The treasurer will make all financial records available for examination at the request of the President. The treasurer shall provide financial reports regarding the Association as part of the regular executive board meetings.

ARTICLE II

Nomination of Officers and Representatives

A Nominating Committee shall be appointed by the President and Vice-President/President-elect before the annual meeting of the Association. The Committee shall accept suggestions from the membership and make nominations for officers and three to five members-at-large for the Executive Committee. The officers must represent institutions from within the Alabama Community College System. The proposed slate of officers shall be presented to the membership for a vote at the annual meeting. Officers will take office at the beginning of the new fiscal year. All nominees must conform to the eligibility requirements stated in Article II, Section I, and Article III, Sections I and II of the Constitution.

ARTICLE III

Committee

Section I. Standing Committees

The standing committees for the Association are as follows:

- 1) **Nominating Committee:** The Nominating Committee shall perform the functions as outlined in Article II of the By-Laws.
- 2) **Constitution and By-Laws Committee:** The Constitution and By-Laws Committee shall annually review the constitution and bylaws; report recommendations/suggested amendments prior to the annual meeting and call for a vote on changes at the annual meeting.
- 3) **Conference Committee:** The Conference Committee shall meet at the close of the annual conference, attend quarterly meetings to review plans for the next conference, determine location, secure meeting space, negotiate hotel rates, set theme, select topics and speakers, etc. for the upcoming conference.
- 4) **The Communications Committee:** The Communications Committee shall perform duties as outlined in Article IV of the Constitution.

Section II. Appointments

The Executive Committee shall appoint all standing committees.

ARTICLE IV

Procedure

Section I. Quorum

At all meetings of the Association, the Executive Committee and all other committees, a majority of members shall constitute a quorum. No formal business can be voted upon unless a quorum is present.

Section II. Rules

Roberts Rules of Order shall be used as a guide in questions of procedure when not in conflict with the Constitution and By-Laws of the organization.

Section III. Voting

Each member of the Association shall be allowed one vote.

ARTICLE V

Dues

The ACCSPRA Executive Committee will set the annual dues for the organization. There will be two classes: Institutional and Individual. Institutional includes up to three members. Additional memberships may be added at a rate determined by the Executive Committee. Individual membership is for a single member. The annual membership year shall be from October 1 through September 30. Annual dues will be assessed at the beginning of the membership year by the Executive Committee.

ARTICLE VI

Meetings

The meetings of this organization will be scheduled by the Executive Committee.