

Constitution

for the
Alabama Community College System
Public Relations Association
(Amended December 6, 2016)

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

- 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, Alabama Technology Network representative, Alabama Industrial Development Training representative, and three other elected members-at-large of the Association. The Executive Committee shall be the administrative body of the organization. Designated representatives for the Department of Postsecondary Education shall 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, President-Elect, Secretary, Treasurer, and Communications Chair who shall be elected 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 after a request to do so by resolution of the members.

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

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) 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.

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.

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 three members at large. 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

Section I. Meetings

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