

**Northern Essex Community College  
ADMINISTRATORS ASSOCIATION**

**Haverhill, Massachusetts**

**CONSTITUTION**

**ARTICLE – NAME**

The name of this organization shall be the Northern Essex Community College Administrators Association (NECCAA).

**ARTICLE II – OBJECTIVE**

The Association will provide an organized forum to discuss common issues; to review interpretations and implementation of the Personnel Policies of the Board of Higher Education; to advocate the economic and professional well-being of the members; and to pursue other related matters which affect the interests of the membership.

**ARTICLE III – MEMBERSHIP**

**Section 1 – Regular Membership** – all (full-time) 01 and 01 type, and all part-time (01, 02, 03 type who are half-time or greater) non-unit professional or non-unit classified employees of Northern Essex who are not members of the professional or other bargaining units as designated by the Massachusetts Labor Relations Commission, and who have paid the current rate of dues as defined in the by-laws.

**Section 2** – Only members of the Association as qualified in accordance with Section 1 above shall hold office in the Association, be members of its committees or vote for its officers, by-laws, resolutions, or constitutional amendments.

**Section 3 – Honorary Membership** – Honorary membership is available for those individuals who pay annual honorary membership dues. Honorary membership confers eligibility for all Association benefits, rights, and privileges, but does not qualify the honorary member to hold office or vote.

**Section 4** – The Board of Directors of the Association may invite those not qualified under Section 1 above to attend any meetings or meetings of the Association as guests.

**ARTICLE IV – OFFICERS AND DIRECTORS**

**Section 1** – the officers of the Association shall be as follows:

President  
Vice President  
Secretary  
Treasurer

**Section 2** – The Board of Directors shall include the Officers and three (3) Members-at-Large.

**Section 3** – The immediate past President shall be an ex officio member of the Board of Directors until replaced by a successor.

**Section 4** – The Board of Directors shall seek to meet regularly with the President of the College in order to further the objectives of the Association.

**Section 5** – The specific duties of the Officers and Directors shall be defined in the by-laws.

### **ARTICLE V ELECTIONS**

**Section 1** – The Officers and the Directors shall be elected for terms of one year.

**Section 2** – Two consecutive terms in the same office shall be the maximum for any elected member of the Board of Directors, except the treasurer.

**Section 3** – The election of Officers and Directors shall be at a time specified in the by-laws.

**Section 4** – All elections shall be by secret ballot.

**Section 5** – Elections shall require a quorum of votes cast and shall be decided by a simple majority vote of the membership for nominees who are willing and qualified to serve.

**Section 6** – If in the election for any given office no nominee secures a majority vote, there shall be a run-off election among the top two nominees to decide that election by simple majority vote.

### **ARTICLE VI MEETINGS**

**Section 1** – There shall be an annual election meeting as well as regular meetings as specified in the by-laws.

**Section 2** – Special meetings of the Association shall be called by the Secretary upon written request of the President or of any five members of the Association.

**Section 3** – There shall be regular meetings of the Board of Directors as needed.

**Section 4** – Special meetings of the Board of Directors shall be called by the Secretary at the request of the President or of any two members of the Board of Directors.

### **ARTICLE VII COMMITTEES**

**Section 1** – There shall be Standing Committees of the Association as specified in the by-laws. The composition and duties of the Standing Committee shall be defined in the by-laws.

Section 2 – the Association may authorize ad hoc committees in its by-laws in pursuance of the objectives of this Association as described in Article II on an as needed basis.

### **ARTICLE VIII – AMENDMENTS**

This Constitution may be amended at any meeting by a two-thirds majority of those present. Written notice of the proposed change shall be given to the members at least seven days in advance of the meetings.

### **ARTICLE IX - BY-LAWS**

Section 1 – The Association at its regular and special meetings may pass by-laws in order to promote the effective functioning of the Association and to pursue the objective of the Association as described in Article II, provided that no by-law may be passed which is not in accordance with this Constitution.

Section 2 – By-laws shall be passed by a simple majority vote of those present and voting.

### **ARTICLE X – RESOLUTIONS**

Section 1 – The Association at its regular and special meetings may pass resolutions which are not concerned with the effective functioning of the Association but which are, nevertheless, directly or indirectly concerned with the objectives of the Association as described in Article II, or of direct or indirect concern to the Association membership, provided that no resolution may be passed which is not in accordance with this Constitution.

Section 2 – Resolutions shall be passed by a simple majority vote of those present and voting.

### **ARTICLE XI – QUORUM**

At any annual election, regular, or special meeting of the Association, a simple majority of the membership shall constitute a quorum for the transaction of all business.

### **ARTICLE XII – RATIFICATION**

This Constitution shall be considered ratified when approved by a two-thirds majority of those members voting on the question of ratification.