

**Northern Essex Community College
ADMINISTRATORS ASSOCIATION**

Haverhill, Massachusetts

BY-LAWS

By-Law 1.A.

Annual dues for regular and honorary membership shall be \$30.00 which may be paid at any time during the fiscal year. Upon payment of the annual dues the membership shall remain active through the end of that fiscal year. At the start of the next fiscal year, the membership shall be inactivated until payment of the outstanding annual dues.

By-Law 1.B.

Enrollment Period New non-unit professional and non-unit classified employees, eligible for membership, may pay dues at any time during the fiscal year and will remain active through the end of that fiscal year. At the start of the next fiscal year, the membership shall be inactivated until payment of the outstanding annual dues.

By-Law 1.C.

Special Assessment Fee – The Board of Directors, by a 2/3 vote, may assess members a fee for legal services. Money obtained by the assessment of this special fee will be used only to protect the employment status of the members. The assessment of this special fee shall not exceed \$50.00 in any one calendar year.

By-Law 2

During the academic year, there shall be a minimum of two (2) regular meetings of the Association, one of which shall be the annual election meeting which will be held in June of each year.

By-Law 3 – Standing Committees

Section 1 – Advocacy Committee – The NECCAA President and Vice-President shall serve as ex officio members of the Grievance Committee. The President, in consultation with the Board of Directors, shall determine the number of appointed positions on this committee. After consultation with the Board of Directors, the NECCAA President shall appoint the non-ex officio members of this Committee. The appointed members shall serve at the pleasure of the President. This Committee shall elect its own Chairperson.

Section 2 – Nomination Committee – A Nominating Committee of three members shall be chosen by the Board of Directors. This Committee shall present the names of nominees for the offices of the President, Vice President, Secretary, Treasurer, and Directors at the annual election meeting. Other nominations may be made from the floor by members of the Association.

Section 3 – Scholarship Committee – A Scholarship Committee of three members shall be chosen by the Board of Directors. The Treasurer shall serve as one of the three

members. This Committee will make recommendations to the Board of Directors regarding student scholarship winners.

By-Law 4 – Duties of the Officers and Directors

Section 1 – President – The President shall preside at all meetings of the Association and of the Board of Directors, supervise the affairs of the Association, and submit an annual report to the general membership. The President shall also serve as an ex officio member of the Grievance Committee. With the assistance of the Secretary, the President shall prepare the agenda for all meetings of the Association and the Board of Directors. Agendas shall be distributed prior to the meeting.

Section 2 – Vice President – The Vice President shall serve with the President and assume the duties of the President if for any reason the President is unable to do so. The Vice President shall also serve as an ex officio member of the Grievance Committee.

Section 3 – Secretary – The Secretary shall prepare minutes of all meetings of the Association and the Board of Directors and shall distribute them when requested by the President. The Secretary shall also assist the President in the preparation of the agenda for all meetings of the Association and the Board of Directors. The Secretary shall retain copies of all amendments and motions voted on and will retain the official copy of the Constitution and By-Laws. Each copy shall include on the first page a note of the official date to denote currency. All changes added will include the date of action. In case of a question, the Secretary's copy will be deemed to be the official copy.

Section 4- Treasurer – The Treasurer shall be the custodian of the funds of the Association, and shall pay all bills after they have been approved by Directors – except for bills under \$25.00 which s/he shall pay on his/her own responsibility. S/he shall also collect dues and submit reports to the President when requested. The Treasurer shall keep a list of the Officers, Directors, committee members, and all paid up members of NECCAA with their addresses. The Treasurer will serve as a member of the Scholarship Committee.

Section 5 – Members-at-Large – The Members-at-Large (3) of the Board of Directors shall assist the President and other members of the Board of Directors in keeping a two-way communication to share and receive information with all members directly by using email and other forms of communication if and when appropriate; undertake all other duties assigned to them by the President provided that they may not be assigned any duties which are not in accordance with the NECCAA Constitution.