

Constitution

Western New York Association of College Career Centers

(Formerly the Niagara Frontier College Placement Association)

ARTICLE I - NAME

The name of this organization shall be the Western New York Association of College Career Centers (hereafter referred to as WNYACCC).

ARTICLE II - PURPOSE

The purpose of this organization shall be: (1) to expand professional growth of its members through the articulation of problems and issues, the exchange of points of view, the development of heightened awareness of the contemporary needs of the society in general, the sharing of information related to career guidance and placement, and the facilitation of communications; (2) the sponsoring of career information workshops and conferences; and (3) the development of rapport with employer representatives in order to maximize benefit to our clientele.

ARTICLE III - MEMBERSHIP

Section 1. There shall be two categories of membership as follows:

- a. **INDIVIDUAL MEMBERS** - all members whose primary responsibilities include placement, career development and counseling responsibilities, whose employment is with a public or private, two-year or four-year degree granting institution of higher education in Western New York.
- b. **STUDENT MEMBERS** - undergraduate and graduate students in a two-year or four-year degree granting institution of higher education in Western New York and who are nominated by an Individual Member of the Association.

Section 2.

- a. Individual Members are entitled to hold office, have voting privileges and chair any committee of the organization.

Western New York Association of College Career Centers

Bryant & Stratton • Buffalo State College • Canisius College • Daemen College • D'Youville College • Erie Community College • Hilbert College • Houghton College • ITT Technical Institute • Jamestown Community College • Medaille College • Niagara County Community College • Niagara University • SUNY Empire State College • State University of New York at Fredonia • St. Bonaventure University • Trocaire College • University at Buffalo • Villa Maria College

b. Student Members may not hold office, do not have voting privileges, and cannot chair any subcommittee.

Section 3. To receive mail, information or to participate on a committee, all dues need to be paid by the individual or student. If a member wishes to participate in any event sponsored by WNYACCC, the guidelines established by the committee need to be fulfilled or information and participation in the event will be declined.

ARTICLE IV - GOVERNING STRUCTURE

The operation of the Association shall be directed by its Officers and Executive Board in accordance with the provisions of these by-laws.

ARTICLE V - OFFICERS AND TERMS OF OFFICE

Section 1. The officers of the association shall consist of President, President-elect, Secretary and Treasurer.

Section 2. Terms of office shall be from July 1 to June 30, inclusive. President-elect shall serve for one term and then shall serve as President for the next consecutive term. Secretary and Treasurer can be elected to succeed themselves for one term only.

Section 3. In the event that the President cannot serve for any reason, the President-elect shall succeed as President. A successor for the President-elect will then be elected. In the case of the inability of both the President and President-elect to serve, the most recent Past President shall serve as President until an election can be held.

ARTICLE VI - DUTIES OF OFFICERS

Section 1.

a. The President shall call, create agenda for, and conduct yearly meetings of the Association and Executive Board, chair the Executive Board, appoint Standing Committee Chairs, on or after July 1st, and establish charges of Standing Committees. The President shall authorize payment of administrative expenses, appoint ad hoc committees, and define the powers and duties of such committees, unless otherwise stated in the Constitution.

b. The President-elect shall oversee the elections. In addition, in the absence of the President, the President-elect shall preside at all meetings and perform all other duties pertaining to the office of the President. The President-elect shall work with external constituencies on an ad hoc basis and perform other duties as assigned by the President.

Section 2.

a. The Secretary shall keep a roster of membership, record the minutes of the meetings, send out notices of the meetings and special events at least two weeks prior to the event, and be responsible for the Association's correspondence. The Secretary shall maintain the historical records and documents of the proceedings of the Association.

b. The Treasurer shall have custody of and keep record of all receipts and expenditures of the Association. The Treasurer shall collect dues, send notices of delinquent accounts, and pay bills. The Treasurer shall collect financial reports and invoices from Standing Committees, submit the books for audit at the close of his/her term and request professional financial assistance when deemed necessary. The Treasurer shall submit a financial report at the end of the fiscal year as well as maintain the historical financial records of the Association.

b. 1. The Treasurer may appoint an Assistant Treasurer to individual committees with appropriate approval from the Executive Committee.

ARTICLE VII - EXECUTIVE BOARD

Section 1 The Executive Board shall consist of the President, President-elect, Secretary, Treasurer and Chairpersons from each Standing Committee. No more than two members from the same college or university may be represented on the Executive Board unless approved by a quorum of the membership.

Section 2. All WNYACCC funds including all Standing and sub committees will be under the direction of the Executive Board.

Section 3. The Executive Board shall approve the charges and budget requests of standing committees, review recommendations and proposals from standing and ad-hoc committees and individual members.

Section 4. Proposals requiring immediate approval by the Board before a regularly scheduled meeting can be acted upon. The Executive Board will meet, in a timely manner, to discuss the merits of the item on behalf of the membership and report its action to the membership.

ARTICLE VIII - COMMITTEES

Section 1. The purpose of the Standing Committees is to facilitate consideration of the business and management of the Association. There shall be three Standing Committees as follows: Professional Development, Technology, and Employer Relations.

Each Standing Committee has the right to form sub-committee(s) as may be required to effectively conduct the business of the Standing Committee. Sub-committees must operate, report and seek finances from the committee under which it was formed.

Section 2. Reporting Procedures. Standing Committee Chairpersons or a designated member will report on the activities of its committee at each WNYACCC business meeting or at the request of the President. If no member will be present, a written report will be submitted to the President prior to the meeting date.

Section 3. Finances of Committee

a. All established committees/sub-committees in this article shall have line item fund accounts for the purposes of operating their committees/sub-committees on an annual basis. All committees/sub-committees under this article shall have their committee/sub-committee chairperson meet with the executive board on an annual basis to determine a reasonable contribution of committee/sub-committee funds to the general fund for organizational usage. The Treasurer of WNYACCC shall be responsible for the receipt, distribution of funds in various accounts and the reporting of all committee/sub-committee expenditures and revenues.

b. Standing committees must submit budgets and funding requests to the Executive Board by the date established by the board prior to the first business meeting of the year. The budgets and requests should contain the purpose and an accounting of how the money is to be spent. At the end of each year, each committee must submit a detailed financial statement to the Treasurer.

Section 4.

a. Professional Development Committee

Membership. The Professional Development Committee shall consist of a chairperson and at least two members of the Association.

Duties. The Professional Development Committee shall implement programs and/or activities to meet the professional growth of the organization's members, poll members on a timely basis to ascertain ideas and needs, report to the Executive Board to secure approval and funding, and coordinate arrangements of professional development programs.

b. Communication and Public Relations Committee

Membership. The Communication and Public Relations Committee shall consist of a chairperson and at least two members of the association.

Duties. The Communication and Public Relations Committee shall manage the positioning of the Association with the general public. In doing so, the committee will oversee all publications of the Association and its committees as well as all other communication, both printed and electronic. The Communication and Public Relations committee will report to the Executive Board to secure approval and funding.

c. Employer Relations Committee

Membership. The Employer Relations Committee shall consist of a chairperson and one designated member from each of its sub-committees. In the absence of sub-committees the Employer Relations Committee shall consist of a Chairperson and at least two members of the association.

Duties. The Employer Relations Committee shall monitor all employer related events and activities of the organization, research and investigate employer needs, poll members on a timely basis to ascertain ideas, review requests from committees, sub-committees or members, report to the Executive Board to secure approval and funding.

ARTICLE IX - MEETINGS

Section 1. Meetings of the Association shall be held at least four times during the academic year (September to June). These meetings shall consist of one organizational meeting at the start of the year, and 2 business meetings during the year. Additional meetings, including professional development and socials shall be interspersed throughout the year and shall be held separate from business meetings. Special meetings may be called at the discretion of the President.

Section 2. The first business meeting of the year shall include setting calendar for business, professional and social meetings, review of budget reports, and reports from the Executive Board and Standing Committee Chairpersons.

Section 3. The last business meeting of the year, (June), shall include reports from the Executive Board and Standing Committee Chairpersons, announcement of elections, and planning for the following year.

ARTICLE X - NEW BUSINESS

Section 1. All members and committees may submit suggestions, ideas or initiatives for consideration by the Association at any time during the year.

Section 2. Submission must be made in writing to the Executive Board which will meet in a timely fashion in order to give due deliberation, in accordance with the purpose of the Organization.

Section 3. All submissions will be discussed at the next regularly scheduled business meeting by the member or committee submitting the proposal or a member of the Executive Board, as part of the "New Business" agenda.

Section 4. Any action to be taken which requires a vote of the membership will be conducted at the next meeting, with prior notice being given, and at least ½ plus one of the total membership, which establishes a quorum, being present.

Section 5. Submissions may be re-submitted for consideration in the same or amended form by the membership after a waiting period of one regularly scheduled business meeting.

ARTICLE XI - ELECTIONS

Section 1. There shall be an annual election for officers by mail ballot.

Section 2. Nominations. Nominations shall be made by a Nominating Committee of at least three members appointed by the President-elect. Nominations shall be communicated to the President-elect before May 1st and to the membership before May 15th.

Section 3. Voting. The Secretary shall prepare and mail the official ballot to the membership at least 4 weeks before the June Business Meeting. Voting shall be concluded by June 1st. The results of the election shall be reported to the President who will inform the membership at the June Business Meeting.

Section 4. In case of a tie vote in the ballot or in order to fill an emergency vacancy, the election in question shall be determined by ballot.

ARTICLE XII - DUES

Section 1. Dues shall be \$25.00 per academic year for Individual Membership and \$5.00 per academic year for Student Membership. Dues are payable within 30 days of receipt of notice. Dues are not pro-rated for partial year memberships.

Section 2. The Treasurer shall maintain membership status of the Organization and transferability of individual memberships.

ARTICLE XIII - AMENDMENTS

Amendments to this Constitution may be proposed at any regular meeting of the Association. These amendments shall then be presented in writing to the membership ten days before voting. Voting shall take place at the next regularly scheduled meeting of the Association. A two-thirds vote of the eligible members present in accordance with the provisions for quorum in Article 10, Section 4 is necessary in order to enact an amendment.

This Constitution was ratified by the eligible members present and voting at the regular meeting of April 25, 1979.

This Constitution was amended by the eligible members present and voting at the regular meeting of March 7, 1986; June 8, 1990, June 19, 1992, March 6, 2001 and March 17, 2006.

ARTICLE XIV - DISBURSEMENT OF FUNDS

Upon dissolution of the Association, whether voluntary or involuntary, after payment of all debts and liabilities of the association of whatsoever kind or nature, its remaining funds and other property and rights shall be distributed, granted, conveyed and assigned exclusively for one or more exempt purposes within the meaning of Section 501 (c)(3), or any successor section, of the Internal Revenue Code, as determined by the Executive Board of the Association. In the event the Executive Board fails to so distribute, the New York Supreme Court, Eighth Judicial District, shall make such distribution.