Preamble

The North Carolina Association of Community College Instructional Administrators (NCACCIA) Bylaws establish a framework guiding the organization's operations, governance, and responsibilities. Grounded in our commitment to advancing teaching and learning excellence across North Carolina's community colleges, these Bylaws clarify the roles, responsibilities, and procedures essential to achieving the organization's objectives.

The bylaws support the Association's mission by fostering collaboration among instructional leaders and promoting professional growth, innovation, and positive student outcomes. They provide clear guidelines to empower members and ensure alignment, accountability, and transparency in service to students and communities.

Article I: Organizational Name

As outlined in the Constitution, the organization was established as the North Carolina Association of Community College Instructional Administrators. For business purposes, it will operate under the name NCACCIA, while in other contexts, it will use the shortened name North Carolina Instructional Administrators Association (NCIAA).

Article II: Committee Structure

Steering Committee

The steering committee comprises elected representatives from the six North Carolina Community College Trustee regions (see Appendix A). This committee helps the NCACCIA leadership guide the Association's activities, including strategic planning and financial oversight, to ensure alignment with its mission and objectives.

Leadership Committees

The leadership committee, comprised of regional representatives, coordinates leadership initiatives. It also represents the Association on state committees, building connections that further the NCACCIA's mission to foster leadership development and instructional excellence across North Carolina. This includes administering the prestigious, state-level Governor Robert W. Scott Student Leadership Award.

Special Committees

The president establishes special committees as needed to address specific Association initiatives, such as professional development, curriculum improvement, and advocacy efforts. These committees support the NCACCIA's mission by focusing on targeted areas that enhance instructional quality and member engagement.

Article III: Association Meetings

Regular Meetings

The Association holds at least two regular meetings annually, one in the fall and one in the spring. These meetings provide essential updates on North Carolina Community College System (NCCCS) committee engagements, highlight professional development opportunities, and review strategic initiatives to support the Association's mission and goals.

Special Meetings

The President or Steering Committee may call special meetings to address urgent issues, respond to strategic opportunities, or advance critical initiatives. These meetings ensure the Association can act swiftly and effectively on matters that support instructional excellence and leadership within North Carolina's community colleges.

Quorum and Voting

A quorum for all meetings is a majority of voting members. Unless specified otherwise, all decisions require a simple majority vote.

Article IV: Financial Management and Audit

Section 1: Financial Oversight

- The Financial Coordinator shall manage NCACCIA funds with oversight from the Steering Committee.
- The annual budget shall be presented to the membership for review.
- The Steering Committee must approve any unbudgeted expenditure of over $2,500.

Section 2: Revenue Sources

- Membership dues (if applicable).
- Conference and event registration fees.
- Grants and sponsorships.
- Donations and external funding.

Section 3: Expense Reimbursement

NCACCIA members incurring expenses on behalf of the organization may request reimbursement, subject to the following:

- Submission of receipts within **30 days** of the expense.
- Approval by the Financial Coordinator.

Section 4: Financial Audits

- An independent financial review by an outside third party should be conducted annually to ensure fiscal responsibility.
- The financial review results will be shared with the membership.

Article V: Membership Structure

Section 1: Membership Types

The NCACCIA offers the following membership categories:

- **Voting Members**—This category is open to instructional administrators (e.g., vice presidents, deans, and directors) from NCCCS institutions actively participating in NCACCIA initiatives.
- **Associate Members** – This category is open to other faculty, staff, and administrators interested in instructional leadership without voting privileges.
- **Emeritus Members** – Retired instructional administrators who wish to remain engaged in an advisory capacity.

Section 2: Membership Dues

Membership dues, if applicable, shall be determined annually by the Steering Committee and communicated to the membership before the start of the fiscal year.

Section 3: Membership Benefits

NCACCIA members receive:

- Access to professional development opportunities.
- Eligibility for leadership positions within the Association.
- Participation in networking events and collaborative initiatives.
- Opportunities to contribute to statewide instructional policy discussions.

Section 4: Membership Revocation

Membership may be revoked for failure to uphold the NCACCIA's mission and values. After a formal review process, the revocation must be approved by a two-thirds vote of the Steering Committee.

Article VI: Elections and Leadership Transition

Section 1: Officer Elections

Elections for NCACCIA officers shall be conducted every two years.

- A Nominating Committee appointed by the Steering Committee will oversee the election process.
- At least one voting member must nominate candidates.
- Voting will occur electronically or at the spring meeting, and results will be publicly announced.

Section 2: Voting Process

- Elections shall be conducted using a simple majority vote.

- If no candidate secures a majority, a runoff election will be held between the top two candidates.

Section 3: Officer Removal and Vacancy

- An officer may be removed for misconduct, failure to fulfill duties, or actions that conflict with NCACCIA's mission. Removal requires the following:
    - A written petition by at least five voting members.
    - Review and recommendation by the Steering Committee.
    - A two-thirds vote of the membership.
    - Vacant positions will be filled by interim appointments made by the Steering Committee until the next election.

Article VII: Conflict of Interest and Ethics Policy

Section 1: Conflict of Interest

- Officers and committee members must disclose any personal or financial interest in NCACCIA matters.
- Members with a conflict of interest must recuse themselves from related decisions.

Section 2: Professional Conduct

- NCACCIA members are expected to uphold integrity, respect, and transparency.
- Any ethical concerns should be submitted in writing to the Steering Committee for review.

Section 3: Dispute Resolution

- Internal disputes shall be resolved through mediation facilitated by an ad hoc committee.
- If mediation fails, the issue will be escalated to the Steering Committee for a final decision.

Article VIII: Strategic Plan Implementation and Review

Section 1: Implementation Framework

- The NCACCIA Strategic Plan will guide the Association's priorities in four-year cycles.
- Each priority area will be assigned to a designated committee for implementation.

Section 2: Annual Review Process

- The Steering Committee shall conduct an annual review of progress toward strategic goals.
- Progress reports will be shared with members at the fall meeting.
- Adjustments to the Strategic Plan may be proposed based on data and member feedback.

Section 3: Member Involvement

- Members will be invited to provide input on strategic priorities through:
    - Annual surveys,
    - Open forums at NCACCIA meetings, and
    - Direct engagement with strategic initiative committees.

Article IX: Document Development

This version of the NCACCIA Bylaws was enhanced with the support of the OpenAI ChatGPT-4o model (OpenAI, 2023).

Reference

OpenAI. (2023). *ChatGPT* (4o model) [Large language model]. OpenAI. https://chat.openai.com/chat

Trustee Regions by College
North Carolina Community College System

This document outlines the trustee regions for North Carolina Community College System (NCCCS) colleges. Each region comprises various community colleges grouped for governance and strategic oversight purposes. The map and listings below provide a detailed view of each trustee region and its associated colleges.

Map of Trustee Regions