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Preamble

The North Carolina Community College System's (NCCCS) instructional administrators recognize the significant role of instructional leadership in fostering academic excellence, promoting professional growth, and ensuring student success. Committed to collaboration and innovation, we advocate for, support, and advance instructional leadership development within our institutions, strengthening the quality of education and enhancing opportunities for all learners.

Article I: Organizational Name

The organization shall be officially established as the North Carolina Association of Community College Instructional Administrators (NCACCIA). It will operate under this name for business purposes but may also be called the North Carolina Instructional Administrators Association (NCIAA) for other purposes.

Article II: Organizational Purpose

Section 1: Purpose

The NCACCIA advances student and institutional success by advocating for instructional administrators, enhancing professional development, and promoting academic excellence across the North Carolina Community College System.

Article III: Mission, Vision, and Core Values

Section 1: Mission

The NCACCIA advocates for and supports instructional administrators within the NCCCS, promoting academic integrity and excellence, professional development, student access, and success through collaboration, innovation, and dissemination of best practices.

Section 2: Vision

The NCACCIA strives to be a leader in empowering teaching and learning innovation that improves student outcomes, leading to enhanced social and economic opportunities for North Carolina community college students.

Section 3: Core Values

- **Excellence:** Upholding the highest standards in educational leadership and student success through continuous quality improvement.
 - **Success:** Building an educational ecosystem that removes barriers, promotes fair access, and ensures all can thrive.
 - **Professional Growth:** Fostering leadership development through intentional learning opportunities and meaningful collaboration.
 - **Integrity:** Leading with ethical principles through transparent decision-making and accountability to our communities.
 - **Innovation:** Championing transformative teaching, learning, and leadership approaches that create dynamic educational environments.
 - **Engagement:** Advocating for policies and practices that enhance the quality and accessibility of education for individuals.
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Article IV: Membership

Section 1: Eligibility

Membership is open to individuals from NCCCS institutions involved in academics, college and career readiness, short-term training, or workforce development. Typical roles engaging with NCACCIA include vice presidents, deans, directors, and other instructional administrators. As outlined in the bylaws, members are classified as Voting Members, Associate Members, and Emeritus Members.

Article V: Governance Structure

Section 1: Officers

The Association's elected officers shall include a President, Vice President, Documentation Coordinator, Financial Coordinator, Communications Coordinator, and Programming Coordinator. These officers are responsible for the governance and management of the Association. Officers may be removed from their positions following the procedure outlined in the Bylaws.

Section 2: Duties of Officers

- **President:** Presides over meetings, represents NCACCIA on NCCCS committees, ensures strategic alignment with NCCCS goals, appoints committees, and serves as an ex-officio member of all committees.
- **Vice President:** Assists the President, presides in the absence of the President, chairs the planning committee for conferences, and manages engagement with the NCCCS President's Association liaison.
- **Documentation Coordinator:** Maintains records of meetings, handles correspondence, manages the membership roster, and ensures proper documentation of Association activities.
- **Financial Coordinator:** As detailed in the Bylaws, the Financial Coordinator shall oversee financial operations, ensuring fiscal responsibility and transparency.
- **Communications Coordinator:** Manages all communications for the organization, including the website and other media channels. Responsible for handling member information requests, ensuring updates are communicated to the membership, and maintaining a visible organizational presence.

- **Programming Coordinator:** Develops and implements professional development opportunities for members, coordinating with the steering committee to ensure diverse, high-quality offerings across the state.
- **Steering Committee:** This committee represents the six North Carolina Community College Trustee regions. It helps the NCACCIA leadership guide the Association’s activities, including strategic planning and financial oversight, to ensure alignment with its mission and objectives.

Section 3: Terms and Succession

Officers shall serve two-year terms, beginning on July 1 following their election. To ensure experienced leadership and continuity within NCACCIA, the following plan is enacted:

- **Succession Staggering:** Terms of the President and Financial Coordinator will align with even-numbered years, while the Vice President, Documentation Coordinator, Communications Coordinator, and Programming Coordinator will align with odd-numbered years. This staggering ensures continuity, preventing all positions from transitioning simultaneously.
- **Mentorship:** Each officer shall mentor their successor beginning three months before their term ends, providing hands-on training and access to documentation, allowing new officers to learn the role’s nuances directly.
- **Vacancy and Mid-Term Appointments:** In the event of a vacancy, the President (or, if the President’s seat is vacant, the steering committee) will ask for an interim officer from a pool of former officers or experienced members to assume the role. The interim officer will serve until the next election cycle, when the position can return to regular succession.

Article VI: Strategic Planning and Continuous Improvement

The NCACCIA strategic plan will outline measurable objectives in four-year cycles designed to propel the Association forward. However, this strategic planning process is dynamic; annual assessments ensure that goals and initiatives are responsive to emerging instructional needs, allowing NCACCIA to adapt and improve continuously. In pursuit of our mission, these plans are anchored in advancing member engagement, professional development, collaboration, and student success, creating a living framework for continuous improvement.

Article VII: Amendments

Section 1: Amendment Process

Any voting member may propose amendments to the Constitution, which must be submitted in writing to the Steering Committee. Proposed amendments will be distributed to the membership thirty days before a vote. Amendments require a two-thirds majority vote of the voting members at a meeting. The Constitution may be amended once per academic year.

Article VIII: Dissolution

Section 1: Dissolution Procedures

In the event of dissolution, the Association’s remaining assets shall be distributed according to its mission and as directed by the Steering Committee. Any remaining funds shall be allocated to initiatives that support instructional leadership and student success within the NCCCS.

Article IX: Parliamentary Authority

Section 1: Rules of Order

The meetings of the Association shall be conducted according to Robert's Rules of Order unless otherwise provided for by the membership.

Article X: Transparency and Responsible AI Use

The NCACCIA is committed to transparency in decision-making and the responsible use of AI technologies. Our approach prioritizes ethical standards, respects privacy, and ensures that AI use supports our mission to enhance instructional practices. The Association advocates for AI applications that align with our values, fostering accountability, data integrity, and protecting personal information in all our initiatives.

Article XI: Document Development

This version of the NCACCIA Constitution 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>