

# AACE Constitution/By-Laws

---

**ALABAMA ASSOCIATION OF COLLEGES AND EMPLOYERS  
CONSTITUTION AND BY-LAWS  
UPLOADED VERSION: 12/2014**

## **ARTICLE I. NAME**

The name of this organization shall be the Alabama Association of Colleges and Employers (AACE) with the byline, "A Consortium of Co-op, Career Services and Employers."

## **ARTICLE II. PURPOSE**

The purpose of this association shall be to bring together Alabama colleges, universities, post-secondary state technical institutes, employers, students, former students, and graduates.

1. To provide a more effective cooperative education, recruitment and career services process and to know better the Alabama employment situation.
2. To further the provision for, and promotion of high standards of work and ethical practices in career planning, recruitment practices and procedures; and give assistance to developing career services and co-op offices and local employers.
3. To promote understanding and cooperation between individual colleges and employers in their combined co-op and career services efforts, through exchange of ideas, information and experiences; particularly to include those who do not attend related regional or national meetings.
4. To discuss business related to the local and state level, and determine, develop, and carry out appropriate projects.
5. To provide a forum for the discussion of programs of related regional and national associations and the consideration of appropriate action.
6. To provide the opportunity for participation in cooperative education.

## **ARTICLE III. MEMBERSHIP**

Section 1. There shall be two classes of membership, Institutional and Honorary Lifetime Membership. A member shall be one who has been officially accepted into membership and whose dues are current: and/or honorary lifetime members.

Section 2. Upon recommendation by the Awards Committee and three quarters of those board members present, Honorary Lifetime Membership may be awarded to a person who has been a member of the Alabama Association of Colleges and Employers for at least five years and during that period shall have made significant contributions to the association. A person may be considered for this award at the time of, or following resignation or retirement. The member shall be exempt from the payment of dues and registration fees, shall not vote or be deemed part of the quorum at any meeting of the association, and shall not be a member of the Board of Directors. These exemptions will become null and void if a lifetime member returns to active status in the profession and/or organization of AACE.

Section 3. Membership is open to co-op and career services representatives from four-year degree granting colleges and universities, non-profit community and junior colleges, and post-secondary state technical institutes in Alabama; and to employers who are actively engaged in the selection and successful employment of students, former students, and graduates of these institutions.

Section 3-A. Amendment: Affiliate Member (non-voting) – Available to professionals who do not meet the criteria for other categories of membership and who provide support products and/or services to the recruitment/career services functions; or are working in fields related to career services and/or college recruiting. Such members may include, but are not limited to, employees of contract recruiting firms, outplacement firms, employment agencies, career assistance centers, recruitment advertising firms, media organizations, publishers, software companies, chambers of commerce, or other organizations related to the overall functions of career services and/or university recruiting/relations. Affiliate members are not eligible to vote or hold office within the Association.

Section 4. Application for membership shall be made to the Chairperson of the Membership Committee. Applicants shall furnish the endorsement of one current member. Dues shall be submitted with the initial application of membership. The Membership Committee shall notify applicants of their status. Membership is validated by the payment of the annual dues applicable to the fiscal year in which they are paid.

Section 5. Membership shall terminate when a member becomes ineligible or is delinquent in the payment of dues, or in the event the Executive Board determines a membership terminated for any cause which is deemed by the Executive Board to be justifiable. The Chairperson of the Membership Committee shall review the list annually and determine the eligibility of all members. Upon completion of this review, a report will be made at the Annual Workshop meeting of the Executive Board.

Section 6. Membership may be transferred to a successor in the same position upon notification to the Chairperson of the Membership Committee.

Section 7. A former member dropped for delinquency of dues may be reinstated by the Treasurer upon payment of dues for the current year, providing other eligibility requirements are met.

Section 8. Applicants and members shall endorse and abide by “Principles for Professional Conduct for Career Services and Employment Professionals” as set forth by NACE and standards set forth by the Cooperative Education Association, Inc.

#### **ARTICLE IV. EXECUTIVE BOARD AND OFFICERS**

Section 1. The property, affairs, and business of the association shall be managed and directed by the Executive Board, which may exercise all powers of the association and do all acts and things not prohibited by law, the Articles of Incorporation of the Association, or these by-laws. In addition to the responsibilities and duties which may be inherent in or implied from the nature of the function of the board, the board shall have the following obligations: (a) adopt policies for the control of the affairs of the association; (b) formulate, implement,

and supervise the operation of all programs of the association and advise and assist the various committees in carrying out such programs; (c) procure, protect, maintain, and manage the property and equipment of the association; (d) establish the membership policy of the association, fees, charges, and plan and carry out any appropriate membership campaign; and (e) seek to obtain public understanding, acceptance, and esteem for the association, its purpose, programs, and services.

Section 2. The number of members of the Executive Board shall be seven (7); comprised of five (5) officers and two (2) members of the Board of Directors. The officers shall be a Past –President, President, who will also serve as Chairperson of the Board and Chairperson of the Annual Meeting Committee, Vice Presidents, Secretary, and Treasurer. The Board of Directors shall be one (1) college member and one (1) employer member. The Executive Board shall be elected to serve a one-year term of office with no more than 2 years serving in the same role. The President shall be elected to a two-year term serving one year in the role of President and one year serving in the role of Past-President.

Section 3. The President shall preside at all meetings of the membership and Executive Board; shall appoint all chairpersons and members of the committees unless otherwise designated in the Articles of Incorporation and by-laws; shall be a member ex-officio of all committees; shall appoint a committee from the board to nominate candidates to fill the unexpired term of any board member or officer, excluding the office of President; and shall be responsible for having the Treasurer's records of all financial business of the association audited at the end of the fiscal year. The President will also serve as the Chairperson of the Annual Meeting Committee and plan such conferences/meetings in accordance to the position.

Section 4. The Vice President shall serve as liaison representative between the board and the membership as well as being the Chairperson for the Annual Workshop Committee and plan such workshops/meetings in accordance to the position.

Section 5. The Secretary shall keep all official minutes of the board and membership, shall preserve all papers, letters, and records of all transactions except those of the Treasurer; shall at the end of the term of office transfer all official minutes of the board and membership, papers, letters, and records of all transactions to the incoming Secretary who will retain or transfer such data to the Director of Internal Publications.

Section 6. The Treasurer shall maintain a record of all the association's financial business, including payment of bills and collection of dues and other monies; shall provide at least quarterly financial reports to the board; shall be responsible for presenting to the President the association's finalized financial records for the annual fiscal audit; and shall serve on the Membership Committee and as Chairperson of the Budget Committee.

Section 7. The Directors shall serve as Chairpersons of Membership and Internal Publications Committee.

Section 8. The Immediate Past President shall be a member ex-officio of the Executive Board.

## **ARTICLE V. COMMITTEES**

Section 1. Standing Committees shall be Membership, Annual Meeting, Annual Workshop, Nominating, Budget, Public Relations, Internal Publications, Awards, and Technology. Committees shall serve for one year.

Section 2. The Membership Committee shall include the Treasurer. Through the Director, the committee shall carry out the policy and procedural mechanics of membership application and approval. The committee is also responsible for the production of the membership directory and chaired by the Director of Colleges Board Member.

Section 3. The Internal Publications Committee shall be responsible for the Newsletter of the association. The Director, whom is the Board of Employers Member, along with the committee, works to gather information and data to share with the association.

Section 4. The Annual Meeting Committee shall be responsible for planning the Annual Meeting, which is subject to the review and approval of the Executive Board and chaired by the President

Section 5. The Annual Workshop Committee shall be responsible for planning the Annual Workshop, which is subject to the review and approval of the Executive Board and chaired by the Vice President.

Section 6. The Nominating Committee shall be composed of three (3) members appointed by the president. It is desirable that preference be given to representation by both employer and college members. It shall select and present a slate of officers and directors as appropriate. Nominees are to be presented to the Executive Board. Annual meetings shall be open for nominations from the floor.

Section 7. The Budget Committee shall be composed of the current Treasurer as chairperson, and two members appointed by the President. The Treasurer shall construct a budget to be reviewed and approved by the Budget Committee, and subsequently by the board.

Section 8. The Awards Committee shall be responsible for making recommendations to the Executive Board for awards presented by the association.

Section 9. The Public Relations Committee shall be responsible for the external marketing of the organization. The Committee shall work in conjunction with other committees to publicize activities and projects of AACE.

Section 10. The Technology Committee shall be responsible for coordinating all activities involved with the development and implementation of all present and future technological advances to enhance the mission of the Association on behalf of all members.

Section 11. The Chairpersons of Standing Committees shall be appointed by the President unless otherwise stated in Article IV of the Constitution and by-laws.

## **ARTICLE VI. VACANCIES**

Vacancies, except that of the President and those vacancies resulting from any increase in the number of directors, shall be filled by a majority vote of the Executive Board members then in office; the director or officer so chosen shall hold office for the unexpired term of the predecessor or until the earlier resignation or death.

## **ARTICLE VII. MEETINGS**

Section 1. There shall be an annual meeting to conduct business and elect officers and directors. This meeting shall be held at a time and place determined by the Executive Board.

Section 2. A special meeting of the membership may be called by the Chairperson of the Executive Board or by any two (2) members of the Executive Board upon giving notice of the membership, in writing, of the time and place of the special meeting.

Section 3. The Executive Board shall meet immediately after the annual business meeting and shall hold at least one additional meeting each year.

Section 4. A majority of the membership of the Executive Board shall constitute a quorum for the purpose of any of its meetings. Each member of the Executive Board is entitled to vote at meetings of the Executive Board.

Section 5. Those members present at any properly called membership business meeting shall constitute a quorum.

Section 6. Members shall be entitled to cast one vote on each matter submitted to a vote of the membership. Only members in good standing shall be eligible to vote.

Section 7. Majority vote is required to pass motions in the Executive Board meetings and association meetings, unless otherwise stated in the Constitution and by-laws.

Section 8. Association members may invite to the meetings representatives of their organizations and special guests. Business meetings shall be restricted to association members. Non-members may attend program meetings.

## **ARTICLE VIII. DUES AND FEES**

Section 1. The annual dues of the association shall be recommended by the Executive Board and approved by the membership at the annual meeting.

Section 2. The fiscal year of the association shall extend from January 1 to December 31.

Section 3. Invoices shall be mailed to members by November 15 with dues billed as of January 1. Dues shall be applicable to the fiscal year in which they are paid.

Section 4. Members, whose dues remain unpaid March 1, shall receive a second billing. Members, whose dues remain unpaid April 15, shall be dropped from membership.

Section 5. The Executive Board shall determine the registration fee for the annual meeting. The registration fee shall be waived for guests who are officers of co-op and placement associations; and for program participants who are not association members. Dining fees shall be paid by guests or their individual host, except for specially designated association guests.

### **ARTICLE IX. AMENDMENTS**

Amendments to or revisions of the Constitution and by-laws may be made upon recommendation of the Executive Board, and by a two-thirds majority vote of members in attendance at the annual meeting, providing at least fourteen (14) days notice in writing is given; or by a similar vote of those members returning ballots within fifteen (15) days if the mailing date of votes was taken by mail.

### **ARTICLE X. RULES OF ORDER**

“Roberts Rules of Order, Revised” shall be the authority upon all questions not covered by the Constitution and by-laws.

### **ARTICLE XI. DISSOLUTION**

In the event of the dissolution of AACE, either voluntary or involuntary, all assets and properties which remain after discharge of AACE’s liabilities shall be used or distributed by the Board of Directors for one or more of the following purposes:

- A. Contribution to SACE.
- B. Contribution to SERCEC.
- C. Contribution to NACE.
- D. Contribution to CEA.
- E. Contribution to a charitable organization responsible for the training and placement of individuals. Specific organizations will be decided by the Board upon dissolution.

Test