

**North Carolina Council of
Educational Opportunity Programs (NCCEOP)**

BY - LAWS

ARTICLE I

MEMBERSHIP AND DUES

SECTION 1. MEMBERSHIP

A. Membership in the **COUNCIL** shall be by definition under Article IV of the Constitution and the payments of dues described.

B. When a member is removed from membership, he/she may request a meeting with the **EXECUTIVE BOARD** to determine a due process procedure.

SECTION 2. DUES

A. The Executive Board shall determine the amount of annual dues for membership as an Active or Associate Member of the **COUNCIL**.

B. The membership year will be from October 01 to September 30 yearly. Dues are payable by October 1st of each year.

ARTICLE II

OFFICERS OF THE COUNCIL

SECTION 1. DUTIES OF THE OFFICERS

A. The President shall be the chief elected officer of the **COUNCIL** and shall, with the consent of the **EXECUTIVE BOARD**, make all appointments to **STANDING** and **SPECIAL COMMITTEES**. The President shall preside at all meetings of the **COUNCIL** and the

EXECUTIVE BOARD. The President shall be an ex-officio member of all **COMMITTEES** except the **NOMINATIONS & ELECTIONS COMMITTEE**.

The President shall submit an annual report to the **COUNCIL** on all matters which have taken place during his/her term. The President shall be a North Carolina Delegate to the **SAEOPP BOARD OF DIRECTORS**.

B. The **Vice-President** shall serve with the same power and authority as that of the President and, in the event of absence or incapacity the President, shall perform such duties as prescribed by the **EXECUTIVE BOARD**. The Vice-President shall serve as Chairperson of the Constitution *and* Legislative Committees. The Vice-President will serve as North Carolina's Delegate to the **SAEOPP Conference Committee**.

C. The **Secretary** shall be responsible for (1) keeping and maintaining the records of the **COUNCIL** and the **EXECUTIVE BOARD**, (2) mailing notices of meetings, and (3) correspondence responsibilities as stated in the Constitution and By-Laws, (4) maintaining up-to-date records concerning membership status, and (5) for the performance of other duties as deemed appropriate to the office or as prescribed; by the **EXECUTIVE BOARD**.

D. The **Treasurer** shall be responsible for the receipts, expenditures and distribution of funds in accordance with fiscal policies established by the **EXECUTIVE BOARD**. He/she shall maintain appropriate and adequate financial records, and shall be prepared, at any time, to submit to the **EXECUTIVE BOARD** all records, receipts and monies upon request. He/she shall give all records to his/her successor upon termination of his/her term of office. Records shall be audited at the end of each Treasurer's term of office. He/she shall also submit a financial report to the **COUNCIL** at each meeting.

E. The **Parliamentarian** will ensure that proper parliamentary procedures will be utilized during the execution of business in meetings of the **COUNCIL**, the **EXECUTIVE BOARD**, and Standing Committees.

F. The four (4) **REGIONAL REPRESENTATIVES** shall serve as liaisons to their identified geographical areas and as members of the communications network for the North Carolina **TRIO** Programs.

SECTION 2. COMPENSATION AND EXPENSES OF OFFICERS

A. Elected or appointed officials of the **COUNCIL** shall not receive any compensation for their services to the **COUNCIL**. Any necessary travel expenses of an elected or appointed officer

representing the **COUNCIL**, may be paid from the **COUNCIL** funds by approval of the **EXECUTIVE BOARD**.

SECTION 3. VACANCIES TN OFFICE

A. A vacancy created by the death or resignation of the **PRESIDENT** shall be filled according to the line of succession. The line of succession is: **VICE-PRESIDENT, SECRETARY, and TREASURER**.

B. A vacancy in any other elected office shall be filled by an **ACTIVE MEMBER** of the **COUNCIL**, appointed by a majority vote of the **EXECUTIVE BOARD** from nominations by the **PRESIDENT**. Such appointments shall be on an interim basis until the next general election.

ARTICLE III

THE EXECUTIVE BOARD

SECTION 1. FUNCTIONS OF THE EXECUTIVE BOARD

A. The **EXECUTIVE BOARD** shall have full authority over the affairs of the **COUNCIL** during the interim between meetings of the **COUNCIL**. Such authority shall not include rescinding or modifying any official action taken by the **COUNCIL**.

B. The **EXECUTIVE BOARD** may assist in the establishment of other regional and/or state associations whose purposes and ideals are compatible with those of the **COUNCIL**, through which expansion of activities, programs, and communications of interest to the **COUNCIL** may be accomplished.

SECTION 2. MEETING OF THE EXECUTIVE BOARD

A. The **EXECUTIVE BOARD** shall meet immediately prior to and during meetings of the **COUNCIL**. Special meetings of the **EXECUTIVE BOARD** may be called by the **PRESIDENT** upon petition by two other members of the **EXECUTIVE BOARD**. The time and place of such meetings are to be designated by the **PRESIDENT**, all members being duly notified.

B. A simple majority of the **EXECUTIVE BOARD** shall constitute a quorum at an official meeting.

ARTICLE IV

STATE MEETINGS

A simple majority of the eligible voting members registered at a conference shall constitute a quorum. If a quorum is unavailable, a special vote to decide issues shall be taken by mailing ballots to all **ACTIVE MEMBERS**.

ARTICLE V

COMMITTEES

SECTION 1. STANDING COMMITTEES

The **COUNCIL** shall have the following standing committees. Each shall perform such functions prescribed by the **COUNCIL**, the **EXECUTIVE BOARD**, or the **BY-LAWS**. Unless otherwise specified, in the **BY-LAWS**, the President, shall appoint members of the standing committees and the Chairpersons thereof, subject to the approval of the **EXECUTIVE BOARD**.

A. Nominations and Elections Committee shall consist of (5) **ACTIVE MEMBERS**. They shall be charged with conducting fair nominations and elections procedures for electing officers of the **COUNCIL**. The Committee members shall be identified at the Fall meeting and shall entertain nominations from the floor. The Committee shall decide upon a final slate including nominations from the Committee. The Committee shall develop a ballot listing two persons for each office, with the concurrence of the Executive Board. A brochure indicating qualifications of nominees and the ballot shall be mailed and sent to all **ACTIVE MEMBERS** of record. A date for the return of ballots will permit the results to be announced no later than the State Meeting at the SAEOPP Conference. The Executive Board shall appoint members of this committee. The members of the Committee shall choose a chairperson for the Committee. Appointments to this committee shall give broad representation to race, gender, programs, and geographic location.

B. The **Conference Committee** shall consist of at least five (5) **ACTIVE MEMBERS**, with at

least one being an Active Member of the host area. They shall be charged with planning the regular meetings of the **COUNCIL**.

C. The **Legislative and Constitution Committee** shall consist of at least three (3) **ACTIVE MEMBERS** and shall be charged with keeping the **COUNCIL** abreast of all pertinent legislative issues as deemed appropriate.

D. The **Financial Review Committee** will consist of that least three (3) **ACTIVE MEMBERS** and shall be charged with auditing records of various offices of the **COUNCIL** annually.

E. Additional Standing Committees and Task Forces are as follows:

Archives

Awards and Recognition Committee

Communication Committee

Development Committee

Editorials and Publications

Emerging Leaders Committee

Fall Conference Committee

Financial Aid Committee

Financial Aid Task Force

Financial Review Committee

Hospitality/Protocol Committee Membership and Credential Committee

Legislative/Constitution Committee

Membership Marketing Committee

National TRIO Day Committee

Professional Standards Committee

Program Monitoring/Pre-application Committee

Public Relations Committee

Research Committee

Scholars' Bowl Committee

Scholarship Committee

Spring Conference Committee

Strategic Planning/Evaluation Committee

Talent Search Middle School Academic Bowl Committee

Technology Committee

TRIO Achievers Committee

TRIO Alumni Committee

TRIO Office Professional Development Committee

TRIO Parental Involvement Task Force

SECTION 2. CHAIRPERSONS

The Chairpersons of the **COUNCIL'S** Standing Committees shall be the **COUNCIL'S** representatives to the corresponding **SAEOPP** committees.

SECTION 3. SPECIAL COMMITTEES

Special Committees may be created to promote the purposes of the **COUNCIL** or to carry out necessary functions of the **COUNCIL**. Creation of such committees, their jurisdictions, the number selection, and tenure of members shall be the responsibility of the President subject to the approval of the **EXECUTIVE BOARD**.

ARTICLE VI

CONSULTANT AND RESOURCE PERSONNEL

Providing that necessary funds are available, the **COUNCIL** may employ personnel whose title, duties, and compensation shall be determined by the **EXECUTIVE BOARD**. Such persons may receive a stipend for services, as determined by the **EXECUTIVE BOARD**. Necessary expenses of any such person may be paid from **COUNCIL** funds under the policies of the **EXECUTIVE BOARD** established for such payments.

ARTICLE VII

STANDING OPERATING PROCEDURES

SECTION 1. RECORDING AND DISTRIBUTION

A record of the operating procedures of the **COUNCIL** and the **EXECUTIVE BOARD** shall be kept by the **SECRETARY** and shall be made available to the **EXECUTIVE BOARD** or to any member of the **COUNCIL**.

ARTICLE VIII

RULE OF ORDER

SECTION 1. ROBERT'S RULES OF ORDER, NEWLY REVISED

(by: Henry Martin Robert) shall govern the proceedings of the **COUNCIL** not otherwise specified by the **CONSTITUTION** and the **BY-LAWS**.

ARTICLE IX

IMPLEMENTATION

This **CONSTITUTION** and **BY-LAWS** shall be implemented and go into effect as per decision and schedule of the ratifying vote.

REVISED: 1984, 1991, 1997, 2000, 2004, and 2006