

NORTH CAROLINA EMPLOYMENT AND TRAINING ASSOCIATION

BY-LAWS

ARTICLE I: MEMBERSHIP

Section 1. Membership in the North Carolina Employment and Training Association (hereinafter referred to as “the Association”) is open to employees of agencies or organizations operating or administering State or Federal employment and training programs in North Carolina, as well as individuals from public or private businesses with a specific interest in these programs.

Section 2. The Board of Directors shall establish annual membership dues for the membership year, which runs from July 1st-June 30th.

Section 3. A member is considered in good standing if their membership dues are paid for the current year, with payment due by June 30th.

Section 4. Any member engaging in discriminatory actions or opposing the Association’s policies may have their membership revoked. The Board of Directors may recommend revocation to the general membership following an investigation by a committee appointed by the Board, which will conduct a hearing with the accused and make a determination based on the findings.

ARTICLE II: OFFICERS AND BOARD OF DIRECTORS

Section 1. The officers of the Association shall include a president, vice president, treasurer, secretary, and immediate past president.

Section 2. The Association shall be governed by a Board of Directors (hereinafter referred to as “the Board”) between meetings, consisting of the officers, eighteen regional representatives, and liaison members.

Section 3. The president shall appoint an assistant secretary and assistant treasurer from among the Board members; these individuals will not hold officer status solely by virtue of this appointment.

Section 4. Officers and regional representatives will invite relevant state agencies and special interest groups to appoint liaison members to the Board, who will represent employment and training-related agencies and have voting privileges.

Section 5. Each Board member present at any meeting may cast one vote on matters before the Board; proxy votes are not permitted.

Section 6. The Board shall remove any regional representative or officer absent from three consecutive meetings. Following removal, a replacement from the general membership in good standing will be appointed to serve the unexpired term. If a liaison member is absent from three consecutive meetings, the Board will request that their appointing agency designate a new representative.

Section 7. The Board may fill vacancies in the offices of vice president, secretary, and treasurer, for terms not exceeding the unexpired term of the previous officer.

Section 8. If a Board member conducts themselves in a manner that brings disrepute to the Association, a special Board meeting may be called for disciplinary action, which may include removal from the Board.

ARTICLE III: QUALIFICATIONS AND ELECTION OF OFFICERS

Section 1. All officers, except the immediate past president, shall be elected by the general membership during biennial meetings. The first election under these revised by laws will occur in 1994, and then every two years thereafter. Officers serve two-year terms beginning July 1. No officer may serve more than two consecutive terms.

Section 2. Any member who has served on the Board for one year and is in good standing is eligible to serve as an officer.

Section 3. A nominations committee, consisting of three regional coordinators and a chairperson appointed by the president, will solicit nominations for Association offices at least sixty days prior to the annual membership meeting. The committee will verify eligibility as per Article III, Section 2, and present a slate of nominees, ensuring no individual is nominated for more than one office and that all nominees agree to run.

Section 4. The nominations committee may propose additional nominations for any office, provided that all nominees meet the requirements of Article III, Section 2, and consent to run.

Section 5. The Nominations Committee will send a slate of candidates to the general membership at least thirty days before the annual meeting.

Section 6. A ballot listing duly nominated candidates for each office will be distributed at the annual meeting, with results tallied during that meeting.

Section 7. Members in good standing wishing to absentee vote must request a ballot in writing from the chairperson of the nominations committee at least fifteen days prior to the annual meeting. The chairperson will confirm the member's good standing before issuing the ballot, which must be sealed and returned prior to the meeting.

ARTICLE IV: REGIONS AND REGIONAL REPRESENTATIVES

Section 1. North Carolina will be divided into three regions: Eastern, Piedmont, and Western. The Board will designate the counties included in each region.

Section 2. Each region will elect six regional representatives at caucuses held in conjunction with the annual meetings. In alternate years, three representatives will serve two-year terms; the remaining three will be elected in the following year. Terms begin on July 1.

Section 3. Any member in good standing for at least one year is qualified to seek election as a regional representative.

Section 4. All regional representatives must be employed in the region they represent. Those who move outside their region will be replaced at the next Board meeting.

Section 5. Nominees for regional representatives must consent to their nomination.

Section 6. The president will appoint one regional coordinator for each region.

Section 7. The regional coordinator will solicit nominees for regional representatives before the annual meetings. If there are insufficient nominations, the coordinator will seek additional candidates from the caucus or general membership and present recommendations to the executive committee for approval.

Section 8. If a regional representative resigns, the regional coordinator will recommend a replacement to the president within thirty days for executive committee approval.

ARTICLE V: MEETINGS AND VOTING

Section 1. An annual membership meeting will be held in the spring each year, with dates and locations set by the Board.

Section 2. Regular Board meetings will be open to all Association members.

Section 3. The Board will determine the order of business at all meetings, which may be altered by the majority vote of members present.

Section 4. Meetings will follow “Robert’s Rules of Order,” except in cases of conflict with these by-laws, where the by-laws will prevail.

Section 5. Special meetings can be called if at least 10% of the members petition in writing. Committee meetings may be called by the chairperson as needed.

Section 6. Members in good standing have the right to vote and participate in all Association activities.

Section 7. A quorum for membership meetings is 25% of the general membership plus one member; for Board meetings, it is 50% of the Board plus one member.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. PRESIDENT: The president is the chief elected officer, presiding over all meetings and ensuring implementation of orders, policies, and resolutions.

Section 2. VICE PRESIDENT: In the absence of the president, the vice president will preside. If the president cannot fulfill their duties, the vice president will complete the unexpired term. The vice president will also arrange an independent financial review annually and chair the Program and Planning Committee.

Section 3. TREASURER: The treasurer is the custodian of Association funds, responsible for timely payment of bills and providing financial reports as needed.

Section 4. ASSISTANT TREASURER: The assistant treasurer will perform the treasurer’s duties in their absence and fill the unexpired term if necessary.

Section 5. SECRETARY: The secretary will keep records, minutes of meetings, and maintain membership rolls, transmitting minutes to Board members and posting approved minutes online.

Section 6. ASSISTANT SECRETARY: The assistant secretary will perform the secretary's duties in their absence and fill the unexpired term if necessary.

ARTICLE VII: STANDING COMMITTEES

Section 1. The standing committees of the Association include:

- Membership
- Program and Planning
- By-Laws
- Nominations
- Newsletter
- Publicity and Scrapbook
- Marketing

Section 2. The president will appoint committee members and chairpersons and serve as an ex-officio member of each committee.

Section 3. The president may appoint special committees as needed.

ARTICLE VIII: TREASURY AND DISBURSEMENT OF FUNDS

Section 1. The Association will maintain a treasury in qualified checking and savings accounts, with periodic statements retained by the treasurer.

Section 2. Disbursements will be made by check, signed by the treasurer or assistant treasurer and the president.

Section 3. Officers may incur reasonable operating expenses (e.g., postage, stationery, telephone) without prior Board approval, up to \$150 per year for each category.

Section 4. The treasurer and assistant treasurer will submit an annual operating budget for Board approval at the first Board meeting after the annual membership meeting. Upon approval, the treasurer can expend funds and record expenditures for Board review.

Section 5. Financial records will be made available for member review at least once per fiscal year upon request.

ARTICLE IX: FISCAL YEAR

The Association's fiscal year runs from January 1 to December 31.

ARTICLE X: AMENDMENTS

These by-laws may be amended by a two-thirds vote of members present at any membership meeting, provided notification has been given at least thirty days prior to the meeting.