

CONSTITUTION AND BY-LAWS

ARTICLE I: ASSOCIATION NAME AND OBJECTIVES

- SECTION I: THE NAME OF THE ORGANIZATION SHALL BE
NORTH CAROLINA AUDIO VISUAL TECHNICIANS ASSOCIATION
- SECTION II: OBJECTIVES
THE OBJECTIVES OF THIS ORGANIZATION SHALL BE:
- A. TO PROMOTE THE IMPROVED COMPETENCIES AND PROFESSIONAL GROWTH OF THE MEMBERS.
 - B. TO PLAN AND CONDUCT LONG RANGE PROGRAMS FOR THE IMPROVEMENT OF COMPETENCIES OF THE MEMBERSHIP.
 - C. TO PLAN MEETINGS FOR THE MEMBERSHIP WHICH WILL HELP IMPLEMENT OBJECTIVES A AND B.
 - D. TO PROVIDE ORGANIZATIONAL LEADERSHIP FOR THE VARIED INTERESTS OF THE ORGANIZATION.
 - E. TO COOPERATE WITH AND ASSIST OTHER ORGANIZATIONS INVOLVED IN EDUCATIONAL MEDIA AND INSTRUCTIONAL TECHNOLOGY

ARTICLE II: MEMBERSHIP

- SECTION I: MEMBERSHIP SHALL BE OPEN TO ANYONE EMPLOYED IN A PUBLIC AND/OR PRIVATE EDUCATIONAL INSTITUTION OR GOVERNMENT AGENCY IN NORTH CAROLINA WHOSE DUTIES INCLUDE THE REPAIR AND MAINTENANCE OF ANY TYPE OF EDUCATIONAL MEDIA AND/OR INSTRUCTIONAL TECHNOLOGY.
- SECTION II: THE MEMBERSHIP YEAR SHALL RUN FOR A 12-MONTH PERIOD AS DETERMINED BY THE BOARD OF DIRECTORS.
- SECTION III: THE AMOUNT OF THE ANNUAL MEMBERSHIP DUES IS TO BE DETERMINED BY THE BOARD OF DIRECTORS.
- SECTION IV: DEALERS WHO SELL, REPAIR OR PROVIDE CONSULTING SERVICES TO EDUCATIONAL OR GOVERNMENTAL AGENCIES IN NORTH CAROLINA MAY PARTICIPATE AS CONTRIBUTING MEMBERS. THEY ARE NOT ENTITLED TO VOTE NOR PARTICIPATE IN ANY SEMINARS OTHER THAN THOSE CONDUCTED BY THEMSELVES OR BY MANUFACTURERS THEY REPRESENT.

ARTICLE III: OFFICERS AND BOARD OF DIRECTORS

- SECTION I: THE OFFICERS OF THE ORGANIZATION SHALL BE:
PRESIDENT
VICE-PRESIDENT
SECRETARY/TREASURER
PAST PRESIDENT
- SECTION II: THE BOARD OF DIRECTORS SHALL BE COMPOSED OF 5 MEMBERS ELECTED AT-LARGE FOR A 3 YEAR STAGGERED TERM. THE BOARD SHOULD REFLECT THE MEMBERSHIP'S POPULATION AND WORK AREAS.

ARTICLE IV: COMMITTEES

- SECTION I: THE FOLLOWING STANDING COMMITTEES SHALL BE APPOINTED BY THE PRESIDENT WITH APPROVAL OF THE MAJORITY OF THE BOARD:
- (1) FINANCE COMMITTEE
 - (2) NOMINATIONS AND ELECTIONS
 - (3) PROGRAM AND COMMUNICATION
 - (4) MEMBERSHIP

EACH OF THESE COMMITTEES IS TO HAVE AT LEAST THREE MEMBERS. ONE OF WHOM IS A MEMBER OF THE BOARD OF DIRECTORS.

ARTICLE V: DUTIES OF OFFICE AND FUNCTIONS OF STANDING COMMITTEES

SECTION I: OFFICERS

- A. PRESIDENT - THOSE DUTIES NORMALLY EXPECTED OF THE CHIEF EXECUTIVE OFFICER.
- B. VICE-PRESIDENT - SERVES AS THE CHIEF EXECUTIVE OFFICER IN THE ABSENCE OF THE PRESIDENT; SERVES AS CHAIRMAN OF THE NOMINATIONS AND ELECTION COMMITTEE, AND SERVES AS CHAIRMAN OF THE FINANCE COMMITTEE.
- C. SECRETARY/TREASURER - KEEPS RECORDS OF ALL PROCEEDINGS; HANDLES ALL OFFICIAL CORRESPONDENCE OF THE ORGANIZATION, COLLECTS ALL MONEY; MAINTAINS RECORDS ON ALL EXPENDITURES, RECEIPTS, ETC.; PREPARES AN ANNUAL STATEMENT FOR THE APPROVAL OF THE FINANCE COMMITTEE, AND SERVES AS THE CHAIRMAN OF THE PROGRAM AND COMMUNICATIONS COMMITTEES.
- D. PAST PRESIDENT - SERVES AS THE CHAIRMAN OF THE NOMINATION COMMITTEE.
- E. BOARD OF DIRECTOR MEMBERS - ASSIST THE OFFICERS IN RUNNING THE ORGANIZATION AND CARRYING OUT SPECIFIC ASSIGNMENTS OF THE PRESIDENT.
- F. COMMITTEES
 1. THE FINANCE COMMITTEE APPROVES THE ANNUAL AUDIT OF THE SECRETARY/TREASURER AND ASSISTS IN THE PREPARATION OF THE BUDGET FOR THE UPCOMING YEAR.
 2. (a) THE NOMINATION COMMITTEE IS TO DEVELOP A LIST OF NOMINEES FOR EACH OFFICE AND BOARD VACANCY.
(b) THE COMMITTEE IS ALSO TO CONDUCT THE ELECTIONS, TALLY VOTES, AND CERTIFY THE ELECTION RESULTS.
 3. (a) THE PROGRAM AND COMMUNICATIONS COMMITTEE IS TO ARRANGE FOR THE ANNUAL MEETING AND TO COLLECT REGISTRATION FEES, ETC.
(b) THE PROGRAM AND COMMUNICATIONS COMMITTEE WILL COORDINATE AND OVERSEE ANY NEWSLETTERS OR OTHER OFFICIAL PUBLICATIONS OF THE ORGANIZATION.
 4. THE MEMBERSHIP COMMITTEE IS TO CONDUCT MEMBERSHIP CAMPAIGNS AND ORGANIZE THE MAILING LIST.

ARTICLE VI: MEETINGS

SECTION I: ANNUAL MEETINGS

1. THERE SHALL BE AN ANNUAL MEETING OF THE ORGANIZATION AT WHICH TIME THE ELECTION IS TO TAKE PLACE AND NEWLY ELECTED OFFICERS WILL BE INSTALLED.

SECTION II: OTHER MEETINGS

1. THE BOARD OF DIRECTORS IS TO MEET AT LEAST ONCE EACH YEAR IN CONJUNCTION WITH THE ANNUAL MEETING.
2. SPECIAL MEETINGS OF THE BOARD MAY BE CALLED ON AN AS-NEEDED BASIS BY THE PRESIDENT.
3. THE NUMBER PRESENT CONSTITUTES A QUORUM, AND ANY OFFICIAL BUSINESS CAN BE CONDUCTED PROVIDING THE PRESIDENT OR VICE-PRESIDENT IS IN ATTENDANCE.

ARTICLE VII: PARLIAMENTARY AUTHORITY

THE MOST RECENT PUBLICATION OF ROBERT'S RULES OF ORDER IS TO

SERVE AS THE PARLIAMENTARY AUTHORITY.

ARTICLE VIII: AMENDMENTS TO CONSTITUTION AND BY-LAWS

ANY SUGGESTED CONSTITUTION OR BY-LAW AMENDMENT MAY BE PRESENTED TO THE BOARD OF DIRECTORS BY ANY MEMBER OF THE ORGANIZATION. UPON BOARD APPROVAL THE AMENDMENT IS TO BE VOTED ON BY THE MEMBERSHIP IN ATTENDANCE AT THE ANNUAL MEETING. A TWO-THIRDS MAJORITY OF THE NUMBER PRESENT IS REQUIRED FOR PASSAGE.

ARTICLE IX: DISSOLUTION OF THE ORGANIZATION

IN THE EVENT IT IS DEEMED NECESSARY BY THE BOARD OF DIRECTORS TO DISSOLVE THIS ORGANIZATION, ANY FUNDS REMAINING IN THE TREASURY AFTER THE PAYMENT OF ALL OUTSTANDING DEBTS ARE TO BE TRANSFERRED TO ANOTHER MEDIA ORGANIZATION SELECTED BY THE BOARD, OR TO A CHARITABLE ORGANIZATION SELECTED BY THE BOARD.

AMENDMENTS

1. TO BE ELIGIBLE TO HOLD THE OFFICE OF PRESIDENT OR VICE-PRESIDENT, A MEMBER MUST EITHER BE A PRESENT MEMBER OF THE BOARD OF DIRECTORS OR HAVE PREVIOUSLY SERVED AS A MEMBER OF THE BOARD OF DIRECTORS.
2. IF A MEMBER OF THE BOARD OF DIRECTORS FAILS TO ATTEND TWO OR MORE CONSECUTIVE BOARD MEETINGS WITHOUT A REASONABLE EXCUSE, THE BOARD IS AUTHORIZED TO DECLARE THAT POSITION VACANT AND TO ELECT A SUCCESSOR TO COMPLETE THE TERM OF THE VACATED BOARD POSITION.
3. ON MARCH 23, 2000 THE MEMBERSHIP VOTED, IN ACCORDANCE WITH THE CONDITIONS SET FORTH IN ARTICLE VIII OF THE BY-LAWS, TO CHANGE THE NAME OF THE ORGANIZATION TO **NORTH CAROLINA EDUCATIONAL TECHNICIANS ASSOCIATION (NCET)**.