

CCPRO Bylaws

Article I: Name of the Organization

- The organization is named the North Carolina Community College Planning and Research Organization (CCPRO).

Article II: Purpose

- **Purpose Statement:** CCPRO aims to advance institutional effectiveness, planning, assessment, accreditation, data analysis, and institutional research through collaboration, communication, and visionary leadership for North Carolina community colleges.

Article III: Membership

- **Membership:** A current employee of an NC Community College or an NC Community College System employee who is responsible for planning, assessment, accreditation, data analysis, and/ or institutional research.

Article IV: Officers and Executive Committee

- **Officers:** The officers of CCPRO are the President, President-elect, Secretary, Treasurer, and the West, Central, and East Regional directors (including the immediate past president and regional directors). Officers work together and with the membership to offer professional development conferences, workshops, and best practices for managing the variety of duties held by the membership. Officers promote membership. Officer terms coincide with the fiscal year described below.
- **Executive Committee:** Comprises CCPRO officers and ex-officio members, with the President serving as chair.
- **Duties of Officers:**
 - **President:** Chairs the Executive Committee, presides at all meetings, acts as spokesperson, appoints committee members, and performs other necessary duties.
 - **President-elect:** Assists the President, assists with executive committee meeting agenda development, assumes the President's duties in their absence or if a vacancy occurs, and becomes President at the end of the term.
 - **Secretary:** Maintains an accurate listing of members and publishes minutes of meetings on the CCPRO website.

- **Treasurer:** Manages registration fees, authorizes payments, prepares financial statements and the annual budget. Annual tax reporting.
- **Regional Directors:** Organize regional workshops, attend Executive Committee meetings, conduct regional group meetings at conferences.
- **Liaison from the NC Community College System:** Attends Executive Committee meetings, stays informed on organizational issues, assists the group with planning meetings and professional learning activities, and curation of professional development material.
- **Webmaster:** Maintains the CCPRO website and listserv and stays informed on organizational issues and events.
- **Historian:** Records and publishes events not covered by the Secretary.

Article V: Elections and Voting

- **Voting Rights:** Each active member has one vote.
- **Elections:** Held annually each spring term. Officer terms begin July 1 and conclude June 30.
- **Nominations:** Managed by the Nominating Committee, chaired by the Immediate Past President. Nominations are accepted during the prior fall term.
- **Vacancies:** If a vacancy occurs, the President nominates a replacement, subject to approval by a majority of the Executive Committee.

Article VI: Meetings

- **Annual Meetings:** Held in person or virtually.
- **Special Meetings:** Can be called by the President, a majority of the Executive Committee, or regional directors. The caller is responsible for arrangements and notifying the membership.

Article VII: Financial Affairs

- **Non-Profit Status:** CCPRO is a non-profit organization. Funds from conference registrations are used to fulfill CCPRO's purpose.
- **Treasurer's Role:** Custodian of funds, authorized to pay bills with Executive Committee approval, and responsible for financial statements and the annual budget.
- **Fiscal Year:** July 1 through June 30.

Article VIII: Committees

Committees: Appointed by the President as needed

Article IX: Amendments

Amendment Process: To ensure transparency and adequate time for review, amendments should be circulated to the membership at least **30 days prior to the voting date**. This allows members to:

- Review the proposed changes thoroughly.
- Discuss and provide feedback.
- Prepare for informed voting.
- Amendments require a quorum of the executive committee.

Article X: Procedure

- **Parliamentary Procedure:** Governed by Roberts Rules of Order, Revised.

Article XI: Recognition and Awards

- **Awards:** CCPRO can present awards for outstanding achievement or service, requiring a two-thirds affirmative vote of the Executive Committee.

