

**North American Association of Commencement Officers
Articles of Association and Bylaws**

Original Bylaws Adopted February 24, 2001

**Amended February 27, 2006
and February 24, 2009**

Article I – Name of organization

The name shall be North American Association of Commencement Officers.

Article II – Purpose of the organization

The purpose of the North American Association of Commencement Officers is to provide opportunities for professional and personal connectivity. It shall

- A. Provide the opportunity to interact within one's own institution; with other institutions; and with corporations specializing in commencement/convocation and graduation related products and services
- B. Develop and disseminate timely information and research about commencement/convocation
- C. Recognize the achievements of leaders who have contributed to commencement/convocation policies and practices

Article III – Membership in the organization

Membership is open to postsecondary institutions that sponsor commencements/convocations. Membership is institutionally based and individually focused. Each member institution shall determine their individual affiliates of NAACO.

Each member institution will have one vote and shall designate one voting affiliate.

Dues per institution/campus shall be determined by the Executive Board and approved by the voting affiliates of the organization and will be due August 1 for the following year.

Article IV – Officers and Committees

- A. The Executive Board shall consist of seven members:
 - 1. President
 - 2. President Elect
 - 3. Past President
 - 4. Secretary
 - 5. Treasurer
 - 6. Director at Large
 - 7. Director at Large

Members of the Executive Board must be NAACO affiliates from an institution with currently paid membership dues. The Executive Board shall be elected by the voting affiliates of the association. The nomination committee shall submit names for the offices as follows:

Yearly – President Elect

Odd numbered years – Treasurer and one Director at Large

Even numbered years – Secretary and one Director at Large

The proposed ballot shall be distributed before the annual business meeting. The election will take place before mid-March, preferably during the annual business meeting. Ballots must be received by the date published by the nominations committee.

Terms of office shall begin August 1 and end July 31. All officers serve two-year terms with the exception of the President who first serves as President Elect, rotating through President and Past President annually, for a total of three years on the board.

B. Duties of the officers:

1. President: (1) to preside at the annual meeting; (2) to assume the initiative and provide vision for the organization between annual meetings; (3) to appoint committee chairs and, in consultation with the Executive Board, to appoint officers as needed to fill vacancies which may occur; (4) in conjunction with the Board, to carry out the purpose and functions of the organization;
2. President Elect: (1) to assist the President in promoting the purpose of the organization; (2) to assume responsibilities in the President's absence;
3. Past President: (1) to serve on the Executive Board in an advisory capacity; (2) to chair the Corporate Advisory Board.
4. Secretary: (1) to keep a written record of the annual meeting; (2) to keep written records of Executive and Corporate Board meetings; (3) maintain the permanent records of the association.
5. Treasurer: Assumes the fiduciary responsibilities for the association which include, but are not limited to, (1) to collect annual dues; (2) to pay expenses; (3) to work with conference chair to facilitate financial responsibilities; (4) to submit a financial statement at the annual meeting and arrange for audit.
6. Directors at Large: (1) to serve on the Executive Board; (2) assume responsibilities as assigned by the President.

C. Corporate Board – The Corporate Board shall be appointed by the Executive Board and shall consist of at least five, but no more than 11 corporations representing various commencement activities, products and/or services. The Corporate Board will (1) assist the association by disseminating information; (2) attend Board meetings and advise the Executive Board; (3) participate in the annual conference.

The Corporate Board shall be chaired by the Past President. Those wishing to serve on the Corporate Board shall make application to the Executive Board, who shall select the members of the Corporate Board.

Companies represented on the Corporate Board may retain Corporate Board Membership at the invitation of the Executive Board. The representative to the Corporate Board may be selected by the member company and should be a person that will benefit from participation on the board and whose participation will benefit NAACO.

- D. Standing Committees – An Executive Board member will be appointed as liaison to each committee. The committees and their duties are:
1. Nomination & Election – responsible for the slate of officers each year
 2. Site Selection – responsible for the selection of the annual conference site. The committee shall make every effort to rotate the conference among different regions of the US and Canada to promote maximum participation by all members.
 3. Conference – responsible for the planning and execution of the annual conference
 4. Communications – responsible for the website, listserv and other communications as appropriate
 5. Membership – responsible for identifying and promoting the association to potential members and coordinating annual membership renewals
 6. Research – responsible for research specific to commencement/convocation activities and conducting surveys of the membership

Article V – Meetings

The Executive Board and Corporate Board shall meet a minimum of three times per year:

1. in the summer
2. before the annual conference
3. after the annual conference

A business meeting shall be convened at the annual conference. All members and affiliates will be invited and encouraged to participate.

Article VI – Finances

- A. Fiscal year – the fiscal year of the association will be August 1 – July 31.
- B. Budget – the association shall operate under a budget developed annually by the Executive Board.
- C. Banking – the funds of the association shall be deposited in such financial institutions as approved by the Executive Board.
- D. Audit – The finances of the association shall be audited annually.
- E. No part of the association's net earnings may inure to the benefit of any individual member institution, affiliate, other shareholder, or individual.

Article VII – Amendments

- A. Amendments to the bylaws may be proposed by any affiliate member of the association by contacting a member of the Executive Board.

- B. The Executive Board will consider all proposals. Bylaw changes that have been approved by the Executive Board will be distributed to the membership prior to the annual business meeting.
- C. Amendments to the bylaws shall be adopted by majority vote (51%) of the voting affiliates.

NOTE: Original Articles of Association and Bylaws were signed by: Melissa Werner, Kathy Klein, Faith Weese, Deborah Fusco, Carol Switzer, Mary McConnell and Alexis Hernandez.