

Southern Association of Colleges with Associate Degrees

BY-LAWS

of the

SOUTHERN ASSOCIATION OF COLLEGES WITH ASSOCIATE DEGREES

ARTICLE I

Election of Officers

At the Spring Board Meeting, the President of the Association shall appoint a Nominating Committee, subject to the approval of the full Board. The Nominating Committee shall submit to the SACAD Board at its December meeting, nominations for the following offices of the Association: President and Vice President and Executive Secretary-Treasurer unless that position has been filled in an alternate manner by a non-board member. Following a report of the Nominating Committee, the President shall call for additional nominations from the floor.

If, for any reason, the December Meeting of the Association is omitted, the officers shall continue to serve for one additional year.

ARTICLE II

Duties of the Officers

Section I. PRESIDENT. It shall be the duty of the President to preside at meetings of the Association and meetings of the SACAD Board and to perform such other duties as ordinarily pertain to this office.

Section II. VICE PRESIDENT. It shall be the duty of the Vice President to preside at meetings of the Association and meetings of the SACAD Board in the absence of the President; and to perform such other duties as ordinarily pertain to this office.

Section III. EXECUTIVE SECRETARY-TREASURER. It shall be the duty of the Secretary-Treasurer to keep a record of the membership; to send out notices of meetings of the Association and meetings of the SACAD Board; to record and preserve the minutes of the meetings; to conduct all necessary correspondence; to collect and have custody of all funds of the Association; and to render an accounting of all funds to the Association at its Spring and December Meetings. If this position is filled by a non-board member, the executive secretary-treasurer will have the same duties but will not be considered an officer of the association

ARTICLE III

Meetings

Meetings of the Association shall be held during the Annual Meeting of the Southern Association of Colleges and Schools and at the same place. Ordinarily there shall be a board meeting prior to the annual Association meeting.

ARTICLE IV

Dues

Each member institution shall pay dues as set by the Association.