

Constitution
of the
Oklahoma Day/Night Coordination Committee

Article I. Name and Objectives

- Section 1. The name of the organization shall be the **Oklahoma College Day/Night Coordination Committee (OCD/NCC)**
- Section 2. The objective of the committee shall be:
- a. To facilitate the scheduling of the college day and night programs in Oklahoma by encouraging high school personnel to schedule each event within the suggested regional time frames of established programs.
 - b. To establish and maintain professional standards in recruitment at both high school and two-year colleges.
 - c. To develop and expand effective relationships between high schools and colleges.
 - d. To develop effective programs to aid the student in selecting and making transitions to a suitable college and/or university.
 - e. To cooperate, at our discretion, with other professional associating with similar compatible objectives.

Article II. Membership

- Section 1. Voting membership shall be extended to the following educational institutions located in the state of Oklahoma:
- a. Not-for-profit colleges and universities which are fully accredited by the appropriate regional accrediting association. These colleges and universities must offer associates degrees or above. Representation of the colleges and universities on this committee shall be through designated university personnel charged with the responsibility for outreach and recruitment activities.
 - b. Not-for-profit secondary school personnel charged by their administration with the responsibility of guiding college-bound students.
 - c. Not-for-profit colleges, universities, two-year colleges, or secondary schools not meeting the above requirements may become members upon sponsorship by written recommendation to the OCD/NCC membership committee by three members of the OCD/NCC with approval of the majority of the members present at the April meeting.

- Section 2. Associate membership shall be extended to out-of-state accredited not-for-profit academic and professional institutions who are willing to pay annual membership dues and agree to adhere to the statutes set forth in this document. In addition, these associate members may not vote regarding OCD/NCC business or hold office.
- Section 3. Non-voting membership in the OCD/NCC is open to any individual, institution or organization whose interests are, in the opinion of the OCD/NCC, in accordance with the aims and purposes of the Committee.
- Section 4. Membership in the OCD/NCC shall be terminated by the action of the executive committee for any of the following reasons:
- a. Failure of any member to pay the annual dues, as set forth in the By-Laws, within a reasonable time after notice has been received from the OCD/NCC treasurer.
 - b. Failure of any member to comply with provisions of this constitution.

Article III. General Meetings

- Section 1. General meetings for the entire membership shall be held four times a year (August, October, February, and April) However, the Chair can call special meetings at their discretion.
- Section 2. The place and time of the meetings shall be determined by a consensus of the committee.

Article IV. Officers

- Section 1. The elected officers of the OCD/NCC shall consist of the Chair, Vice-Chair, Secretary, Treasurer, Past-Chair, and Regional Coordinators from the Northeast, Northwest, Central, Southwest, and Southeast regions of the state of Oklahoma. Each officer shall be elected from the general membership and shall serve a term of one year, except for the treasurer, who shall serve for a term of two years. These officers shall be elected at the February meeting of the OCD/NCC and shall take office on the Monday following their elections. These officers must be staff or faculty members of educational institutions with voting privileges in the OCD/NCC. These elected officers shall comprise the Executive Committee.
- a. The duties of the Chair shall be:
 1. To prepare the agenda of all meetings
 2. To preside at all meetings of the OCD/NCC and the Executive Committee.
 3. To serve as a ex-officio member of all sub-committees.
 4. To appoint any sub-committees deemed advisable to the OCD/NCC.
 5. To serve for one year following their term of office as Past-Chair and voting member of the Executive Committee.

- b. The duties of the Vice-Chair shall be:
 1. To preside at any meeting in the absence of the Chair, and to assist the Chair as requested.
 2. To act as a consultant to the Chair in the affairs of the OCD/NCC.
 3. To head the Ethics Committee.
- c. The duties of the Secretary shall be:
 1. To be responsible for the record of the OCD/NCC.
 2. To send all necessary notices to the members of the OCD/NCC as designated to receive such information.
 3. To head the Newsletter and Publications Committee.
- d. The duties of the Treasurer shall be:
 1. To be responsible for the funds of the OCD/NCC.
 2. To be responsible for the payment of all bills of the committee from the OCD/NCC funds.
 3. To collect dues from the members of the OCD/NCC.
 4. To make reported to the OCD/NCC at the general meetings and to the Executive Committee at their discretion.
 5. To head the Membership Committee.
- e. The duties of the Regional Coordinators shall be:
 1. To facilitate college fairs and/or other related programs at high schools in the respective region.
 2. To report to the Chair all of the scheduled programs involving high schools in their region. This is to include the date, time and location and the contact person responsible for the program.
 3. To make yearly reports to the OCD/NCC which include the number of high school that participate in the college fairs as well as suggested for improvement.
- f. The duties of the Past-Chair shall be:
 1. To serve for one year following their term of office as a voting member of the Executive Committee.
 2. To act as a consultant to the Chair and Executive Committee in the affairs of the OCD/NCC.
 3. To head the Nominations Committee.

Section 2. Unifies Term of Office – The Chair may, with the approval of the Executive committee, appoint a representative of a full-voting member institutions to fill any uncompleted term of office of a duly elected or appointed OCD/NCC officer who, for any reason, is unable to complete a term of office.

Article V. Amendments

The OCD/NCC Constitution may be amended at any general meeting of the Committee by a vote of two-thirds of the voting membership in attendance, provided that a notice of any proposed amendments had been mailed to each member at least two weeks prior to the date of the said

meeting.

Article VI. Parliamentary Authority

The latest edition of *Roberts Rules of Order* shall govern all procedural matters of the OCD/NCC not covered by the Constitution and By-Laws.

Article VII. Quorum

Section 1. Fifty percent of the voting membership shall constitute a quorum for the transaction of business at the regular meeting of the OCD/NCC.

Section 2. Three-fifths of the elected officers shall constitute a quorum for the transaction of business at meetings of the Executive Committee.

Article VIII. Committees

Section 1. There shall be at least six committees including

- a. Membership
- b. Publications and Newsletter
- c. Counselor Guide
- d. Constitution and By-Laws
- e. Ethics
- f. Nominations
- g. Annual Retreat

Section 2. Additional committees may be formed at the discretion of the Chair.

Section 3. The Chair shall solicit volunteers to chair sub-committees (not currently headed by a member of the Executive Committee) but may appoint chairs at his/her discretion. The Executive Committee shall determine in writing the scope of all sub-committees.

Section 4. The sub-committee chair may solicit volunteers to serve on the sub-committee but may appoint members subject to the approval of the Executive Committee.

Article IX. Principles of Proper Behavior of Members

The OCD/NCC members and associate members will adhere to the principles of proper behavior as established by the standing Ethics Committee.