

*North Carolina Association  
For  
Educational Communications and Technology*

# NCaect Handbook

2006  
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## INTRODUCTION

This handbook of the North Carolina Association for Educational Communications and Technology serves as a guide for officers and members of NCaect in conducting the business of the organization. It is intended also to familiarize new board members with the purposes of the organization and the Constitution and By-laws of NCaect.

Copies of the handbook are distributed to each member of the Board of Directors and to the chairperson of each standing committee. The handbook will be posted on the website.

The handbook will be updated as required.

## NCaect

NCaect is an affiliate of International Society for Technology in Education (iste); a professional organization dedicated to "providing leadership and service to improve teaching and learning by advancing the effective use of technology in education".

NCaect is the North Carolina Association for Educational Communications and Technology. The mission of the Association is to provide leadership in educational technology by linking all who hold a common interest in the use of educational technology and its application to the learning process.

The benefits of membership are:

- A newsletter about North Carolina media and technology activities
- A network of professional colleagues

- The sharing of ideas on integration of technology and media with curriculum
- Annual conference
- Leadership opportunities
- Exposure to new technologies
- Awards for outstanding technology and media programs at the state and national levels
- Scholarship opportunities
- A proactive voice in professional issues and concerns

This membership is made up of:

- Technology directors, coordinators and facilitators
- School library media directors and coordinators
- Teachers and support staff
- Administrators and supervisors
- Vendors
- Higher education faculty and staff
- Students interested in technology and media

THE NORTH CAROLINA  
ASSOCIATION FOR EDUCATIONAL COMMUNICATIONS AND  
TECHNOLOGY

CONSTITUTION AND BY-LAWS

Incorporated March 29, 1972  
Revised and Adopted January 24, 1980  
Amended January 30, 1987  
Revised October 8, 1987  
Revised 1991  
Revised 2000  
Revised 2006

Constitution

Article I – Name

- A. The organization, a non-profit, self-governing association, shall be known as The North Carolina Association for Educational Communications and Technology (NCaect).

Article II – Purpose

The purpose of this organization shall be:

- A. To promote continuous development and improvement of instructional technology and media programs along with personnel engaged in said programs.
- B. To advance the integration of technology and media into the curriculum to improve teaching and learning. To advocate for the resources needed to develop 21st

Century educators and learners. To discuss instructional issues in order to develop appropriate strategies for action.

- C. To work with national, regional and other state instructional technology and media organizations with mutual professional objectives.

### Article III – Membership

Membership shall be open to any person or organization interested in and supportive of, the purposes and objectives of the North Carolina Association for Educational Communications and Technology. Membership shall generally include educators at all levels, commercial representatives of instructional technology and media products and services, and students enrolled in accredited colleges and universities.

### Article IV – Officers, Boards, and Committees

- A. The officers of the North Carolina Association for Educational Communications and Technology shall be:
  - President
  - Past-President
  - Vice-President
  - Secretary
  - Treasurer
- B. The Executive Committee of the Association shall be composed of the President, Past President, Vice-President, Secretary, and Treasurer.
- C. The Executive Committee shall be authorized to conduct the routine business of the Association and shall have such other authority as given to it by the Board of Directors.
- D. The Board of Directors shall consist of elected officers, eight regional representatives (one representative shall be elected from each of the NCAECT regions and two board members at-large. The immediate Past-President of the Association shall serve as an ex-officio member of the Board.
- E. Terms of Office. The offices of President and Vice-President shall be one-Year terms each and the Vice-President shall be the President Elect. The Offices of Secretary and Treasurer and the Regional Representative members of the Board of Directors shall serve for two-year terms. Four of the eight regional representatives shall be elected each year. All officers and regional representatives are eligible for reelection through regular nominations and election procedures.

- F. Standing Committees: Chairs of these committees shall be NCAect members shall be nominated by the President and approved by board vote and shall serve for one conference cycle with the option of reappointment by the President.

#### Membership

- Recruit members
- Promote the vision of the organization through communications with members, maintain accurate and comprehensive membership records

#### Public Relations

- Create and edit association print and web-based communications and publications
- Promote the association at education venues
- To recommend the slate to the Board of Directors.
- To reassess nominating procedures when deemed necessary.

#### Registration

- Maintain accurate pre-conference and conference registration database
- Archive and update the database on an annual basis
- Coordinate registration finances with Treasurer and Vendor Liaison
- Provide security measures to protect membership information

#### Technical Services

- Researches needed technology to improve efficiency of the association
- Works with Vice-President to acquire technology and provide for the technical needs for pre-conference and conference

#### Conference Committee

- Chaired by Vice-President
- Plan and organize the annual pre-conference and conference

### Article V – Elections

- A. The President shall appoint the Nominating Committee
- B. The Executive Committee shall conduct the election upon receipt of a slate presented to the President by the Nominating Committee.
- C. Elections shall be conducted annually. In the event of an unexpected vacancy, the Board shall appoint an NCAect member to serve until the annual election.

## Article VI – Meetings

- A. At least one meeting of the Board of Directors shall be held each year. One meeting shall be held just prior to or during the annual conference of the Association.
- B. An NCAECT annual conference shall be held at a location and date determined by the Board of Directors.
- C. Special meetings of the association may be called by the President, with the consent of the Board of Directors, or 15% of the current membership.

## Article VII – Publications

The Association shall publish an official newsletter or post to the Association website, proceedings and other documents as recommended by the Board of Directors.

## Article VIII – Amendments

This constitution may be amended and/or dissolved by a two-thirds vote of the member ballots cast when said amendment has been submitted in writing to the membership at least thirty days prior to the vote.

## BY-LAWS

### Article I – Membership

- A. A person becomes a member upon conference registration or upon payment of dues as set by the Board of Directors.
- B. The membership year shall begin on January 1 and end on December 31 of each year.

## Article II – Duties of Officers

- A. The President shall be the executive head of the association; and shall with the help of the Executive Committee, develop programs for scheduled meetings other than the annual meeting; shall preside at all meetings; and shall carry out the instructions of the Board of Directors. The President shall serve as overall chairperson for the annual NCaect conference planning committee and annual conference.
- B. The Vice-President shall preside in the absence of the President, and shall succeed to the presidency at the close of each annual conference. In the absence of the President, the Vice-President shall assume the executive duties. In the absence of both the President and the Vice-President further delegation of authority shall be determined by vote of the Board of Directors. Should any other officer be unable to serve, the Board of Directors shall appoint his/her replacement. The Vice-President shall serve as chairperson of the annual conference planning committee.
- C. The Secretary shall be charged with the recording of all official meeting activities of the Association, the Executive Committee and the Board of Directors; distributing official Association minutes and records to NCaect Board of Directors and providing summaries of current records to the editor of the NCaect newsletter; maintaining current records of the organization and forwarding of records to each succeeding Secretary.
- D. The Treasurer shall be charged with collecting all monies, except as indicated elsewhere, and seeing to the safekeeping thereof; making expenditures as directed by the Board of Directors in accordance with the rules and regulations of this Association; and preparing a financial report to be presented at each Board of Directors meeting. The Treasurer and one other member as appointed by the Board shall have signatory right on NCaect accounts (either person may sign checks but both signatures are required for withdrawals from savings accounts).
- E. The immediate Past President shall serve as an ex-officio member of the board with voting privileges.
- F. The board of Directors shall be the governing body of the Association. The President and/or Vice President must be present to call the meeting to order. Two-thirds of the Board of Directors must be present to constitute a quorum. A simple majority of votes cast by Board members present shall constitute a deciding vote. In lieu of a meeting, a print or electronic ballot may be used. Board of Directors meeting dates and locations shall be announced to all members of the Board at least 14 days prior to scheduled meetings.

## Article III – Parliamentary Authority

In parliamentary authority, Robert's Rules of Order, latest edition, shall be the authority except in matters specifically provided for in the Constitution or by-laws or by special rules of order of the Association.

### REGIONAL REPRESENTATIVES, BOARD OF DIRECTORS

#### General Information:

1. The Board of Directors, including the regional representatives, makes up the governing body of NCaect.
2. According to the NCaect Constitution, two-thirds of the Board of Directors must be present to constitute a quorum.
3. At least one meeting of the Board of Directors will be held each year.

#### Duties of Regional Representatives on the Board of Directors:

1. To serve as needed on the Conference Committee.
2. To assist at the annual conference with duties to be determined by the Vice President in charge of the conference.
3. To identify possible conference presentations and encourage conference participation within the region.
4. To submit articles for publication in the newsletter.
5. To promote the organization and recruit members.
6. To attend board meetings.
7. To identify possible candidates for NCaect offices.

### STANDING AND OTHER COMMITTEES

#### General Information:

1. The following committees are essential to the operation of the Association and are defined as standing committees in the Constitution:
  - Membership
  - Public Relations
  - Registration
  - Technical Services
  - Conference
2. Other committees may be appointed as needed by the President.

Such committees include, but are not limited to Legislative, Technology Educator/Media Coordinator, Nominating, Scholarships, Grants, Best Website, and Service Award.

3. All committees are appointed for a one-year term.
4. Standing and other committees take office after the annual conference.
5. Funds for committee expenses are provided for in the budget of NCaect.
6. The President is an ex-officio member of all committees.
7. Committee chairpersons may be reappointed to serve again on the same committee if the President chooses.

#### Duties of Committee Chairpersons:

1. To hold meetings of the committee as needed.
2. To attend meetings of the Board of Directors as a non-voting member.
3. To report to the Board as appropriate.
4. To turn over committee files to the succeeding chairperson

#### CONFERENCE COMMITTEE

##### Personnel:

Chairperson (Vice President/President Elect of NCaect), plus five or more members appointed by the conference committee chairperson

##### Function:

1. To plan the annual conference of the Association
2. To report regularly to the Board on conference plans
3. To make recommendations about conference budget, registration, fees, vendor fees, etc.
4. To invite speakers and presenters to the conference.
5. To provide for local arrangements.
6. To provide for conference registration.
7. To arrange for publicity for the conference.
8. To administer all financial arrangements for the conference.

##### Guidelines for Conference Planning Committee:

- Pre-Conference
  - Up to ten hotel rooms will be paid for by NCaect for the entire conference, including pre-conference. To be included are the President, Vice President, Treasurer, Secretary, Vendor Liaison, Registration Chair, Technical Services Chair, Vice-President-elect, and others as determined by the conference chair person. If additional rooms are needed, Board approval is required.
- Conference

- One night of lodging (on the night of the board meeting) will be reimbursed by NCAect for all Board of Directors and Committee Chairpersons. In order for arrangements to be provided, Board members and committee chairpersons must commit to work throughout the conference.

## LEGISLATIVE COMMITTEE

### Personnel:

Chairperson, members representing the geographic areas of the state, and the President of the Association, ex-officio

### Function:

1. To keep NCAect informed of pending state and federal legislation affecting the membership.
2. To establish contacts in all federal and state legislative districts.
3. To cooperate with other groups in promoting legislation which benefits technology and media programs.
4. To serve as liaison between NCAect and a lobbyist, if hired.

## EDUCATOR OF THE YEAR COMMITTEE

### Personnel:

Chairperson plus two members, and the President of NCAect as ex-officio

### Function:

1. To develop guidelines, criteria and policies for granting awards.
2. To publicize awards.
3. To select the recipient of the awards.
4. To recommend changes in policies and regulations when necessary.

## MEMBERSHIP/PUBLIC RELATIONS COMMITTEES

### Personnel:

Chairperson and the President and Treasurer of NCAect, ex-officio

### Function:

1. To promote membership in NCAect.
2. To recruit new members and encourage current members to renew their membership.

## NOMINATING COMMITTEE

### Personnel:

Chairperson and two members appointed by the NCaect President

Function:

1. To select and obtain consent of a slate of candidates for each Office: Vice-President, Secretary (two year term) Treasurer (two year term), and Board of Directors (two year terms).
2. To select the best qualified candidates.
3. To recommend the slate to the Board of Directors.
4. To reassess nominating procedures when deemed necessary.

#### SCHOLARSHIP and GRANTS COMMITTEES

Personnel:

Chairperson, plus two members, and the President of the Association, Ex-officio.

Function:

1. To develop guidelines, criteria and policies for awarding scholarships and grants
2. To publicize scholarships and grants
3. To select the recipient of the scholarship and grant and notify the Board
4. To recommend changes in policies and regulations when necessary.

#### BEST WEBSITE COMMITTEE

Personnel:

Chairperson, plus two members, and the President of the Association, Ex- officio.

Function:

1. To develop guidelines, criteria and policies for awarding the best website
2. To publicize for the best website
3. To select and notify the recipient of the best website and notify the Board
4. To recommend changes in policies and regulations when necessary.  
Present the award check at the conference luncheon and recipient will be a luncheon guest of NCaect whereby NCaect will incur the cost of the luncheon ticket.

#### SERVICE AWARD COMMITTEE

Personnel:

Chairperson, plus two members, and the President of the Association, ex- officio.

Function:

1. To develop guidelines, criteria and policies for the service award
2. To publicize for the service award
3. To select the recipient of the service award and notify the Board

4. To recommend changes in policies and regulations when necessary.  
In the event that the award is presented at a conference luncheon, recipient will be a luncheon guest of NCAect whereby NCAect will incur the cost of the luncheon ticket.

#### REGIONS OF NCAect

##### Region 1 (Northeast)

Currituck; Camden; Pasquotank; Perquimans; Perquimans; Chowan; Gates; Hertford; Beaufort; Bertie; Martin; Washington; Tyrell; Dare; Hyde; Pitt; Northampton; Edgecombe

##### Region 2 (Southeast)

Wayne; Greene; Lenoir; Jones; Craven; Carteret; Duplin; Onslow; Pamlico; Pender; New Hanover; Sampson; Brunswick; Wilson; Johnston; Bladen; Columbus

##### Region 3 (North Central)

Durham; Granville; Vance; Franklin; Wake; Warren; Nash; Stokes; Rockingham; Caswell; Person; Alamance; Forsyth, Guilford; Orange; Randolph; Chatham;

##### Region 4 (South Central)

Cumberland; Harnett; Hoke; Lee; Moore; Montgomery; Richmond; Robeson; Scotland; Anson; Union; Stanly; Cabarrus; Mecklenburg; Lincoln, Gaston, Cleveland

##### Region 5 (Northwest)

Davidson; Rowan; Davie; Iredell; Catawba; Alexander; Caldwell; Yadkin; Wilkes; Surry; Alleghany; Ashe; Watauga

##### Region 6 (Southwest)

Avery; Burke; Buncombe; Cherokee; Clay; Graham; Hyde; Jackson; Macon; Madison; McDowell; Mitchell; Henderson; Polk; Rutherford; Swain; Transylvania; Yancey