

THE NORTH CAROLINA PROBATION AND PAROLE ASSOCIATION

CONSTITUTION

PREAMBLE

Believing that it is in the public interest to improve public service through association in an organized group in pursuit of a common interest, with its own organized self contained administrative structure, and in order to do so, it is necessary to provide: (1) an opportunity to maintain high professional personnel standards, (2) an avenue for advocating appropriate economic status for its members, (3) a medium through which members may function together in matters of mutual professional concern, and (4) means to promote a program of public relations in order to build and maintain an enlightened public interest in the proper administration of probation parole and other correctional services, we, the Probation Parole personnel of the State of North Carolina, resolve to unite in a common effort as herein set forth.

ARTICLE I

OFFICIAL TITLE AND ORGANIZATIONAL STATUS

SECTION 1

The name of the Association shall be the North Carolina Probation and Parole Association, and shall be referred to hereinafter as the "Association" or "NCPA".

SECTION 2

The Association shall be chartered and incorporated as a non-profit organization under the laws of the State of North Carolina. The Association shall not have as its purpose pecuniary gain or profit, incidental or otherwise, for any of its members.

SECTION 3

The duration of the Association shall be perpetual.

SECTION 4

The Association may solicit and receive funds and grants to aid in carrying out its aims and purposes. No funds shall be received without the expressed authorization of the Executive Board. The Executive Board authorizes an annual budget which is administered by the Executive Officers.

ARTICLE II

GOALS AND FUNCTIONS

SECTION 1

The goals and functions of the Association are to:

1. Study and improve methods of community correctional services and philosophy through research, publication, conferences, and advocating of pre-service and in-service education.
2. Promote a program of public relations in order to build and maintain an enlightened public interest in the proper administration of parole and probation and other community correctional service.
3. Collaborate and, when appropriate, affiliate with other associates and groups interested in the prevention and treatment of crime and delinquency.
4. Continually maintain and advocate high professional personnel standards.
5. Promote and improvement of the laws governing criminal justice and the community correctional process.
6. Support and assist in studies for the determination and evaluation of fiscal and personnel needs, and to make appropriate recommendations.
7. Advance progressive probation and parole practices.
8. Stimulate high standards of training and professionalism of personnel and agencies.
9. Promote the provision of quality information to criminal justice decision makers.
10. Increase public awareness and acceptance of probation and parole as meaningful sanctions in the prevention, reduction, and deterrence of criminal and delinquent behavior.
11. Encourage the development of innovative services, research design, and program evaluation.

SECTION 2

It is not the intent of this Association to affiliate with any other organization or group to assume union functions of collective bargaining, but to provide a medium through which members might function together in matters of common concern. In this way, the work of the probation/parole personnel may gain that public recognition necessary to achieve professional acceptance and status.

ARTICLE III

METHODOLOGY

The Association shall seek to attain its goals and objectives via the following means:

1. Convening of the North Carolina Probation and Parole Annual Training Institute.
2. Preparing and distributing publications.
3. Encouraging the creation of scholarships and awards for high standards and professional practices in probation and parole.
4. Establishing assistance to probation and parole services through training and advocacy.
5. Working with and through the community.

ARTICLE IV

MEMBERSHIP

SECTION 1

There shall be four (4) categories of membership as follows:

1. Professional Membership - Professional members shall be those persons, including clerical and support staff who are currently employed in or retire from the field of community supervision of offenders and delinquents and from the criminal justice field of Federal, State, or local level. Professional members shall also include those educators and employees who are actively interested in community supervision and criminal justice in North Carolina. Such members shall have the right to vote on all matters arising before the Association and to hold office in the Association.
2. Student Membership - Student membership shall be full-time students (minimum 9 semester hours or 12 quarter hours in undergraduate or higher programs). Students must submit verification of school enrollment to membership chairperson.
3. Honorary Membership - Honorary membership may be conferred by approval of two-thirds (2/3) of the members of the Executive Board present at a regularly scheduled meeting upon any individual for services rendered in the field of probation/parole or a related profession. Honorary members shall not have the right to vote or hold office. Honorary membership may be designated for any period of time including lifetime, as decided by the Executive Board in each case. There shall be no dues required in this category.

SECTION 2

Application shall be made on forms approved by the Executive Board and accompanied with the annual membership dues. The Executive Board shall have the power and responsibility to terminate the membership of any Association member for nonpayment of dues or for behavior that conflicts with the Association's Constitution and/or By-Laws or for conduct that is in violation of the Association's code of ethics.

SECTION 3

Members wishing to withdraw his/her membership from this Association shall not be entitled to a refund or any portion of the dues paid.

SECTION 4

Any member who fails to pay annual membership dues within sixty (60) days after such dues are payable shall cease to be a member of the Association. If a Board position, elected office, or committee position is being held by a member failing to pay dues as required, the member forfeits the position and membership.

ARTICLE V

EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

SECTION 1

The Executive Board of this Association shall consist of:

- a. The Executive officers, as voting members of the Executive Board, shall be the President, Vice-President, Secretary, Treasurer, Parliamentarian and the Immediate Past-President.
- b. Each Division Chairperson and Vice-Chairperson, as voting members of the Executive Board.
- c. Standing and special Committee Chairpersons, as voting members of the Executive Board.
- d. The Historian, appointed by the President, as a non-voting member of the Executive Board.

SECTION 2

The Executive Board shall conduct the business of the Association. When a vacancy occurs in the office of the President, the Vice-President shall automatically act in the capacity of the President of the Association for the balance of the term. The President of the Association will preside at all Executive Board meetings.

SECTION 3

The Executive Officers shall act on behalf of the Association between meetings of the Executive Board, and shall have such powers as this Constitution/By-Laws or the Executive Board authorizes. When the Constitution specifically calls for the approval of the Executive Board, the action requires the Executive Board rather than the Executive Officers' endorsement.

SECTION 4

The Annual Budget must be submitted in writing by the Executive Officers and be approved by the Executive Board no later than the first meeting of the fiscal year. The fiscal year shall be established as July 1 through June 30 of each year.

SECTION 5

The Treasurer, with approval of the Executive Officers, may expend such funds within the approved budget as are necessary for the operations of the Association.

SECTION 6

To qualify for elected office in this Association, the candidate must be:

- a. A Professional Member in good standing, willing and able to fulfill the duties of the office for which nominated, and be willing and able to serve in the office for the length of time necessary to fulfill the duties of the office,
- b. A member of the Executive Board and/or Division Level Officer with a minimum of one year experience to be eligible for nomination to the election for the position of President of the Association.

SECTION 7

Following adoption of the Constitution, the first ensuing election for the Association will require nominations for all offices.

SECTION 8

Any elected Executive Officer or Board Member who fails to continue meeting the qualifications or standards of the office to which they were elected may be terminated upon the two-thirds (2/3) vote of the Executive Board at a meeting where a quorum has been established.

SECTION 9

The Executive Officer shall serve a one (1) year term as determined by the fiscal year to which elected. The President may not succeed himself or herself in office and no Executive Officer, Division chairperson or vice chairperson shall serve more than two (2) consecutive terms in the same office.

SECTION 10

The two Division Board members are to be elected annually by each Division as described in the Organizational Structure in Article II, Section I. The President, with confirmation by majority vote of the Executive Board, shall appoint a qualified individual to fulfill the unexpired term of a Board Member whose position becomes vacant. Such appointment shall remain in effect until the next scheduled election for that position on the Executive Board.

SECTION 11

All elected officers and the President shall be installed at the membership meeting held during the Annual Training Institute after the election.

ARTICLE VI

COMMITTEES

SECTION 1

The Association will maintain five (5) standing committees:

1 Nominating, (2) Issues/Resolutions, (3) Membership, (4) Constitution/By-Laws, and (5) Training Institute. Each of these Committees are not to exceed one (1) Chairperson and four (4) members per committee. Chairpersons for the "Standing Committees will be appointed by the President. Members of the Standing Committees, with the exception of the Conference Committee, will be made up of one (1) recommended member from the Division. The Conference Committee will be comprised of members from the Hosting Division of the Annual Conference.

SECTION 2

The Nominating Committee shall:

- a. Be chaired by a member of the Executive Board.
- b. Have one representative from each division recommended by the division chairperson and approved by the President.
- c. Solicit written nominations for each office requiring election up to 120 days prior to the membership meeting. Nominations may only be made by Active members.
- d. Determine the eligibility of all candidates. (Appeals to challenge these decisions must be made in writing to the Executive Board before the ballot is mailed to the membership.)
- e. Recommend to the membership two (2) eligible candidates for each position with due regard to experience and qualifications as set out in ARTICLE V, SECTION 7.
- f. Inform the Executive Board of the slate (30) thirty days before the ballot is mailed.
- g. Insure that only active members in a given Division are allowed to vote.
- h. Prepare and send the ballot to all active and eligible voting members in good standing at least (60) days and no more than (75) days prior to the membership meeting. (The ballots must be returned to the Nominating Committee by a closing date to be at least thirty (30) days prior to the membership meeting.)
- i. Maintain accurate tallies of all votes and announce the results of the election at the membership meeting. (All candidates shall be notified of the election results at least two weeks prior to the membership meeting.)

SECTION 3

The Issues and Resolutions Committee shall:

- a. Be chaired by a member of the Executive Board.
- b. Have one representative from each Division, recommended by the Division Chairperson and approved by the President.

- c. Receive and review all resolutions, submitted by any active member, for their appropriateness in furthering the goals and functions of the Association.
- d. Make recommendations to the Executive Board. If approved, the Committee Chairperson or, in his or her absence, the President, will present the resolutions to the general membership will be communicated to the general membership in writing by the Secretary of the Association. A permanent record of all adopted resolutions will be kept by the Secretary of the Association. Issues and Resolutions receiving a favorable recommendation from membership will be brought to the attention of the appropriate authority under the direction of the Executive Board.
- e. Gather information from the membership on issues of concern affecting all Divisions.

SECTION 4

The Membership Committee shall:

- a. Be chaired by a member of the Executive Board.
- b. Have one representative from each region, recommended by the Division Chairperson and approved by the President.
- c. Be responsible for planning and implementing active efforts concerning the Association's goals and plans so as to generate interest among corrections professionals and laypersons becoming members.

SECTION 5

A Constitution/By-Laws Committee shall:

- a. Be chaired by the Parliamentarian
- b. Have one representative from each division, recommended by the Division Chairperson and approved by the President.
- c. Be responsible for reviewing and proposing changes to the Constitution By-Laws and recommendations to the Executive Board and presenting general membership.

SECTION 6

The Training Institute Committee shall:

- a. Be chaired by a member of the Executive Board.
- b. Have the members appointed by the Chairperson.
- c. Be responsible for the planning and coordination of the Annual membership business meeting and Training Institute.
- d. Present the program content for the Training Institute to the Executive Board for review and approval.
- e. Prepare an annual Training Institute budget for review and approval of the Executive Board.

SECTION 7

The Ad Hoc Education/Scholarship Committee shall:

- a. Be chaired by a member of the Executive Board.
- b. Have members appointed by the chairperson
- c. Exist as long as the following conditions are met:
 1. Base level funding, required to provide seed money for continuous program success, has been established by the Executive Board.
 2. Educational funding has been placed in a set aside account, separate and apart from the Association's general fund.
- d. Receive, process, and review scholarship applications annually.
- e. Determine if eligibility standards have been met.
- f. Determine if adequate funding is available.
- g. Make scholarship approval recommendations to the Executive Board, which will monitor and approve scholarship grants and other transactions.
- h. Be terminated by the Executive Board upon completion of assigned duties.
- i. Quorums for the Board meetings will require at least fifty (50) percent of the voting members of the Executive Board present.

ARTICLE VII

MEETINGS

SECTION 1

There shall be an annual membership meeting each year. The Executive Board shall determine the time and place. The newly elected officers shall be installed during the membership meeting at the annual Training Institute.

The Executive Board shall meet at least six times each year. The meetings shall convene for the purposes of organization, approval of committees, delegation of committee assignments, finalization of reports and other necessary business. Special meetings of the Executive Board may be called at anytime by the President.

ARTICLE VIII
AMMENDMENTS

SECTION 1

Amendments to the Constitution/Bylaws may be submitted in writing by the general membership to the Constitution/Bylaws Committee and/or from the members of the Constitution/Bylaws Committee to the Executive Board.

- a. All amendments approved by the Constitution/Bylaws Committee and the Executive Board must be approved by a 2/3 vote of a quorum of the Executive board presented to the membership at large by the Executive Board at the annual membership meeting.
- b. Any amendments to the Constitution must be voted on at the annual membership meeting and shall require a two-thirds majority of those present and voting.
- c. The effective date of the amendment shall be contained therein.
- d. The vote of the members is binding on the Executive Board,
- e. Written notification of the amendments will be sent to all members by the Secretary.

ARTICLE IX
INTERPRETATION OF CONSTITUTION

In the event that there is any question as to the interpretation of this Constitution/Bylaws of the Association, the Constitution/By-Laws of the Association, the Constitution/By- Laws committee shall research the question and provide information to the Executive Board upon which to base a decision. The approval of the Executive Board shall require a majority vote. There shall be a quorum at the Executive Board. The decision of the Executive Board shall be final.

ARTICLE X

RULES AND ORDER

Robert's Rules of Order for Parliamentary Proceeding shall be used as a guide to govern meetings and debate except when in conflict with the Constitution or an established rule of the Association.

ARTICLE XI

DISSOLUTION OF THE ASSOCIATION

In case of Dissolution of the Association, the Executive Board shall appoint a committee of three of which one shall be the Treasurer, charged with the duty of liquidation and disposition of assets. Such disposition and liquidation shall be made in accordance with N.C. State Law governing liquidation (Article 14, General Statutes 55-14-02 and 55-14-03). It is the intent of the Association that assets be transferred to nonprofit professional organization in the criminal justice field with similar purposes or goals as that of the Association.

NORTH CAROLINA PROBATION/PAROLE ASSOCIATION

BY-LAWS

ARTICLE I

DUTIES OF OFFICERS

SECTION 1

The President shall:

- a. Preside at all meetings of the Association
- b. Serve as an ex-officio member of all committees except the Nominating Committee.
- c. Approve all vouchers for disbursements from any fund of the Association, in conjunction with the Treasurer.
- d. Act as chairperson of the Executive Committee.
- e. Appoint, with approval of the Executive Committee, any vacancies occurring in the Executive Committee and Association officers.
- f. Appoint chairpersons of all standing committees.
- g. Have the power to initiate called meetings of the Executive Committee, if necessary.

SECTION 2

The Vice-President shall:

- a. Preside at Association meetings in the absence of the President.
- b. Chair the Executive Committee in the absence of the President.
- c. Serve as a member of the Executive Committee
- d. Serve as acting President if office of the President should become vacant until new President is elected.
- e. Serve as an ex-officio member of all committees, except the nominating committee.
- f. Plan the agenda for all regularly scheduled meetings in cooperation with the President.
- g. Serve as a member of the Annual Workshop Committee.
- h. Coordinate activities to increase membership.

SECTION 3

The Secretary shall:

- a. Keep an accurate and current record of the minutes of the Association meetings and Executive Committee meetings.
- b. Compose and send correspondence as directed by the Executive Committee.
- c. Notify all members of all meetings of the Association.
- d. Serve as a member of the Executive Committee.

SECTION 4

The Treasurer shall:

- a. Receive, maintain accurate records of and bank all monies due the Association.
- b. Notify all members when their dues are in arrears.
- c. Submit a written financial report to the Executive Board at every scheduled meeting.
- d. Expend Association funds as prescribed by the Constitution, By-Laws and specific Executive Board actions.
- e. Submit the Association financial books for a financial report. (The report shall be initiated at least 30 days prior to the assumption of official duties of the new Board). The report of the Association funds and financial books, to be completed before the incoming Treasurer accepts said books, will be made by a CPA, or accountant to be selected and approved by the President. Copies of the report shall be provided to each officer and members of the Executive Board. The original report shall be filed with the Secretary. In the event that the Treasurer or President should relinquish office before completion of their term}, there shall be a report completed prior to the new officer's acceptance of said books. If the President should vacate his/her office, the Vice-president shall approve the individual to conduct the report. The books shall be turned over to the incoming Treasurer no later than January 1st.
- f. Develop a proposed annual budget for the Association.
- g. Prepare an annual financial summary statement, which will be forwarded with records to the incoming Treasurer.

SECTION 5

The Parliamentarian shall:

- a. Serve as advisor for parliamentary procedures, according to Roberts Rules of Order, Revised, at all Association and Executive Board Meeting.
- b. Determine the existence of a quorum for all Executive Board meetings and business meetings.
- c. Chair the Constitution and By-Laws Committee.
- d. Review proposed changes to the Constitution/By-Laws.
- e. Prepare an annual report, which will be forwarded with records to the incoming parliamentarian.

SECTION 6.

The Past President shall:

- a. Attend the meetings of the Executive Board.
- b. Advise and assist the Executive Board in the performance of their respective duties.
- c. Execute such assignments as may be directed by the President of the Association.

SECTION 7

The Historian Shall:

- a. Be appointed by the President and such appointment shall remain in effect until the next scheduled election of President.
- b. Serve as a non-voting of the Executive Board.
- c. Receive, collect and maintain all data and information to include meeting minutes, copies of the Constitution/By-Laws, Issues and Resolutions and Executive Officer reports (to include reports from the Treasurer, Program and Nominating Committees).
- d. Maintain, protect and secure the Association's charter and related documents for future posterity.
- e. Maintain and secure all State and Federal tax related and revenue filing documents.
- f. Record and maintain a roster of the annual Executive Board members addresses.
- g. Write or update a history of the organization, at times designated by the Executive Board.

SECTION 8

The Newsletter Editor shall:

1. Be appointed by the President.
2. Serve as a non-voting member of the Executive Board..
3. Be responsible for preparation, publication, and distribution of the newsletter.
 - a. The newsletter shall be distributed 3 time per year. With at least one newsletter being distributed in a manner that will allow the membership to have timely information concerning the Yearly Membership Meeting (Training Institute).
4. Such appointments shall remain in effect until the next scheduled election for that position on the Executive Board.

SECTION 9

The Membership Officer Shall:

1. Be appointed by the President.
2. Serve as a non-voting member of the Executive Board.
3. Process all membership applications.
4. Be responsible for the collection and depositing of membership dues.
5. Maintain the membership roster and provide same at each Executive Board meeting.
6. Such appointments shall remain in effect until the next scheduled election for that position on the Executive board.

ARTICLE II

REGIONAL ORGANIZATION

SECTION 1

Regions; In order to provide a forum for discussion of local and regional needs and problems, and to gain statewide representation, the State shall be divided into no more than four (4) regions. Each region shall operate according to By-Laws, adopted by regional membership, in compliance with the NCPPA Constitution/By-Laws, and approved by the Executive Board.

SECTION 2

Regional Officers:

- a. In each region, there shall be a Regional Chairperson and Vice-Chairperson, elected annually by the membership of the region. They shall be active men of NCPPA.
- b. The Regional Chairperson and Vice-Chairperson shall be elected by majority of members of the region at a regularly scheduled membership meeting. They shall be elected to one-year terms and may succeed themselves.
- c. Duties of the Regional Chairperson shall be to:
 1. Preside at the respective regional meeting.
 2. Serve on the NCPPA Executive Board
 3. Coordinate regional workshops and seminars
 4. Fulfill all other duties and responsibilities specified in these By-Laws, Regional By-Laws and as assigned by the Executive Board.
 5. To develop regional programs and regional budget proposals for presentation to and approval by the Executive Board.
 6. Prepare an annual activity and financial report which will be forward with records to the incoming Regional Chairperson.
 7. Notify all Division members prior to their membership expiration.
- d. Duties of the Regional Vice-Chairperson shall be to:
 1. Assist the Regional Chairperson in performance of his /her duties.
 2. Serve on the Association Executive Board.
 3. Fulfill all other duties and responsibilities specified in these By-Laws, the Regional By-Laws and as assigned by the Regional Chairperson.

SECTION 3

Regional Meetings: Each region shall conduct a minimum of one (1) regional workshop per year, at a time and place decided upon by the Regional Chairperson and Vice- Chairperson. Other regional meetings and workshops may be held throughout the year as necessary and feasible.

ARTICLE III

ORGANIZATIONAL STRUCTURE

SECTION 1

NCPPA shall consist of four (4) geographic regions.

SECTION 2

Each region shall be represented by two (2) members on the NCPPA Executive Board. Each county shall be assigned to the following regions:

REGION I

**Beaufort
Bertie
Camden
Carteret
Chowan
Craven
Currituck
Dare**

**Duplin
Edgecombe
Gates
Greene
Halifax
Hertford
Hyde
Jones**

**Lenoir
Martin
Nash
New Hanover
Northampton
Onslow
Pamlico
Pasquotank**

**Pender
Perquimans
Pitt
Sampson
Tyrrell
Washington
Wayne
Wilson**

REGION II

**Alamance
Bladen
Brunswick
Caswell
Chatham**

**Columbus
Cumberland
Durham
Franklin
Granville**

**Harnett
Hoke
Johnston
Lee
Orange**

**Person
Robeson
Scotland
Vance
Wake**

Warren

REGION III

**Anson
Alexander
Alleghany
Ashe
Cabarrus**

**Davidson
Davie
Forsyth
Guilford
Iredell**

**Montgomery
Moore
Randolph
Richmond
Rockingham**

**Rowan
Stanley
Stokes
Surry
Union**

**Wilkes
Yadkin**

REGION IV

**Avery
Buncombe
Burke
Caldwell
Catawba
Cherokee**

**Clay
Cleveland
Gaston
Graham
Haywood
Henderson**

**Jackson
Lincoln
Macon
Madison
McDowell
Mecklenburg**

**Mitchell
Polk
Rutherford
Swain
Transylvania
Watauga**

Yancey

ARTICLE IV

ASSOCIATION DUES

SECTION 1

Dues shall be designated by the Executive Board for all categories of membership payable on the anniversary date of membership each year.

SECTION 2

Any member in arrears for non-payment of dues in excess of sixty (60) days shall stand suspended and shall be notified by the Division Level Vice-Chairperson of his/her arrears by official written notice.

SECTION 3

All Honorary Members shall be exempt from payment of dues of this Association for the period of their Honorary Membership.

ARTICLE V

AFFILIATION PROCEDURE

SECTION 1

Any national, regional, state agency, organization, or association engaged in probation and/or parole activities may apply for affiliate status providing that they meet the guidelines and procedures as outlined in this Article.

SECTION 2

The following information must be received by the Association from an organization desiring to affiliate with the Association in order for the organization to be considered for affiliation status:

- a. A copy of the organization's Charter and Constitution.
- b. Current list of Executive Board and/or elected officers.
- c. A written mission statement.
- d. Payment of annual dues and an initial fee to be determined by the Executive Board.

SECTION 3

Upon receipt of the material set out in Article V, Section 2, of the By-Laws, the Executive Board will approve or disapprove the application of an affiliate.

ARTICLE VI

AMENDMENTS

These By-Laws may be amended by a two-third (2/3) vote or a quorum of the Executive Board.

ARTICLE VII

TRAVEL EXPENSES

SECTION 1

The President of the Association will be authorized, by the Executive Board, to attend the annual American Probation/Parole Association (APPA) conference. The Executive Board may authorize reimbursement of travel expenses, based on (1) the availability of funds and (2) receipts submitted to the Treasurer, as follows:

- a. Hotel expenses.
- b. Conference registration fees.
- c. Transportation
- d. Meals

SECTION 2

In the event the President is unable to attend the American Probation/Parole (APPA) conference, the Executive Board will designate a representative of the Association to attend. The Executive Board may authorize reimbursement of travel expenses, based on (1) the availability of funds and (2) receipts submitted to the Treasurer, as follows:

- a. Hotel expenses.
- b. Conference registration fees.
- c. Transportation
- d. Meals

CONSIDERATIONS

Article V, Section 2: At some point, perhaps under a section on State Meetings, it may be necessary to address the possibility of Professional Members, present at the State Meeting, being empowered to vote of Association business addressed in the form of motions before the body. Without this, the statement, "The Executive Board shall conduct the business of the Association., i. Quorums for the Board meetings will require at least fifty (50) percent of the voting members of the Executive Board present.

- precludes the conduct of business at State Meetings for the purpose of assessing the will of the membership.

- Same Article and Section: Who is empowered to chair the Executive Board meeting when the President is unable to attend? The Vice-President is the logical choice, and it may not be necessary to go beyond the Vice-President, since it may be unwise to conduct an Executive Board business meeting without both the President and the Vice-President.

- Terms should be defined before they are used in a document. For example, the term Active Member, in Section 6 of Article V has not been defined previously in the document.

- Consider changing Program Committee name to Annual Membership Meeting Committee.

- Nomination Committee: The APPA constitution discusses the committee's responsibilities in three (3) separate sections. This is unnecessary; all duties should be discussed within one section.

- In Article XII we need to say "...in accordance with North Carolina State law governing liquidation."

- In By-Laws, Vice-President's duties, item f, is there a conflict between this and the Program Chairperson's duties? Also, should the president not have primary, if not sole responsibility for planning the agenda for Executive Board Meetings.

- On request of the Executive Board, you may want the Historian to write a history of the organization.