CONSTITUTION

ARTICLE I: NAME
The name of this organization shall be the University/Industry Cluster (UIC).

ARTICLE II: PURPOSE
The purpose of this organization shall be to aid the University in ensuring that its students are prepared to meet business/industry's needs, enhance the University teaching community relative to the needs in the work place, and to promote research and the exchange of information needed to continually develop the best practices for student employability.

ARTICLE III: MEMBERSHIP
There shall be three classes of members – Employer (company/governmental/educational), University (faculty/administrators/staff), and Student as defined below.

Section 1. Employer Member. One who actively recruits on the campus of North Carolina A&T State University or desires to partner with the University.
   a. An application for membership shall be filed with the Organization.
   b. Those individuals who are actively engaged in the direct employment of students in non-profit postsecondary educational institutions and those individuals who have the overall responsibility for recruitment, selection, and employment within their own organizations are eligible for membership.

Section 2. University Member. An individual employed by the University working in the capacity of a faculty member, administrator, or staff member. An application for membership shall be filed with the UIC Secretary.

Section 3. Student Member. An individual formally enrolled in a degree program at North Carolina A&T State University. An application for membership shall be filed with the Student Cluster Organization.

ARTICLE IV: EXECUTIVE COMMITTEE
Section 1. The Executive Committee Officers shall be:
   University Co-chair – Executive Director of the Office of Career Services (OCS) (ongoing – voting rights)
   Industry Co-chair – elected two-year term (voting rights)
   Industry Vice Chair – elected two-year term (voting rights)
   Immediate Past Co-chair (voting rights)
   Employer Representatives (2), two-year term—preferably one company and one agency (voting rights)
   Secretary – OCS (no voting rights)
   Budget Manager – OCS (no voting rights)
   Student Cluster President—one (1) year, elected by student group (voting rights)
   Faculty Liaison (2), appointed (voting rights)
   Development Representative, appointed by Vice Chancellor of Development (voting rights)
   Student Cluster Advisor, one (1) year, appointed (voting rights)

Total 13 members: five (5) employers, five (5) University, student cluster president with voting rights, and two (2) OCS members with administrative duties but no voting rights. The duties and responsibilities of each officer shall be described by the Executive Committee.

Section 2. Committee chairs will not have voting rights.
Section 3. No elected officer shall be eligible to serve consecutive terms in the same office.

Section 4. The Industry Chair of the Organization shall serve as Chairman of the Executive Committee.

Section 5. In the absence of the Industry Co-chair, his/her duties shall be performed by the Industry Vice Chair.

Section 6. In case the office of Industry Co-chair becomes vacant, the Industry Vice Co-chair shall assume that office for the remainder of the term.

Section 7. A majority of the Executive Committee shall constitute a quorum. No official business may be conducted at any meeting in the absence of a quorum. When a meeting of the Executive Committee is not feasible, the Chairman of the Executive Committee may poll the entire Executive Committee by telephone or in writing. The vote of the majority is binding.

Section 8. When an office other than Industry Co-chair is left vacant for any reason, the Industry and University Co-chairs, with the approval of the Executive Committee, shall make an appointment to fill the remaining term.

Section 9. All conditions relative to the selection of officers or their term of office not outlined in the foregoing sections shall be resolved by action of the Executive Committee.

Section 10. The Executive Committee shall arrange for a biennial inspection of the financial records of the Organization.

Section 11. The Executive Committee is responsible for all affairs not reserved to the membership under the Constitution and By-Laws.

ARTICLE V: MEETINGS

Section 1. There shall be an Annual Meeting to be held at a time and in a place to be determined by the Executive Committee. The notice of this meeting shall be sent to the membership at least thirty (30) days in advance.

Section 2. The business sessions and election of officers and members of the Executive Committee shall be held during the Annual Meeting. Robert's Rules of order shall be the official rules of order for all meetings.

Section 3. Other meetings may be called by the Executive Committee or at the request of a majority of the members of the Organization.

Section 4. The vote of the majority of the Members attending the business session of any general meeting of the Organization shall be binding.

Section 5. Committee meetings shall be held in conjunction with the annual membership meeting. Other meetings shall be scheduled as deemed necessary to carry out committee duties and responsibilities. It is envisioned that much of this can be handled by correspondence or telephone.

ARTICLE VI: AMENDMENTS

Section 1. Proposed amendments to this constitution will be sent to the Industry or University Co-chair in writing at least eight (8) weeks prior to the Annual Meeting. The Industry or University Co-chair will submit such proposals to the Executive Committee for their consideration. If approved (as presented or modified) by the Executive Committee, the Secretary will mail copies of the proposed amendment to the general membership at least two (2) weeks prior to the Annual Meeting. An affirmative vote of a least two-thirds (2/3) of the members in attendance at the business session will be required to ratify the proposed changes.
BY-LAWS

ARTICLE I: DUES
Section 1. The fiscal year of the Organization shall be from July 1 to June 30.

Section 2. Invoices for dues for the upcoming year shall be mailed during the last quarter of the current fiscal year.

ARTICLE II: ELIGIBILITY TO VOTE
Section 1. Only members in good standing shall be eligible to vote. Compliance with the requirements of the Constitution and By-Laws shall constitute good standing.

Section 2. All members of the Organization in attendance at any meeting shall constitute a quorum.

ARTICLE III: ELECTION OF OFFICERS AND MEMBERS OF THE EXECUTIVE COMMITTEE
Section 1. The current Industry and University Co-chairs, the Immediate Past President, the Industry Vice Chair and two members, exclusive of the Executive Committee, shall constitute the nominating committee. The committee shall compose a slate of officers no later than thirty (30) days prior to the Annual Meeting.

Section 2. The Nominating Committee shall report to the membership present at the Annual Meeting. At this time other nominations may be made by any member from the floor.

Section 3. Only those who are current members may be nominated for an office or Executive Committee vacancy. No elected officer or Executive Committee member is eligible to serve consecutive terms in the same position.

ARTICLE IV: PARLIAMENTARY AUTHORITY
Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and in which they are not consistent with these By-Laws and any special rules of order the Organization may adopt.

ARTICLE V: AMENDMENTS TO BY-LAWS
Section 1. Proposed amendments to the by-laws shall be submitted in writing to the Industry or University Co-chair for consideration by the Executive Committee prior to the last Executive Board meeting held before the Annual Conference. If approved (as presented and modified) by the Executive Committee, an affirmative vote by a simple majority of the members at the annual meeting will ratify the amendment, which will become effective immediately.

ARTICLE VI: DISSOLUTION OF THE ORGANIZATION
The Organization is not organized for profit, and no part of its receipts of any net earnings shall be used to the benefit of or be distributed to its members, officers, or other private persons. The Organization shall be authorized and empowered to make payments and disburse funds to charitable and educational entities. (Charitable and educational entities are defined by the Internal Revenue Service.)

Ratified 4/12/03