

DRAFT

CONSTITUTION/BYLAWS  
OF THE  
Training for Existing Business and Industry Network

ARTICLE I  
Name

The name of the Network shall be the Training for Existing Business and Industry Network.

ARTICLE II  
Purpose and Goals

The purpose of the Network shall be to promote the development and advancement of workforce needs in the Alabama College System by:

1. Recommending goals and/or actions or system initiatives to the Director of Workforce Development and the Alabama Community College System;
2. Working closely with the staff of the Chancellor's office in long-range planning for the educational needs of the Alabama Community College System institutions;
3. Promoting those policies and procedures that provide the optimum environment for workforce training in the Alabama College System institutions;
4. Providing professional development activities to enhance the personal and professional growth of Network members;
5. Providing a statewide network to assist new TEBI personnel;
6. Promoting professional standards and ethical conduct among its members in the administration of their duties and their responsibilities;
7. Sharing information concerning training programs in order to provide better statewide coordination.

ARTICLE III  
Membership

Section 1. Alabama Community College System personnel responsible for TEBI programs shall constitute membership in the Network. Each institution may designate four members to serve as representatives.

Section 2. A member institution may have four representatives and shall be allowed one vote per member.

Section 3. Dues of institutional membership in the organization shall be paid annually and are payable by October 1 of each year. The amount is not to exceed one hundred and fifty dollars (\$150.00) per institution or agency per year. The Treasurer shall send a notice of dues to the Training Business Industry Directors. Institutional membership may be suspended by the Executive Committee for nonpayment of dues.

Section 4. Classes of membership:

Institutional: A position whereby an institutional shall pay dues and enjoy all the privileges of the organization including voting and holding office.

ARTICLE IV  
Officers

Section 1. The officers of the organization shall consist of a President, Secretary, and Treasurer. These officers shall perform the duties prescribed by these constitution/bylaws and by the parliamentary authority adopted by the organization. The President will serve as Ex-Officio upon term completion.

Section 2. At the fall meeting, an Executive Committee, which has been appointed by the Director of Workforce Development, shall nominate persons for the elected offices to be presented to the TEBIN membership for vote. Additional nominations from the floor shall be permitted.

Section 3. The officers shall be elected by ballot to serve for two years, except in such cases where the term of officers may be otherwise designated by the Executive Committee after a request to do so by resolution of the members. Their term of office shall begin at the close of the fall meeting. All officers shall be actively engaged in workforce development at the time of election and throughout the term of the office.

Section 4. The Executive Committee shall select a successor from the active membership to fill the unexpired term of any office that becomes vacant, with the exception of the President. A member serving out such unexpired term shall be eligible for election to that office the succeeding year.

ARTICLE V  
Duties of Officers

Section 1. The *President* shall be the executive officer of the Network and, subject to the Executive Committee's approval, shall be empowered to take action necessary to the general welfare of the Network within financial resources available. The President shall preside at all meetings of the Network.

Section 2. The *Secretary* shall be responsible for all records, including the membership directory, minutes, and all correspondence.

Section 3. The *Treasurer* shall be responsible for all financial records, shall have custody of all funds of the Network and shall collect and immediately deposit monies for dues or other monies collected. The Treasurer shall disburse all funds as directed by the President, keeping adequate records of all receipts and disbursements and shall report thereon at the request of the Executive Committee and at meetings of the Network.

ARTICLE VI  
Meetings

Section 1. There shall be three meetings held by the Network during the year. A meeting will be scheduled in the fall, spring and summer.

ARTICLE VII  
The Executive Committee

Section 1. The officers of the organization, along with the immediate past President shall constitute the Executive Committee.

Section 2. The Executive Committee shall be the administrative body of the organization. During intervals between meetings, this Committee shall have full power to carry out and implement the organization's objectives. If resources are available, the Committee shall make commitments, financial or otherwise, on behalf of the organization.

Section 3. The Executive Committee shall hold its business meetings at the time and place designated by the President.

ARTICLE VIII  
Committees

Section 1. A Nominating Committee shall be appointed by the President of the Network. The Committee shall accept suggestions from the membership and make nominations for officers for the Executive Committee.

Section 2. The President shall at his/her discretion appoint from someone from outside the Network to examine all accounts in detail at the end of the Networks year and all financial records shall be audited at the end of each Treasurer's term. The Audit report shall be submitted to the Network at the next meeting following the audit.

Section 3. The President shall plan all programs. The Executive Committee will assist and provide recommendations when necessary about program plans.

Section 4. The President shall appoint the Awards Committee. The Committee shall be responsible for implementing award presentations as approved by the Network

Section 5. The President shall appoint the Policies and Procedures Committee. The Committee shall review workforce issues/concerns with system wide implications and make recommendations to the Network for actions to be taken.

Section 6. Additional committees shall be appointed as deemed necessary by the President.

ARTICLE X  
Amendment of Constitution/Bylaws

These constitution/bylaws may be amended by the submission of proposed amendment to the Secretary by any voting, institutional member of the organization. The TEBIN Secretary shall refer the proposed amendment to the Executive Committee for its review and recommendations.