



CAMPUS COMPUTER RESELLERS ALLIANCE

A Special Interest Group of the National Association of College Stores

## **Policies & Procedures**

- I. Name** The name of this NACS special interest group shall be the Campus Computer Resellers Alliance, hereinafter also referred to as “CCRA.” The Alliance’s activities shall be conducted from and managed by the National Association of College Stores (NACS) located in Oberlin, Ohio.
- II. Vision, Mission, Purposes**
- A. **Vision-** CCRA is a leading resource and advocate for the higher education technology community serving as a conduit for campuses and their stakeholders.
- B. **Mission -** As the unified voice of campus technology resellers, the mission of the CCRA is to provide and advocate programs and services that campus resellers need to sustain viable businesses while effectively supporting the academic missions of their colleges and universities.
- C. **Purpose -** The purpose of this NACS special interest group shall be:
1. To unite in one organization those campus technology resellers whose primary purpose is to serve an institution of higher education.
  2. To provide educational opportunities for campus technology resellers.
  3. To promote a high standard of business methods and ethics within the campus technology reselling industry.
  4. To foster communication between members, their institutions, and suppliers.
  5. To conduct research on campus technology reselling industry trends and provide information about strategic alternatives.
- III. Definitions**
- A. Campus reseller members shall be those NACS store members or subscriber members that are part of or associated with a specific institution of higher education for the purpose of distributing computing technology products and services to the campus community in support of the academic mission of the institution. Campus reseller members shall pay dues and receive member services as determined by the Council, shall have a vote and may be represented on the Council. The designated contact person shall be the official representative to the Alliance and may vote on matters brought forth by the Alliance.

- B. Corporate members shall be those firms that are in the business of supplying products and services related to the campus technology reselling industry for purchase and/or distribution by campus reseller members. Corporate members shall pay dues and receive specific member services as determined by the Council. Corporate members shall be termed nonvoting members and shall have no vote on matters brought forth by the Alliance.
- C. Affiliate members shall be those individuals or organizations who are not eligible for campus reseller or corporate membership but are interested in the needs and purposes of the campus technology reselling industry. Affiliate members may not include organizations or businesses whose primary method of operation is to sell directly to students bypassing the campus reseller. Affiliate members shall pay dues and receive limited member services as determined by the Council. Affiliate members shall be termed nonvoting members and shall have no vote on matters brought forth by the Alliance.
- D. Individual Members shall be institutional administrators, educators, corporate executives and others interested in the campus technology reselling industry. Individual Members shall pay dues and receive limited member services as determined by the Council. Individual Members shall be termed nonvoting members and shall have no vote on matters brought forth by the Alliance.

**IV. Membership**

- A. All applicants for membership must complete the NACS application form, mark the checkbox electing membership in CCRA, and submit the application form along with any required fees to the NACS headquarters in Oberlin. Applicants for campus reseller membership shall indicate on their membership form, the individual who is to be the official voting representative to the Alliance.
- B. A list of stores electing membership in CCRA will be provided to Council on a bi-weekly basis for approval. Admission to membership is subject to final approval by the NACS Board of Trustees.
- C. Any member may resign by filing a written resignation with the CCRA Council; however, resignation does not relieve a member of liability for dues accrued and unpaid as of the date of resignation.
- D. Any member may be expelled for adequate reason by a two-thirds vote of the CCRA Council subject to final approval by the NACS Board of Trustees. Failure to pay dues or to meet the criteria for membership is presumed to be adequate reason for expulsion and does not require advance notice to the membership or deliberation by the Council. Any member proposed for expulsion for any reason other than nonpayment of dues shall be given advance written notice, including the reason(s) for the proposed expulsion, and the opportunity to contest the proposed expulsion.

in writing or in person to the CCRA Council if done within ninety (90) days from the date of such notice. Final written notice of the CCRA Council decision will be sent within thirty (30) days after Council action.

- V. **Dues** Membership dues shall be proposed by the CCRA Council and approved by the NACS Board of Trustees.
- A. Membership dues are payable on or before June 1 of each year.
  - B. Any member of the Alliance who is delinquent in dues for a period of ninety (90) days shall be notified of delinquency and have membership services suspended. If dues are not paid within the succeeding thirty (30) days, the delinquent member forfeits all rights and privileges of membership.
  - C. Membership dues will not be refunded except for inadvertent overpayment.
- VI. **Governance** The governing body of the Campus Computer Resellers Alliance shall be the CCRA Council which shall consist of: the Chair, the Chair-Elect, the Immediate Past Chair, up to six (6), but no less than four (4), elected or duly appointed Councilors from the campus reseller membership and one NACS member appointed by the NACS Board of Trustees. It is recommended that the Council be representative of the CCRA membership as defined by the CCRA Council. The CCRA Director shall serve as an ex-officio member of the Council, without voting privileges.
- A. The Council has the authority and the responsibility for the control and direction of the affairs of the CCRA and is empowered to engage in any activities (in compliance with the NACS Bylaws) to further the purpose of the Alliance, including but not limited to the adoption of standards, the holding of meetings, conferences, and educational programs and the creation of publications/communication vehicles.
  - B. The Council shall propose for the NACS Board of Trustees approval, statements of policy which are relevant to the interests of the CCRA.
  - C. Nominating Process
    - 1. Members of the Council shall be elected as follows:
      - a) The CCRA Nominating Committee shall present its slate of Councilor candidates to the CCRA Council and the NACS Board of Trustees for approval. Subsequently, the slate shall then be presented to the campus reseller membership for approval.
      - b) Councilors so elected shall be installed on June 1 and shall serve until May 31 of the year their term expires or until their successors are elected or appointed. Councilors shall serve staggered terms of two years.

- c.) In the event that a vacancy occurs on the Council for any reason, the position may be filled for the unexpired portion of the term by the Council subject to approval by the NACS Board of Trustees.
- 2. The incoming Chair-Elect shall be elected as follows:
  - a.) The CCRA Staff shall provide a list of eligible Chair-Elect candidates to the Executive Committee and Nominating Committee for review.
  - b.) Once both Committees have approved a chair-elect candidate, the Immediate Past Chair, serving as Chair of the Nominating Committee, shall notify the candidate to determine interest. If the candidate agrees to accept the nomination, his/her name will be forwarded to the CCRA Council for approval.
  - c.) The Immediate Past Chair shall notify the candidate of the Council's action.
  - d.) The successful Chair-Elect candidate will be included with the slate of council candidates submitted to the NACS Board for approval and presented to the CCRA reseller membership via the CCRA Election ballot.
  - e.) The Chair-Elect shall serve a one-year term. He/she shall be installed and assume office on June 1 and serve until May 31 of the succeeding year.
- D. Officers shall be the Chair, the Chair-Elect and the Immediate Past Chair. It shall be the duty of the Chair to preside at all meetings.
  - 1. The Chair shall serve for a term of one year taking office on June 1 and serving until May 31 of the succeeding year.
  - 2. The Chair-Elect shall have all the powers and prerogatives of the Chair in the absence of the Chair in meetings of the CCRA or the Council. Upon the death, resignation, or removal from office of the Chair, the Chair-Elect shall assume the office of Chair.
- E. A majority of the whole Council shall constitute a quorum at any meeting of the Council.
- F. Director of CCRA. The administration and management of the day-to-day activities of the Alliance shall be vested in the Director of CCRA appointed by the NACS Vice-President of Industry Services. The Director shall manage and direct all functions and activities of the Alliance and perform such other duties as may be specified and directed by the Council through the Chair.

- VII. Meetings of the Membership** There shall be an annual meeting and conference of the CCRA to transact such business as shall legally come before it. The date and place of the annual meeting and conference shall be selected by the CCRA Director and subject to approval by the CCRA Council.
- A. The Council shall hold one or more meetings, between the annual meeting and conference of the Campus Computer Resellers Alliance, at the time(s) and place(s) best suited to take care of their business.
  - B. Committees shall meet upon call of the Chair at a time and place best suited to conduct business. No committee meeting shall be held unless the CCRA Council Chair and/or CCRA headquarters have been notified of the proposed time and place.
- VIII. Committees**
- A. Appointment. The CCRA Council shall annually appoint such standing and other committees or task forces as may be needed to serve during the subsequent year.
  - B. Nominating Committee. The Nominating Committee Chair shall recommend for Council approval a committee to nominate candidates for the Council. It is recommended that this committee be representative of the CCRA membership as defined by the CCRA Council.
- IX. Voting & Quorum** Campus reseller members of the Alliance in good standing shall be entitled to one vote in all annual and special meetings of the organization. That vote shall be rendered by the official representative. Five (5) percent or more campus reseller members in good standing of the Alliance shall constitute a quorum, and in case there be less than this number, the presiding officer may adjourn the meeting from time to time until a quorum is present.
- X. Financial Accountability** The CCRA Council shall submit to NACS a proposed budget, which the NACS Vice-President of Industry Services shall consider and shall include as part of the Association's general operating budget for approval by the NACS Finance & Budget Committee and Board of Trustees.
- XI. Fiscal Year** The fiscal year of the Alliance shall coincide with the NACS fiscal year, from April 1 to the last day of the following March.
- XII. Rules** The rules of Parliamentary procedure as laid down by Robert's Rules of Order shall govern all meetings of this Alliance.
- XIII. Amendments** These Policies and Procedures may be amended at any time by the NACS Board of Trustees. The CCRA may make recommendations to the NACS Board, but only the NACS Board may adopt amendments.