

**CONSTITUTION AND BYLAWS  
of the  
OHIO ASSOCIATION OF TWO-YEAR COLLEGES**

**PREAMBLE**

In order to provide a forum in which all faculty and staff in the state-assisted two-year colleges and university branch campuses conferring associate degree awards can address mutual interests and meet to discuss issues, the members of Ohio Association of Two-Year Colleges do establish this Constitution.

**CONSTITUTION**

***ARTICLE I: NAME***

The name of this Association shall be the Ohio Association of Two-Year Colleges (OATYC).

***ARTICLE II: PURPOSES***

The purposes of the Association are as follows:

1. To foster cooperation and communication among Ohio's institutions of higher learning;
2. To provide the viewpoint of the state-assisted two-year colleges to the Ohio Board of Regents and to the state legislature;
3. To identify and improve the status, prestige, and welfare of all state-assisted. two-year colleges in Ohio;
4. To cooperate with other Ohio agencies, colleges and universities in research and activities that promote student learning and the effectiveness of higher education in Ohio; and
5. To increase the contributions of the state-assisted two-year colleges to the total educational process in the state of Ohio.

***ARTICLE III: MEMBERSHIP***

**Section 1- Active Membership**

Active membership is open to all full-time and part-time faculties, administrators, and staff members of any state-assisted Ohio education institution offering organized two-year college curricula leading to an associate degree award as approved by the Ohio Board of Regents (OBOR).

## Section 2- Institutional Membership

Institutional membership is open to any state-assisted Ohio college and / or university branch campus offering curricula leading to associate degree awards as approved by the OBOR. The chief administrative officer or his / her designee will have the privileges of an active member. The Board of Directors shall set institutional Membership fees annually.

## Section 3- Associate Membership

Associate membership is available to all persons who are interested in the welfare of the two-year college movement. Associate members may be from either inside or outside the state of Ohio. Associate members shall receive all publications of the Association and may attend all open general meetings of the Association. Associate members do not have voting privileges and may not hold elected office.

### ***ARTICLE IV: ELECTED OFFICERS***

#### Section 1 Officers

The officers of the Association shall consist of President, Secretary, Treasurer, Conference Chair, and Conference Chair-elect. The term of office for the President, Secretary, and Treasurer shall be for three years. The term of office for the Conference Chair shall be for two years, with the first year serving as the Conference Chair-Elect. The conference chair and conference chair-elect can serve concurrently with one of the other board positions, but will only have one vote.

#### Section 2 Nominations

The President shall form a Nominating Committee comprised of current Board members to nominate at least one person for each of the open offices or Board positions. Other nominations may be made by the active or institutional membership. All nominees must be active members of the Association and have stated a willingness to serve in the offices for which they have been nominated.

#### Section 3 Elections

Election of officers and Board members shall be held annually at the business meeting or during the annual conference of the Association. The nominee receiving the plurality vote shall be elected. Officers elected shall take office immediately.

#### Section 4 Duties of the Officers

##### *President*

The President shall preside over all general meetings of the Association and all meetings of the Board of Directors. The President is responsible for corresponding with chief administrative officers and membership of Ohio's two-year colleges. The President shall

appoint, with the advice and consent of the Board of Directors, all members of standing and ad hoc committees. The President, with the advice and consent of the Board of Directors, may fill vacant positions on the Board.

#### Secretary

The Secretary shall keep the official minutes and maintain the Association's archives. The Secretary shall communicate information relating to the activities of the Association to all members, and, as appropriate, keep the members of the Association informed about all pertinent activities affecting two-year colleges in the state of Ohio.

#### Treasurer

The Treasurer shall be responsible for the financial affairs of the Association. This includes the collection of all funds due the Association, their deposit and safety, and upon approval of the President, the timely payment of all financial obligations of the Association. The Treasurer shall submit interim financial reports at each regular meeting of the Board of Directors, present a complete report to the entire Association at the annual fall meeting, and ensure the Audit Committee appointed by the President audits the books annually.

#### Conference Chair

The Conference Chair shall initially join the Board as Chair-Elect and spend a year learning the Association's mission and policies. The following year the Conference Chair shall oversee all preparations for the coming year's conference, including establishing a theme (to be approved by the Board), overseeing a budget (also subject to Board approval), supervising all site preparations and marketing, managing a presentation schedule, arranging for a keynote address, and fulfilling all other duties required, including providing a summary/report of the conference at the following spring board meeting (either in person or by a written report sent to the president).

### ***ARTICLE V: BOARD OF DIRECTORS***

#### Section 1 Composition

The Board of Directors shall consist of the four elected officers of the OATYC, four at-large members elected from the membership, and the *Journal* and Newsletter editors. The four at-large Board members shall serve for a term of three years. The Conference Chair-Elect shall serve for a term of one year followed by a one-year term as the conference chair. For any officers or Board members who become unable to serve the full term, the position shall be filled according to the procedure outlined in Article IV, Section 4.

#### Section 2 – Duties

The Board of Directors' duties shall be to meet at least three times a year for the purposes of organizing the work of the association, to plan regular and special meetings, to provide for regional meetings, to implement decisions, to review and formulate Association policies, to make disbursement of funds, to propose a budget, to establish dues as

provided in Article IX, and approve appointment of standing or ad-hoc committees. Special meetings of the Board of Directors may be called by the President or by a majority of the members of the Board of Directors.

### ***ARTICLE VI: LIAISONS***

#### Section 1 – Appointment

Liaisons for each of the state-assisted Ohio two-year institutions shall be appointed by the chief administrative officer or designee of the institution, or may volunteer. Liaisons should be active members of the Association and shall serve for a term of two years; liaisons may be reappointed for additional terms.

#### Section 2 - Duties

Liaisons shall promote membership, communicate information relating to the activities of the Association, encourage participation in the annual conference, and promote members to submit information to the “Newsletter” and articles to the *OATYC Journal*. Liaisons may attend Board meetings and may serve on standing or ad-hoc committees.

### ***ARTICLE VII: COMMITTEES***

#### Section 1 - Standing Committee

The President and the Board of Directors shall establish such standing committees and their terms, as it may deem necessary to conduct business. The President may designate chairpersons or may ask the committee to elect its own chair. Members from active and institutional membership may be appointed to any committee.

#### Section 2 - Ad-hoc Committee

The President shall establish Ad-hoc committees with the advice and consent of the Board as needed to conduct the business of the Association or of the Board of Directors.

### ***ARTICLE VIII: MEETINGS***

A majority of the Board Members shall be present at any meeting. In order to constitute a quorum, a minimum of six members is needed for the transaction of business. A majority of the votes cast shall be sufficient for any action of the Board. The members could either be physically present at the meeting site or could communicate via electronic media during the meeting, or nominate a member or a representative via a proxy letter with prior endorsement communicated to the president or the secretary of OATYC before the commencement of the meeting.

### ***ARTICLE IX: DUES***

Membership dues shall be in accordance with a schedule that is determined annually by the Board of Directors.

### ***ARTICLE X: PROCEDURES***

#### Section 1 - Bylaws

The Bylaws shall specify details of procedure not included in the Constitution.

#### Section 2 - Unspecified Powers

The Board of Directors shall have the right to specify any additional powers, rules, procedures, and organizational structures, for which there is no precedent or for which provisions are not included in the Constitution and Bylaws, as it may deem necessary to promote the purposes of the OATYC.

### ***ARTICLE XI: AMENDMENTS***

#### Section 1 - Sources of Proposed Amendments

Any active member of the Association may present amendments to the Constitution and Bylaws in writing to the Board of Directors.

#### Section 2 - Action Upon Proposed Amendments

If the majority of the Board of Directors, present and voting, approves the amendment, it will be circulated in writing to the members of the Association and be voted upon by those present at the annual conference. A two-thirds affirmative (2/3) vote of the present and voting membership is required to pass an amendment. Approved amendments become effective immediately.

### ***ARTICLE XII: RESOLUTIONS***

Resolutions and elections may be submitted to the membership at general meetings or by mailed ballots at the direction of the Board of Directors

### ***ARTICLE XIII: RATIFICATION***

This Constitution shall be effective upon ratification by two-thirds of the active membership, present and voting, at the first, formal, annual meeting of the Association.

## ***ARTICLE XIV- PROMOTIONAL PUBLICATIONS***

The Association shall establish an independent web page ([www.oatyc.org](http://www.oatyc.org)) and regularly update with news, events, and relevant links for promotional client service

The association shall publish the Journal of the Ohio Association of Two-Year Colleges and the Newsletter of the Ohio Association of Two Year Colleges at least once per year

The Journal Editor, the News Letter Editor, or Co-Editors, with the advice and consent of the Board of Directors, shall establish the annual budget and subscription costs.

Appointed by the president, Editors are approved by the Board of Directors to serve four-year terms.

The Editors of both publications, with the advice and consent of the Board, may appoint an Assistant Editor, Business Manager, Circulation Manager, Readers, Solicitors, Editorial Board, and other officers as needed to fulfill the Association promotional purposes.

## **BYLAWS**

### ***ARTICLE 1 - PURPOSE***

The purpose of these Bylaws is complementary to the Constitution and used as methods to accomplish the purposes and procedures that are adhered to in the articles of the Constitution.

### ***ARTICLE II: STANDING COMMITTEES***

#### Section 1 - Conference Committee

The Conference Chair shall form the conference committee among the active members for the purpose of planning the forthcoming annual fall conference of the Association. The committee can seek the support of the Board and members to prepare and deliver effective conference dissemination.

#### Section 2 - Communication Committee

The purpose of this committee, under the direction of a designated Board member, shall be to encourage and promote better articulation among all educational institutions of higher learning in the State of Ohio and promote an effective program of public relations that will best serve the two-year colleges in Ohio. Subcommittees may be formed to update the mailing list of members and the list of liaisons.

### Section 3 - Nominating Committee

The President shall appoint members to this committee for the purpose of soliciting and nominating members to the elected offices and at-large board members for the association as required by the Article IV and V of the constitution.

### Section 4 - Awards Committee

The President shall appoint members to serve on this committee to develop criteria, solicit nominations, and determine recipients for "Teacher of the Year," "Adjunct Teacher of the Year," and any other awards as determined by the Board of Directors.

### Section 5 - Audit Committee

The President may appoint the Treasurer and two other at-large Board members to serve on an audit committee for a period of time. The committee shall review the Treasurer's reports, balance sheet, and audit the books annually before the annual fall meeting.

## ***ARTICLE III: AD-HOC COMMITTEES***

### Section 1 - Purpose

Ad-hoc committees are appointed by the President to accomplish a specific task identified by the Board, for a specific period of time not to exceed one year.

### Section 2 - Constitution and Bylaws Committee

The President shall appoint members of the Board to serve on this committee and assign the task to recommend changes in the Constitution and Bylaws.

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