

CONSTITUTION

CALIFORNIA COMMUNITY COLLEGES TRANSFER CENTER DIRECTORS ASSOCIATION (CCC-TCDA)

PREAMBLE

In support of the Master Plan for Higher Education in California, which has established transfer as one of the two primary goals for community colleges, and in recognition of the fact that the majority of underrepresented students begin their higher education careers at the community college level, the Transfer Center Directors Association is hereby established in support of a strong transfer function within California.

This association shall be governed by the following bylaws and rules.

I. BYLAWS

A. NAME

The name of this association shall be the "California Community Colleges-Transfer Center Directors Association" (CCC-TCDA). There will be a TCDA South made up of Regions 6-10, and TCDA North made up of Regions 1-5. "Regions" are delineated by the California Community College Chancellor's Office.

B. OBJECTIVES AND FUNCTIONS

The goals of CCC TCDA shall be:

1. To identify and include personnel of all special centers which provide transfer services in the community colleges of California.
2. To strengthen the programs and services offered by Transfer Centers, with emphasis on improving the transfer rate and transfer success of students from groups traditionally underrepresented in higher education.
3. To disseminate information and models of effective transfer programs and services through periodic publication and meetings.
4. To provide advocacy for the needs of Transfer Centers and transfer-oriented students at the local and state levels.
5. In cooperation with the state Chancellor's Office, ICC, or other bodies, to sponsor statewide and regional conferences which will provide training and support for Transfer Center personnel.

6. To serve as a liaison with the Chancellor's Office for California Community Colleges, and to represent Transfer Center personnel in the ten Student Services Regions of the state.
7. To encourage or support legislation which promotes the transfer function.
8. To promote regional networks and consortia of Transfer Centers.

C. MEMBERSHIP

1. The membership will be divided into a Northern and a Southern section. The Northern section will include Transfer Center Regions 1-5; the Southern section will include Transfer Center Regions 6-10. Regional representatives will be selected by a majority vote of the membership of their region.
2. Membership dues to TCDA are California Community College institutional dues and are to be paid during the Fall Semester.
3. Voting membership shall be open to all paid California Community College personnel holding the title of "Transfer Center Director", or the equivalent in a California community college.
4. Voting by Proxy must be declared to the TCDA treasurer ten (10) business days prior to the TCDA meeting.
5. Associate membership shall be open to all other interested parties (non-voting).
6. Dues shall be set and ratified by a quorum of the membership.

D. OFFICERS

1. The Association's officers shall be Chair North, Chair South, North Secretary, South Secretary, and one Treasurer.
2. All officers will be elected for a two (2) year term of office. North officers shall be elected by the paid voting membership of Regions 1-5 and South officers shall be elected by the paid voting membership of Regions 6-10. The treasurer shall be elected by all paid members of the association.
3. New officer duties will commence October 1 of the year in which elected.

4. Duties of Each Office-

a. The Chairs shall:

- 1) Set the date and time for all meetings for their regions.
- 2) Collaborate to set the date and time and facilitate the statewide meetings.
- 3) Preside over all business meetings for their regions.
- 4) Sign all correspondence necessary to carry out the Association's will for their regions.
- 5) Represent the Association before other groups for their regions.
- 6) Appoint committees and task forces to carry out official business for their regions.
- 7) In his/her absence, appoint a designee for Association business for their regions.
- 8) Collaborate and develop the TCDA budget.
- 9) Appoint an archivist for the association.

If a vacancy in the office of Chair occurs, the secretary shall assume that role.

b. The Secretaries shall:

- 1) Keep official records of the proceedings of the Association (North and South), and preserve other documents and reports.
- 2) Furnish information from the minutes to all transfer center directors, statewide and the archivist.
- 3) Handle the Association's official correspondence, and keep files thereof.
- 4) Alternately take minutes at the annual statewide meeting and distribute minutes to all TCDA members.

A vacancy in the office of Secretary shall be filled by the Chair of that region.

c. The Treasurer shall:

- 1) Be the official custodian of the funds of the Association, both North and South.
- 2) Disburse these funds for purposes approved by the North Chair and South Chair.
- 3) Be responsible for collecting annual membership money due the Association.
- 4) Keep accurate records of all financial transactions and report to the membership at the annual meeting.
- 5) When requested, provide a financial statement to the Chairs, North and South.
- 6) Provide Financial Statement at all TCDA meetings.
- 7) Provide a list of voting members to Chairs, when requested by either Chair.

If a vacancy occurs in the office of Treasurer, the North and South Chairs shall jointly appoint a replacement.

E. MEETINGS

1. The North and South sections shall each meet two times per year.
2. The North and South regions shall meet together once a year.
3. At least thirty days notice shall be given prior to the holding of any association meeting where official business is to be transacted.

F. COMMITTEES

Statewide committees, task forces, ad hoc or appointees to statewide committees shall be jointly determined by the Chairs, North and South.

G. ELECTIONS

1. Chairs and secretaries shall be elected by a majority of the voting members their respective regions in Spring as specified by each regions nominating process.
2. A majority of the membership of both regions will elect the treasurer at the annual meeting.

3. If a nominee is unopposed, election may be by acclamation.

H. QUORUM

1. A quorum of the voting membership shall consist of 33% plus one, of those who are not in default on their dues.
2. In the absence of a quorum no official business or voting may be conducted, though unofficial discussions may be held.

I. RECALL PROCEDURES

1. Recall of Chairs, Secretaries, or Treasurer

Chairs, Secretaries, or Treasurer shall be subject to recall upon written petition of a quorum of the voting membership. In such cases, a recall election shall be called at the next membership meeting, after the officer has had a chance to defend him/herself. An affirmative vote of two-thirds of the membership present and voting is required for recall (there being a quorum present).

J. ADOPTION OF PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be used for parliamentary procedure.

K. PROCEDURE FOR AMENDING THE CONSTITUTION

Amendments to the By-laws may be made at any meeting of the full membership meeting by two-thirds vote of those present and eligible to vote, provided that notice was given at least fifteen (15) days in advance, or by approval of two-thirds of the voting membership by mail ballot.

II. STANDING RULES (TBA)

III. RULES OF ORDER (TBA)

Revised 1-28-04 at Regional Representative Meeting in Sacramento-Approved 10-0.