

West Central Texas Career Consortium Bylaws

Article I Name

The name of this organization is the West Central Texas Career Consortium (WCTCC).

Article II Purpose

The purpose of this organization is to enhance career center services and employment opportunities for students and alumni, to provide professional development opportunities, and to promote cooperation between career services professionals and employers.

Article III Membership

Section 1: Categories of Membership

Two categories of Consortium membership are established: college and advisory.

1) College Membership

College membership consists of career services representatives from accredited two-year and four-year institutions. Institutions requesting membership are required to submit a letter of request to the Consortium President. Acceptance or rejection will be determined by vote during the next general meeting.

a) Active Membership

Active members shall be defined as those institutions who:

- 1) Belong to an institution which has paid annual dues;
- 2) Are represented at all quarterly meetings in a year (September-August);
- 3) Participate in or support Consortium events;
- 4) Promote and adhere to the professional and ethical practices as outlined by NACE Principles of Professional Conduct.

b) Rights and Privileges

Active members are eligible to participate in Consortium activities, join committees and vote on all matters before the Consortium. Each institution will have one vote regardless of the number of representatives present.

2) Advisory Members

Advisory members include employers who are actively engaged in direct recruitment of students and alumni from colleges or universities and other groups who provide career guidance and/or opportunities. These members may participate in all scheduled meetings and activities in an advisory capacity and may serve on committees at the discretion of the Consortium President. Advisory members may not vote nor serve on the Executive Committee.

Section 2: Termination of Membership

WCTCC may terminate membership of any institution which:

- a) Fails to be represented at all quarterly meetings in a year (September-August);
- b) Fails to participate in or support consortium events;
- c) Fails to promote and adhere to practices as outlined by the NACE Principles of Professional Conduct.

WCTCC also reserves the right to terminate the membership of advisory members who:

- a) Fail to participate in or support consortium activities; or
- b) Violate professional and ethical standards

The executive committee shall meet and review membership status prior to the annual business meeting. If an institution has failed to meet the terms of membership, the executive committee will send a warning letter of termination. A written response is required within 30 days of receipt of the letter. Failure to respond to the letter within 30 days will result in termination of membership.

Article IV Officers and Executive Committee

Section 1: Officers

The officers of the Consortium will be President, Past President, President Elect, Secretary, and Treasurer.

Section 2: Duties of Office

1. The President shall preside over all meetings. The President may appoint all committee chairpersons, and cooperate with the chairpersons, as needed, in filling committees. The President shall be a non-voting member of all committees. The President shall perform such duties as are incident to the office.
2. The Past President will serve in an advisory capacity to the Executive Committee and will perform other duties assigned by the President.

3. The President-Elect will succeed to the office of President. The President-Elect will perform duties of the President in the absence of or at the request of the President. In addition, the President-Elect will perform other duties assigned by the President or Executive Committee.
4. The Treasurer shall:
 - a) Keep accurate records of all financial business of the Association
 - b) Provide current financial reports; keep an itemized account of receipts and expenditures; make regular written reports of receipts and expenditures to the membership at each quarterly meeting.
 - c) Receive funds and pay bills according to the instructions of the Executive Committee.
 - d) Provide monthly copies of the bank statement to the President and Finance Committee.
 - e) Make payments for WCTCC business by check; two WCTCC members including the Treasurer and President or person(s) designated by the President must sign all checks.
5. The Secretary shall keep accurate minutes of meetings and preserves all papers, letters, and records of transactions except those of the Treasurer. The Secretary advises member of meetings and performs duties as assigned by the President.

Section 3: The Executive Committee

The Executive Committee shall consist of elected officers. This committee shall be empowered to conduct the business of the consortium between meetings of the whole body, each officer being allowed one vote.

Section 4: Terms of Office

A term of office is defined as September 1 through August 31. A financial review will be completed in August at the close of the term for the executive committee.

Section 5: Vacancies

In the event of a vacancy of any office, the Executive Committee will appoint a successor to serve until the next general election.

Article V Nominations and Elections

The President, subject to the approval of the membership, will appoint the Membership Committee. The Committee will poll the voting members for nominations for elective offices and will determine which candidates appear on the slate on the basis of qualification, number of nominating votes, and the consent of the nominees. The President will present the slate of candidates to the Consortium during the last spring meeting, and the candidate receiving the largest number of votes for each office will be elected to that office.

Article VI Meetings

Meetings of the Consortium are held quarterly and the President will determine the locations. Such meetings may be canceled only by majority vote of the attending members in the quarter prior or by the Executive Committee who will notify the membership. Emergency meetings are scheduled by vote of the membership or at the discretion of the Executive Committee.

Article VII Quorum and Voting

A quorum is defined as members present at Consortium meetings. A majority vote is defined as fifty percent plus one of the member institutions present. Each member institution may cast one vote.

Article VII Dues

Each college member will be assessed annual dues in the amount determined yearly by majority vote. Dues will be collected no later than October 30 each year.

Article IX Committees

The President of the Consortium appoints committees and committee chairs. Advisory members are eligible to serve as non-voting members of the committees.

Article X Confidentiality

No member of the Consortium shall share Consortium employer lists, contacts, or any other event planning details with members of other consortiums, unless he or she has received approval to do so by a majority vote.

Article XI Amendments

Amendments may be proposed by college members or by the Executive Committee. Amendments will be distributed to Consortium members during scheduled meetings and will be discussed and voted upon at that meeting or during the next scheduled meeting. Amendments will be accepted or rejected by a majority vote.

Article XII Fiscal Responsibility

Section 1: Responsibilities

Every effort should be undertaken by the entire membership to maintain the fiscal responsibilities of the consortium. The Treasurer shall be responsible for notifying the President of any concern he or she may have regarding the state of the Consortium's finances.

Finance Committee:

1. The Finance Committee will be composed of not less than three (3) members of the consortium, one of whom will be the Treasurer. The Chairperson and members of the committee will be appointed by the President.
2. Duties
 - a. The Finance Committee will review the financial records within 30 days of the close of each fiscal year and report to the Executive Committee the findings and recommendations deemed advisable. The finance committee shall then report to the membership.
 - b. In the event that expenditures from the annual budget should exceed the amount of \$12,000, the Finance Committee will see that a legal audit is scheduled.
 - c. The Finance Committee will perform all other duties delegated by the President.

Bank Statements:

- Bank statements shall be made available to the membership on a quarterly basis.
- The Executive Committee will review bank statements monthly.

No individual member of the Consortium shall be personally or otherwise liable for any of the debts or obligations of the Consortium.

Section 2: Dissolution

In the event that with WCTCC is dissolved, the treasury will be divided equally among the scholarship funds of each college member institution in good standing.

Article XIII Fiscal-Membership Period

The fiscal and membership year will begin on September 1 and end on August 31.

Current Membership

College Membership:

Abilene Christian University

Cisco College

Howard Payne University

Texas State Technical College

Angelo State University

Hardin-Simmons University

McMurry University

Advisory Membership:

Dyess Air Force Base