

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. An institution requesting membership is 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 paid annual dues;
- 2) Are represented at all quarterly meetings in a year (June-May);
- 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.

<http://www.naceweb.org/principles/>

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 shall have one vote regardless of the number of representatives present.

2) Advisory Membership

Advisory membership includes 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) Fail to be represented at all quarterly meetings in a year (June-May);
- b) Fail to participate in or support Consortium events;
- c) Fail to promote and adhere to practices as outlined by the NACE Principles of Professional Conduct. <http://www.nacweb.org/principles/>

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

- a) Fail to participate in or support Consortium activities;
- 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 shall 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 shall result in termination of membership.

Article IV

Officers and Executive Committee

Section 1: Officers

The officers of the Consortium shall be the President, Secretary, and Treasurer.

Section 2: Duties of Office

- 1) The President shall preside over all meetings. The President shall 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 Treasurer shall:
 - a) Keep accurate records of all financial business of the Consortium;
 - 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 Executive Committee and Finance Committee;
 - e) Make payments for WCTCC business by check;
 - f) File necessary paperwork with the IRS.

- 3) The Secretary shall keep accurate minutes of meetings and preserve all papers, letters, and records of transactions except those of the Treasurer. The Secretary shall advise members of meetings and perform 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, with each officer being allowed one vote.

Section 4: Terms of Office

A term of office is defined as June 1 – May 31. A financial review shall be completed in May at the close of the term for the Executive Committee.

Section 5: Vacancies

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

Article V

Nominations and Elections

The President, subject to the approval of the membership, shall appoint the Membership Committee. The Committee shall poll the voting members for nominations for elective offices and determine which candidates appear on the slate on the basis of qualification, number of nominating votes, and the consent of the nominees. The President shall 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 shall be elected to that office.

Article VI

Meetings

Meetings of the Consortium are held quarterly and the President shall 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 which shall 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 VIII

Dues

Each college member shall be assessed annual dues in the amount determined yearly by majority vote. Dues shall be collected no later than July 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 shall be distributed to Consortium members during scheduled meetings and shall be discussed and voted upon at that meeting or during the next scheduled meeting. Amendments shall 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 shall be composed of no less than three (3) members of the Consortium, one of whom shall be the Treasurer. The Chairperson and members of the committee shall be appointed by the President.
- 2) The duties of the Finance Committee shall include:
 - a) Reviewing the financial records within 30 days of the close of each fiscal year; reporting the findings and recommendations deemed advisable to the Executive Committee and then reporting to the membership;
 - b) Scheduling a legal audit in the event that expenditures from the annual budget should exceed the amount of \$12,000;
 - c) Performing 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 shall 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 WCTCC is dissolved, the treasury shall 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 shall begin on June 1 and end on May 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