

Bylaws of the Two-Year College English Association and the Regional Associations November 2012

I. The National Organization

A. Name: Two-Year College English Association (hereafter referred to as National TYCA or TYCA-Regional) [formerly the National Two Year College Council of the Conference on College Composition and Communication] “Two-year college” encompasses community colleges, junior colleges, technical colleges, and the first two years of college.

B. Mission: TYCA serves to promote the teaching and study of English in the two-year college, to advance the theories and practices of teaching English in the two-year college, and to provide a national voice for the two-year college in postsecondary education. Recognizing the unique institutional character of the two-year college, open to all students, TYCA is further committed to student diversity in culture, age, background, ability and goals, and the critical role of literacy required in a democratic society.

C. Purposes:

1. To identify and articulate the best theories, practices, and pedagogy in teaching English in the two-year college;
2. To establish multiple channels for the communication of these theories, practices, and pedagogies and for discussion and effective change by the members of National TYCA and the TYCA Regionals;
3. To influence the future of English studies.

D. Goals:

1. To promote excellence in the theory and practice of teaching English;
2. To encourage scholarship and research that informs the teaching of writing, literature, and language;
3. To provide a forum for shared professional concerns;
4. To recognize and support diversity in the classroom and in the profession;
5. To promote awareness of the distinctively open academic and social environment of the two-year college;
6. To promote awareness of the effectiveness and adaptability of the two-year college in meeting community needs;
7. To encourage subscriptions to *Teaching English in the Two-Year College* (hereafter referred to as *TETYC*);
8. To establish, affirm, and strengthen ties to groups that share our professional commitments;
9. To encourage the participation in TYCA of teachers of English in the first two college years through meetings, conferences, publications and other professional activities.

E. Organizational ties: TYCA is an association within the Two-Year College, Four-Year College and University Section (hereafter referred to as the College Section) of The National Council of Teachers of English (NCTE). TYCA maintains strong working relationships with the Conference on College Composition and Communication (CCCC). TYCA also participates fully in the College Forum of NCTE.

F. Membership:

1. Any dues-paying member of the NCTE College Section who teaches English at a two-year college or who is interested in such teaching may be an

individual voting member of TYCA.

2. All regional conferences on English in the two-year college, while maintaining their own membership and dues, will be associations of National TYCA.

II. Two-Year College English Association (National TYCA) Executive Committee

A. Membership

1. The TYCA Executive Committee shall consist of eleven voting members, five non-voting members, and seven regional alternates (REC Chairs):
 - a. Chair
 - b. Associate Chair (**even numbered years**)
 - c. Immediate Past Chair (**odd numbered years**)
 - d. Secretary
 - e. Editor of *TETYC*
 - f. Seven Regional Representatives
 - g. Seven Regional Executive Committee (REC) Chairs (non-voting, except when serving as alternates for the regional representatives)
 - h. Editor, TYCA to You (non-voting)
 - i. Archivist (non-voting)
 - j. Webtender (non-voting)
 - k. College Section Steering Committee Representative (non-voting)
 - l. Executive Secretary-Treasurer (NCTE Executive Director) (nonvoting)
2. The seven regional representatives shall serve three-year terms on the TYCA Executive Committee, the terms staggered so that not more than three members are elected each year.
3. The Chair of TYCA shall be an ex officio voting member of the NCTE Executive Committee.
4. The elected officers of TYCA shall be ex officio voting members of the CCCC Executive Committee. The Editor of *TETYC* shall be an ex officio non-voting member of the CCCC Executive Committee.
5. The Editor of *TETYC* and the **Chair or** College Section Steering Committee Representative shall be ex officio non-voting members of the College Section Committee.
6. The Chair will serve as a member of the College Forum.
7. While serving on the TYCA Executive Committee, all committee members must maintain membership in TYCA, NCTE, CCCC, and their regional TYCA association.

B. Duties of the Two-Year College English Association Executive Committee

The TYCA Executive Committee shall

1. Study and discuss issues common to the teaching of English in two-year colleges and propose specific methods and practices to improve the teaching of English.
2. Encourage the professional development of all teachers of English in two-year colleges.
3. Authorize national committees to explore the problems of teaching English in two-year colleges and make recommendations to address such problems to the Regional Executive Committees (REC), the CCCC Executive Committee, and NCTE Executive Committee.
4. Approve appointments to the non-elected TYCA EC positions:
 - a. *TETYC* Editor

- b. TYCA to You Editor
 - c. Archivist
 - d. Webtender
 - e. College Section Steering Committee Representative
 - 5. Cooperate with other CCCC and NCTE constituent groups with similar interests and concerns.
 - 6. Coordinate the work of and advise the Regional Executive Committees of the TYCA Regional Associations.
 - a. Advise on the financial proceedings of the regional association as needed, including acknowledging receipt of the appropriate regional per capita dues for NCTE;
 - b. Provide, as needed, information to assist regional associations in developing their programs.
 - 7. Establish guidelines for allocating any funding granted to TYCA for distribution to regional associations.
 - 8. Recommend to the editor of *TETYC* persons to serve on the Editorial Advisory Board of *TETYC*.
 - 9. Send nominations for officers and committees to the NCTE and CCCC nominating committees.
 - 10. Encourage program proposals from teachers of English in the two-year college and coordinate with NCTE and CCCC program chairs to ensure an effective two-year college presence in conference programs.
 - 11. Undertake other actions judged appropriate by the Executive Committee to further the mission and purposes of TYCA.
- C. Officers of TYCA Executive Committee
- 1. The officers shall be the Chair, Associate Chair (**even numbered years**), Immediate Past Chair (**odd numbered years**), Secretary and Editor of *TETYC*.
 - 2. The Associate Chair and Secretary are elected by a national ballot mailed to all members of TYCA. The person elected Associate Chair serves the first year of term as Associate Chair, the second and third year as Chair, and the fourth year as Immediate Past Chair. The Secretary serves a three-year term.
 - 3. The nominating committee composed of the TYCA Executive Committee Immediate Past Chair and the seven regional representatives shall prepare a ballot of two candidates for each of the nationally elected positions. To the extent possible, nominations shall strive to reflect the diversity of TYCA membership, drawing from full and part-time teachers, from the seven regional associations, and from those TYCA members who do not belong to any regional association. Elections shall be completed before the fall meeting of TYCA Executive Committee.
 - 4. The TYCA Executive Committee shall nominate TYCA members to the *TETYC* editor selection and review committees.
 - 5. In the event an office becomes vacant, TYCA Executive Committee will appoint a replacement for the unexpired term.
- D. Duties of the TYCA Executive Committee Officers
- 1. The Chair shall
 - a. Assume the responsibility for the Functioning of TYCA;
 - b. Plan the agenda for all business meetings;

- c. Preside at all business meetings of TYCA unless unavoidably absent;
 - d. Appoint all committees authorized by TYCA;
 - e. Prepare bi-annual report on TYCA and regional association activities for presentations to the TYCA Executive Committee and to the NCTE Executive Committee;
 - f. Ensure that REC Chairs and regional newsletter editors receive copies of all announcements of committee vacancies and calls for program proposals and participants from NCTE and CCCC that are pertinent to teachers of English in two-year colleges;
 - g. Serve as TYCA representative or appoint TYCA representative to relevant NCTE groups;
 - h. Serve as visiting officer to two or three TYCA regional conferences each year;
 - i. Attend all CCCC and NCTE Executive Committee meetings.
2. The Associate Chair shall
- a. Assist the Chair and preside in the Chair's absence;
 - b. Serve as program chair to coordinate program proposals and workshops presented by and/or of particular interest to two-year college English teachers at CCCC and NCTE;
 - c. Serve as visiting officer to two or three TYCA regional conferences each year;
 - d. Attend all CCCC Executive Committee meetings.
3. The Immediate Past Chair shall
- a. Advise the Chair and TYCA;
 - b. Chair the nominating committee;
 - c. Serve as visiting officer to two or three TYCA regional conferences each year;
 - d. Attend all CCCC Executive Committee meetings.
4. The Secretary shall
- a. Prepare and distribute minutes of all meetings of the TYCA Executive Committee, including NCTE Executive Director, within 30 days of the meeting;
 - b. Maintain a permanent file of the minutes and all other record necessary to the orderly transaction of TYCA business;
 - c. Assist the Chair in preparing for each business meeting;
 - d. Serve as visiting officer to two or three TYCA regional conference each year;
 - e. Attend all CCCC Executive Committee meetings.
5. The Executive Secretary –Treasurer shall
- a. Keep an accurate record of finances for TYCA which shall include the per capita payments from the regional associations;
 - b. Authorize payment of all bills incurred by TYCA;
 - c. Direct NCTE staff to meet annually with the TYCA Executive Committee to explain NCTE's budget as it affects TYCA, report on per capita payments from the regional associations, report on current numbers of members, and provide information to the TYCA Executive Committee as it pertains to TYCA activities.
6. The Editor of *TETYC* shall
- a. Provide a forum to publish issues of interest to the teaching of English in the two-year college and the first two years of college;
 - b. Select a book review editor
 - c. Serve as a resource speaker or workshop leader for regionals;
 - d. Serve as an advisor for editors of regional newsletters.

E. Meetings of TYCA Executive Committee

1. The TYCA Executive Committee shall meet at least twice a year, in conjunction with the CCCC Annual Convention and the NCTE Annual Convention.
2. Fifty percent of the current TYCA Executive Committee voting members shall constitute a quorum at any regularly authorized Executive Committee meeting.

III. The Regional Associations: There shall be seven TYCA regional associations.

A. Names

1. TYCA-Midwest
2. TYCA-Northeast
3. TYCA-Pacific Northwest
4. TYCA-Pacific Coast/ECCTYC
5. TYCA-Southeast
6. TYCA-Southwest
7. TYCA-West

B. Purposes

1. The central purpose of each regional association is to provide a framework for professional activities among the teachers of English in two-year colleges within its region.
2. Specific goals include:
 - a. Defining and exploring issues relevant to the improvement of the teaching of English in the two-year colleges within its region
 - b. Conducting a regional conference
 - c. Publishing reports of regional conferences and news items of special interest to members within the region
 - d. Encouraging studies and research in the teaching of English in the first two-college years

C. Regional Boundaries

1. TYCA-Midwest shall serve members in North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Ohio, and Manitoba.
2. TYCA-Northeast shall serve members in Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, Pennsylvania, New Jersey, Delaware, Maryland, Washington, D.C., Ontario, Quebec, New Brunswick, Nova Scotia, and Newfoundland.
3. TYCA-Pacific Northwest shall serve members in Washington, Oregon, Northern Idaho, Montana, Alaska, British Columbia, Alberta, and Saskatchewan.
4. TYCA-Pacific Coast shall serve members in California through the constitution and bylaws of the English Council of California Two-Year Colleges (ECCTYC).
5. TYCA-Southeast shall serve members in Virginia, West Virginia, Tennessee, Kentucky, North Carolina, South Carolina, Mississippi, Alabama, Georgia, and Florida.
6. TYCA-Southwest shall serve members in Colorado, New Mexico, Texas, Oklahoma, Arkansas, and Louisiana.
7. TYCA-West shall serve members in Nevada, Utah, Arizona, Southern Idaho, Wyoming, and Hawaii.

D. Membership

1. Individual membership shall be open to all two-year college or first two years of college English teachers, administrators, and others interested in such teaching or in two-year college English programs.
2. Members are those whose current regional dues are paid.
3. Only members shall be entitled to vote and hold office.

E. Dues

1. Each REC shall determine the dues for its region. Any change in dues must be approved by a majority of those regional members voting on the change.
2. All TYCA regional associations shall contribute to the support of National TYCA by paying a per capita fee based on regional conference registration for all attendees. The total per capita dues a regional pays shall be reduced by the number of regional members who are also individual NCTE/TYCA members. The per capita rate for regional association dues shall be set by the National TYCA Executive Committee, subject to approval by a majority of the RECs or the membership of at least four regionals.

IV. Regional Executive Committees

A. Membership: Each association shall have a Regional Executive Committee (REC) comprised as follows:

1. Six members elected by regional membership to serve as regional officers to include at least the following positions:
 - a. Chair
 - b. Assistant or Co-Chair
 - c. Secretary
 - d. Treasurer
 - e. Membership Chair
2. One representative elected to the National TYCA Executive Committee, elected by the regional membership after nomination by the REC from those members who are serving or have served on the REC
3. Positions appointed by the REC for specific duties:
 - a. Program Chair
 - b. Local Arrangements Chair
4. State or area representatives. These members shall be voting members only if they are elected by the general membership or their area constituents.
5. Other, optional positions (non-voting if appointed vs. elected), such as but not limited to
 - a. Editor(s) of regional publications
 - b. Assistant Program and/or Local Arrangements Chair
 - c. Conference Registrar
 - d. Conference Site Coordinator
 - e. Assistant Publications Editor
 - f. The Immediate Past Chair
 - g. Webtender
 - h. Archivist or Historian
 - i. Four-Year College or University Representative
 - j. Adjunct Faculty Representative
 - k. Awards Chair
 - l. Member(s) at-large
 - m. Nominating committee members

B. Election of REC

1. The members of the REC may be elected at the regional conference or by mail ballot of the membership directly before or after the regional conference.
2. The Nominating Committee and/or REC shall recruit potential candidates.
3. When possible, the slate shall include at least two candidates for each vacancy and shall provide for reasonable geographic representation from the region.
4. Candidates shall be introduced at the first general session of the conference, at which time additional nominations from the floor shall be called for. If elections are held by mail, the ballot shall include a brief description of each candidate as well as space for write-in candidates; ballots must be returned within 30 days.
5. Election results shall be reported to the REC Chair who will announce the results before the end of conference and/or in the next regional publication.
6. All members of the REC must be dues paying members of the regional association and NCTE/TYCA. The Chair and the National TYCA Representative must also be members of CCCC as a condition of serving on the National TYCA Executive Committee.
7. Voting REC members shall serve three-year, staggered terms, with the exception of the Program Chair and Local Arrangements Chair, who serve one-year terms. Non-voting REC members shall serve at the pleasure of the REC.
Terms begin upon election.
8. No elected REC member shall be eligible for reelection after serving two consecutive three-year terms unless one year has elapsed since last holding an elected office on the REC.
9. No voting REC member shall hold more than one voting REC position.
10. If a vacancy on the REC occurs before the expiration of an elected member's term of office, the REC shall appoint someone to serve until the next election.

C. Duties of the Regional Executive Committee

The REC shall

1. Carry out the central purpose and fulfill the specific goals of the regional association;
2. Conduct the business of the region;
3. Select a site and dates for the regional conference and meet with the Program Chair to plan the general theme and outline of the conference;
4. Elect officers from among the six elected REC members, and appoint all other REC positions, except for state or area representatives;
5. Propose and promote regional association program proposals for the programs of the NCTE and CCCC Annual Conventions.

E. Meetings of the REC

1. At least two regular business meetings shall be held each year, one in conjunction with the regional conference. Meetings may be called by the Chair of the REC, or at the request of two other REC members, and notice of the meetings shall be provided to all REC members at least two weeks in advance.
2. Four of the elected REC officers present at any called meeting shall constitute a quorum.

V. Duties of the REC Officers

A. The Chair shall

1. Assume responsibility for the proper functioning of the regional association and the REC;

2. Preside at the meetings of the REC unless unavoidably absent;
3. Plan and distribute items to come from other REC members;
4. Carry out the directives and decisions of the REC, appointing committees and task forces as needed;
5. Serve on the National TYCA Executive Committee as an alternate to the regional TYCA representative;
6. Report the results of all elections and appointments within thirty days to the regional membership, to the Chair of TYCA, and to the NCTE Executive Director;
7. Ensure the NCTE Executive Director receives annually the following items from the REC:
 - a. The minutes of all regional business meetings,
 - b. The official call for proposals, publicity, and program of the regional conference,
 - c. The results of all elections and balloting on amendments to the bylaws,
 - d. The regional supplement to the national newsletter and any other publications,
 - e. A brief annual report concerning the year's activities,
 - f. Copies of all resolutions passed by the regional membership.

B. The Assistant Chair shall

1. Assist the REC Chair in the duties of that office;
2. Preside at the REC meetings in the absence of the REC Chair.

C. The Treasurer shall

1. Be responsible for all financial transactions of the regional association, including but not limited to
 - a. Paying all bills incurred by the regional annual conference or the regional association after they have been authorized by the REC;
 - b. Forwarding the required per capita contribution for each regional member to the NCTE Executive Director on or before June 1 of each year and sending a report of that contribution to the Chair of National TYCA at the same time;
 - c. Maintaining complete financial records;
 - d. Arranging for periodic professional audits as deemed necessary by the REC;
 - e. Preparing annual financial reports for submission to the REC, the regional membership, the National TYCA EC, and the NCTE Executive Director.

D. The Secretary shall

1. Keep minutes of all meetings of the REC and all business meetings of the regional association;
2. Forward copies of such minutes to all REC members within thirty days after the meeting and publish minutes for regional membership;
3. Upon authorization by the REC or its Chair, conduct all correspondence;
4. Maintain permanent records of all resolutions passed by, or actions taken by, the regional association,

E. The Membership Chair shall

1. Maintain an up-to-date list of the names and contact information of regional members;
2. Devise and implement member recruitment and retention strategies;
3. Encourage members of the regional association to maintain membership in NCTE/TYCA and CCCC.

- F. The Regional Representative to the TYCA Executive Committee shall
1. Serve as representative of the region to National TYCA by
 - a. Attending the twice yearly meetings of National TYCA, or if that is impossible, notifying the alternate to insure regional representation;
 - b. Forwarding to National TYCA any resolutions and proposals originating with the REC or regional membership;
 - c. Presenting a written report to the National TYCA Executive Committee at each meeting about regional action items, activities, membership, elections, and finances;
 - d. Reporting to National TYCA plans for and the results of the annual conference in the region.
 2. Serve as a representative to the region from National TYCA by
 - a. Attending the regional REC meetings;
 - b. Reporting to the REC and the membership about National TYCA issues and activities after each national meeting;
 - c. Developing ways to implement in the region those decisions which a majority of the regionals, or their representatives at National TYCA, have agreed should be general practice.
 3. Produce regional content for quarterly TYCA to You publications in *TETYC*.
- G. The Program Chair shall
1. With the assistance and approval of the REC, plan a general theme and specific workshops for the annual conference;
 2. With the assistance and approval of the REC, select the major speakers for the conference;
 3. Assume responsibility for the completion of the conference program;
 4. Prepare a brief report of the annual conference and submit it to the REC prior to the next REC meeting;
 5. Provide the editor of regional publications with the materials necessary to publicize the program and to report on the conference after it has taken place;
 6. Review the evaluations of programs at the regional conference and recommend presenters for NCTE and CCCC program participation;
 7. Appoint an Assistant Program Chair if needed to assist with the completion of program-related tasks.
- H. The Local Arrangements Chair shall
1. With the assistance and approval of the REC, make arrangements for hotel space, presentation space, and meals for the regional conference;
 2. Assume responsibility for all site-related conference preparation, such as technology, transportation, guest speaker accommodations, signage, exhibitor spaces, and parking;
 3. Appoint an Assistant Local Arrangements Chair if needed to assist with duties.
- I. The Editor of Regional Publications shall
1. Edit, publish, and distribute regional publications to all current regional members;
 2. Work with the Program Chair and the Local Arrangements Chair on preconference publicity;
 3. Work with REC and conference organizers to publish reports on the annual conference and regional business to be distributed to membership annually;
 4. Send to the editor of *Teaching English in the Two-Year College (TETYC)* and NCTE Executive Director copies of all regional publications.

VI. Requirements to be Exempt as an Organization described in Section 501(c)(3) of the Internal Revenue Code

Section 1. Said organization is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in section 1 hereof and article I of these bylaws.

Section 3. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 4. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 5. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

VII. Amendments of the Bylaws

A. Amendments to these bylaws may be proposed by

1. A majority vote of the membership in a regional association or its REC
2. National TYCA
3. The CCCC Executive Committee
4. The College Section Steering Committee
5. The NCTE Executive Committee

B. Amendments may be approved by the National TYCA Executive Committee

1. By a two-thirds vote of the legal votes cast if no previous notice of the proposed amendment has been given;
2. By a majority of the legal votes cast if previous notice had been given by mail at least thirty days prior to the National TYCA Executive Committee meeting.

C. An amendment approved by the National TYCA Executive Committee shall be submitted to the regional associations for a vote of the membership.

1. Each REC must submit any amendment adopted by the National TYCA Executive Committee to its membership at its next conference or by mail.
2. A regional shall be considered to have approved an amendment which receives approval by a majority of those voting.

3. Notice of approval or rejection of the proposed amendment must be sent to the NCTE Executive Director, by the REC chair within thirty days of voting.
4. An amendment shall become effective when it has been approved by four of the regionals.