

CONSTITUTION AND BYLAWS

College Transfer Program Association

Amended

Amendments voted on and approved by membership 10/4/16-10/31/16.

Revised

Presented in draft version at Business Meeting, CTPA Conference - 04/30/12

Presented in final version at fall Business Meeting - 10/08/12

ARTICLE 1. NAME

The name of the association is the College Transfer Program Association, or CTPA.

ARTICLE 2. PURPOSE

The CTPA is a non-profit education association. The purposes of the CTPA are the following:

1. to advocate for college-transfer programs as an integral part of the mission of the North Carolina Community College System;
2. to monitor and influence the progress of articulation between two- and four-year colleges in North Carolina;
3. to establish and maintain channels of communication among coordinators of college-transfer programs at community colleges and facilitate communication with appropriate administrators at four-year colleges;
4. to promote the professional development and welfare of its members.

ARTICLE 3. MEMBERSHIP

Section 1. Eligibility

Membership in CTPA is open to all persons interested in promoting the purposes of the association.

Section 2. Classification of Members

The Executive Board may establish various types of membership, recommend the dues of each, and designate rights, privileges, and responsibilities of such membership, with the approval of the membership.

ARTICLE 4. DUES

Dues are paid at the designated rate set by the CTPA at the biennial fall meeting.

ARTICLE 5. GEOGRAPHIC ORGANIZATION

The CTPA will comprise three regions: Western, Central, and Eastern.

The Western Region of the CTPA shall be composed of the counties served by the following community colleges:

Asheville-Buncombe, Blue Ridge, Caldwell, Catawba Valley, Cleveland, Gaston, Haywood, Isothermal, Mayland, McDowell, Southwestern, Tri-County, Western Piedmont, and Wilkes.

The Central Region of CTPA shall be composed of the counties served by the following community colleges:

Alamance, Central Carolina, Central Piedmont, Davidson, Durham, Fayetteville, Forsyth, Guilford, Mitchell, Montgomery, Piedmont, Randolph, Richmond, Robeson, Rockingham, Rowan-Cabarrus, Sandhills, South Piedmont, Stanly, and Surry.

The Eastern Region of CTPA shall be composed of the counties served by the following community colleges:

Beaufort, Bladen, Brunswick, Cape Fear, Carteret, Coastal Carolina, College of the Albemarle, Craven, Edgecombe, Halifax, James Sprunt, Johnston, Lenoir, Martin, Nash, Pamlico, Pitt, Roanoke-Chowan, Sampson, Southeastern, Vance-Granville, Wake, Wayne, and Wilson.

ARTICLE 6. OFFICERS

Section 1. Elected Officers

The officers of the CTPA are the President, President-Elect/Treasurer, Past President, Secretary, Publicity Officer, two community-college representatives from each of the three regions, one public-university representative from each region, and one independent-college or independent-university representative from each region.

Section 2. Term of Office

Each officer serves for a term of two years (or 3 years maximum if an officer assumes a vacant position with an unexpired term), beginning August 1 of the year in which officers are elected. The President-Elect automatically succeeds the President at the end of the President's term, and the President automatically succeeds the prior Past President.

Section 3. The Executive Board

- a) The affairs of the CTPA are conducted by the officers, who shall be called the Executive Board.
- b) Actions by the Executive Board are subject to the approval of the membership.
- c) The Executive Board will meet at least twice a year. These two meetings will be open to all members of the CTPA and will be announced at least two weeks prior to the meeting. The President may call additional meetings as he/she deems necessary.
- d) A quorum consists of the board members present at any called meeting.

Section 4. Unexpired Terms

- a) Should the President leave office before the expiration of the regular term, the President-Elect will complete the unfinished term in addition to her/his regular term, not to exceed three years total. Should the President leave office before the expiration of the regular term, the President-Elect will complete the unfinished term in addition to her/his regular term.
- b) If there is no current President-Elect and the office of the President becomes vacant, then the Executive Board shall elect a President from the Regional Representatives.
- c) If the Past President cannot serve out her/his full term, then the Nominating Committee will select a member of the Executive Board to carry out the duties of the Past President.

Section 5. Successive Terms

No officer shall hold any one office for more than two successive terms.

Section 6. Attendance at Meetings

All officers shall be required to attend at least one board meeting or general-business meeting each year of their terms.

Section 7. Duties

- a) The President shall
 1. preside at all meetings of the CTPA, serve as chair of the Executive Board and the annual conference, and prepare the agenda for all annual and Board meetings;
 2. notify members of CTPA meetings and Board meetings;
 3. act as ex-officio member of all CTPA committees;
 4. appoint delegates as needed to other organizations;
 5. oversee publicity, public relations, and membership;
 6. attend UNC-NCCCS Transfer Advisory Committee meetings.
- b) The President-Elect/Treasurer shall
 1. plan the fall and/or spring conferences;
 2. maintain an up-to-date file and mailing list of members and potential members;
 3. maintain financial records and administer funds of the CTPA, including all receipts and disbursements;
 4. make a financial report at each Executive Board meeting.
- c) The Secretary shall
 1. maintain all CTPA correspondence;
 2. keep accurate permanent records of meetings of the CTPA and of the Executive Board;
 3. maintain physical and electronic copies of the bylaws of the CTPA.
- d) The Publicity Officer shall appoint a person or persons to
 1. maintain a social-media presence for the CTPA;
 2. maintain the CTPA website;

3. produce and distribute a semi-annual CTPA newsletter.
- e) The representatives shall, in their respective regions,
 1. coordinate communication among members;
 2. solicit members;
 3. bring issues and concerns raised by members to the Executive Board.

Section 8. Election Procedures

- a) The Nominating Committee shall consist of the Past President plus three members, one from each region, appointed by the President.
- b) The Nominating Committee shall select a slate of nominees with at least one candidate for each office. Names of possible candidates shall be submitted to the Nominating Committee by August 1 of an election year.
- c) Elections shall be held prior to or at the biennial fall business meeting.
- d) Elections shall be determined by a plurality of votes.
- e) Any candidate for the general election of officers must have a current membership in the organization.

ARTICLE 7. MEETINGS

Section 1. Annual Meeting

The CTPA shall hold an annual business meeting each fall. A quorum at each business meeting shall consist of the voting membership at the business meeting.

Section 2. Regional Meetings

Any Regional Representative may elect to hold regional meetings of the CTPA. Two weeks notice should be given to regional members.

ARTICLE 8. COMMITTEES

Committees shall be created as needed by the Executive Board to carry out the purposes of the CTPA. These committees are dissolved, when appropriate, by the Executive Board.

Section 1. The standing committees of the CTPA shall be

- a) the Nominating Committee;
- b) other committees to be named.

Section 2. Each committee chair shall

- a) chair the meetings of the committee;
- b) coordinate the activities of the committee;
- c) report to the Executive Board on the functions of the committee;
- d) prepare the minutes of each meeting of the committee;
- e) prepare the annual budget of the committee.

ARTICLE 9. AMENDMENTS

Section 1. Proposal of Amendments

Amendments to this constitution may be proposed by a majority vote of the Executive Board or by a petition signed by ten percent of the members of the CTPA.

Section 2. Method of Submission

All proposed amendments shall be reported in writing to each member of the Executive Board at least one month before a vote is called.

Section 3. Referendum on Constitutional Amendments

All proposed amendments shall be submitted in writing to each member of the CTPA at least ten days before a vote is called.

Section 4. Ratification of Amendments

Amendments shall be ratified by a vote of two thirds of the ballots cast.

Section 5. Effective Date

Any constitutional amendment shall become effective on January 1 following its ratification.

ARTICLE 10. PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall be the authority governing all matters of procedure not otherwise specified in this constitution. The Past President shall serve as parliamentarian. A copy of the text will be on hand at all Executive Board, business, and general meetings.

ARTICLE 11. DISSOLUTION

If this organization shall, at any time, cease to carry out the purposes as herein stated, all assets and property held by it, whether in trust or otherwise, shall, after payment of its liabilities, be paid over to an organization selected by the final officers.

APPENDIX I.

REIMBURSEMENT PROCEDURES

The following policies for reimbursement of expenses have been approved by action of the Executive Board of the College Transfer Program Association.

All requests for reimbursement should be made in writing and must provide an accurate description of the purpose of the expenditure. Receipts or other documentation should be attached to each reimbursement request.

The following are representative expenditures that may be paid by order of the Executive Board:

- a) CTPA communication expenses incurred during the conduct of official business of the CTPA;
- b) travel, subsistence, and lodging to attend Executive Board meetings or committee meetings, available to invited guests and Executive Board members only.

All individual reimbursement requests and supporting documentation should be sent to the Treasurer of the CTPA within 60 days of the date the funds were expended. Reimbursement requests and documentation for committee members should be submitted through the chair of the committee. Receipts and vouchers should be provided according to requirements determined by the CTPA Executive Board.

APPENDIX II.

CTPA POLICIES

MEMBERSHIP

- a) Membership must be renewed annually by January 1 of each year.
- b) A membership application will be distributed annually.
- c) The CTPA website will include the current membership list and the constitution.

TREASURY

- a) The Treasurer is authorized to use CTPA funds to buy stamps, if necessary, in order to defray necessary costs of mailing membership information.
- b) The Treasurer will establish a policy to cover checks returned for insufficient funds, since the CTPA must pay for each returned check.
- c) The Treasurer is authorized to use CTPA funds to defray any costs incurred by the organization and approved by the Executive Board.