



# Texas Association of Community College Student Affairs Administrators

## BYLAWS

Revisions approved October 2021

### Article I Name

The name of the organization will be the Texas Association of Community College Student Affairs Administrators (TACCSAA).

### Article II Purpose

The purpose of TACCSAA will be to improve professional interaction among student personnel administrators in the Texas Community College System. This association will serve as a forum for the sharing of common problems and their possible solutions. In all endeavors, this group will act in concert with the goals of the Texas Association of Community Colleges in its quest to communicate and implement legislative regulations/initiatives.

### Article III Membership

**Eligibility:** The membership of this organization will consist of Texas community/junior colleges, represented by student affairs administrators and other persons referred by the student affairs administrators of each campus or the Association's executive committee.

### Article IV Officers

**Section A. Titles:** The officers will be President, President-Elect, Vice-President for Finance, Vice-President for Membership and Communications, Secretary and Past President.

**Section B. Election of Officers:** The officers will be chosen from within the membership during the annual meeting. The current officers will accept nominations for new positions and will recommend a proposed slate of officers to the general membership.

**Section C. Term of Office:** Duties of all officers will begin immediately after their election. The terms will be two years for all officers and will follow a succession with the President-Elect. There is no limitation on the number of terms an officer may serve.

## Article V Duties of Officers

**Section A. President:** The President will preside over all meetings of the Association and will appoint all special/ad hoc committees. Should a vacancy occur in an officer position prior to the expiration of the term, the president will appoint a successor. The President is the coordinator at association activities.

**Section B. President-Elect:** The President-Elect will assume the duties of the President in his/her absence and will serve as program chairman for all association meetings and conferences. This officer is responsible for serving as liaison with the College Community Presidents Association.

**Section C. Vice-President for Finance:** This officer will maintain records of all monies received and/or disbursed by the association and will be the custodian of the association's account and maintain records of membership dues.

**Section D. Vice-President for Membership and Communications:** This officer is responsible for maintaining the membership roster, conducting membership campaigns and association communication outlets.

**Section E. Secretary:** The Secretary shall maintain all official records of the Association, maintain minutes of the annual business meeting and of Executive Committee meetings, complete correspondence on behalf of the Executive Committee and perform assignments made by the President.

**Section F. Past President:** The role of the Past President is to ensure continuity during governance transitions and organizational change, to help ensure the appropriate succession of Officers to support the President in his/her role, and to provide continuity to the organization by providing historical context for issues.

**Section G. Standing Committees:**

**Conference Committee:** The Conference Committee chair is the President-Elect and is responsible for coordinating ad/hoc or special committees as assigned by the Executive Committee to ensure a successful conference.

**Executive Committee:** The Executive Committee is comprised of all officers and chaired by the President.

## Article VI Meetings

Regular association meetings will be held at the annual conference. If warranted, the President may call special meetings. These meetings will generally be scheduled in conjunction with other statewide conferences.

## Article VII Dues

Annual dues for an individual membership will be one hundred dollars (\$100) for each campus. The Association's executive committee may establish prorated or annual pre-payment options to encourage membership.

### **Article VIII Quorum**

A quorum exists at any business meeting when fifty-one percent of the members colleges are present.

### **Article IX Amendments**

The by-laws may be amended at any regular or called meeting by a two-thirds vote of members present, provided a quorum is present and notice of the meeting will contain a statement that a proposal to the by-laws will be considered.

### **Article X Robert's Rules of Order**

In all matters of procedure not otherwise provided for, the most recent edition of Robert's Rules of Order will prevail at all meetings.