

STAFF TRAINING FOR TECHNICAL AND COMMUNITY COLLEGES BYLAWS

ARTICLE I: Name

The name of this organization shall be Staff Training for Technical and Community Colleges, herein referred to as STTACC.

ARTICLE II: Purpose

The purpose of STTACC shall be to contribute to and utilize the staff development and training activities of member entities, to assist member organizations interested in Classified Staff development, and to maintain communication with offices and member organizations concerned with staff development.

ARTICLE III: Membership

Section 1: Membership in STTACC is open to all classified staff who have an interest in Classified Staff development and training and to all Washington State Community and Technical College entities. Each member will represent the organization where they are employed and, for the purposes of these Bylaws, be identified under that entity.

Section 2: Non-voting, associate membership is open to the Department of Personnel Higher Education Unit and other interested individuals who are not classified staff.

Section 3: Each Washington State community and technical college, district office, the Institute for Extended Learning, and the State Board for Community and Technical Colleges, (herein referred to as member entities) in good standing will have one vote in the business of STTACC.

Section 4: Each entity named here and attending the STTACC meeting will appoint its own voting member representative prior to the meeting.

Section 5: Voting Members must be members of STTACC.

ARTICLE IV: Dues

Section 1: Each entity, as determined in ARTICLE III, Section 1, will pay an annual fee, due and payable on December 1, based upon the actual number of classified staff members employed by the entity as determined on September 30 of each year, as follows:

Number of Classified Employees	Annual Fee (\$)	Cost per Employee (\$)
1 to 99	150.00	1.50 to 1.52
100 to 199	175.00	1.75 to 0.88
200 to 299	200.00	1.00 to 0.67
300 to 399	225.00	0.75 to 0.56
400 to 499	250.00	0.63 to 0.50
500 to 599	275.00	0.55 to 0.46
600 to 1000	300.00	0.50 to 0.30

Section 2: Associate (non-voting) members will pay a membership fee of \$75.00 per year, due and payable on December 1.

Section 3: The Treasurer will receive the annual dues, maintain a list of the paid membership, and provide a copy to each officer of STTACC.

ARTICLE V: Executive Board

Section 1: The Executive Board shall consist of the officers of STTACC, who shall be classified staff, with the exception of promotions, at the discretion of the Executive Board. The Executive Board officers shall include President, Treasurer, Recording Secretary, Communication Coordinator, Technology Coordinator, and at least one Region Coordinator from each Region (A, B, C, D and E), and the President-Elect, as well as Past President.

Section 2: The Regions will be defined as follows:

- a) Region A: Centralia College, Clark College, Grays Harbor College, Lower Columbia College, South Puget Sound Community College, and the State Board for Community and Technical Colleges
- b) Region B: Bellevue Community College, Cascadia Community College, Seattle Colleges (to include Seattle Community College District, North Seattle Community College, Seattle Central Community College, South Seattle Community College, Siegal Center District VI, and Seattle Vocational Institute), Lake Washington Technical College Institute of Technology, and Renton Technical College.
- c) Region C: Edmonds Community College, Everett Community College, Peninsula College, Shoreline Community College, Skagit Valley College, Whatcom Community College, and Bellingham Technical College.
- d) Region D: Big Bend Community College, Columbia Basin College, Community Colleges of Spokane (to include District 17 Office, Institute for Extended Learning, Spokane Community College, and Spokane Falls Community College), Wenatchee Valley College, Walla Walla Community College, and Yakima Valley College.
- e) Region E: Bates Technical College, Clover Park Technical College, Green River College, Highline Community College, Olympic College, Pierce College, and Tacoma Community College.

Section 3: The Executive Board officers, excluding the Technology Coordinator and Treasurer, shall be elected (or appointed due to vacancy) to serve a one-year term. The Treasurer shall be elected to serve a two-year term. Terms of office shall begin at the close of the Annual Meeting each year, with the exception of the Treasurer, whose term of office shall begin at the new fiscal year.

Section 4: No member shall be eligible to serve more than two consecutive terms in the same office unless no other member seeks the office.

Section 5: The duties and job descriptions of Executive Board officers shall be defined in Article X and as follows:

- a) The Executive Board is responsible for the continuation, promotion, credibility, and success of STTACC.
- b) The Executive Board shall direct the policies and administer the affairs of STTACC, except as otherwise provided in the Bylaws.
- c) The Executive Board shall meet at least quarterly, one of said meetings at the Annual Conference. Announcement of regular Executive Board meetings will be made by the President and/or other member(s) of the Executive Board following the Annual Meeting and announced on the STTACC Website.
- d) The Executive Board shall adopt a budget annually, based on funds received.
- e) The Executive Board shall provide a review of the records of STTACC each year before the Annual Meeting.
- f) Seven members of the Executive Board will constitute a quorum.

Section 6: The Technology Coordinator shall be appointed by the Executive Board from candidate recommendations made by the Nominating Committee.

Section 1: The President-Elect will be responsible for soliciting potential candidates for the upcoming STTACC Board. Applications will be collected during Regional meetings at the Annual Conference and submitted to the President-Elect. The STTACC Board can (and should) assist with recruiting efforts.

Section 2: Applications for President-Elect, Treasurer (2-year term), Recording Secretary, and Communications Coordinator are to be submitted to the President-Elect (preferably electronically before the conference), at the business meeting on the first day of the Annual STTACC Conference. Ballots with all qualified candidates are to be prepared by the President-Elect and distributed at the Banquet on the first day of the conference. Ballots are due at the end of the Banquet. Each entity (College districts will have only one vote per district) will have one vote only. Results are to be announced the morning of the second day. Applications for Webmaster Technology Coordinator shall be submitted to the President-Elect by the end of the first day of the conference and are appointed by the Executive Board.

Section 3: Region Coordinators will be elected from within their region at the regional meetings held during the second day after election results for President-Elect, Treasurer, Recording Secretary, and Communications Coordinator at the Annual Conference of STTACC.

Section 4: The Annual Conference Coordinator will be elected by the host college.

Section 5: The vote required for election will be a majority vote of the Voting Members attending the Annual Meeting.

Section 6: Vacancies that occur in any office will be filled by Executive Board appointment for the remainder of the term.

Section 7: In the event of a tie, the Executive Committee members shall each cast a ballot vote.

Section 8: Proxy votes will not be accepted.

ARTICLE VII: Removal of Officers In the event any officer of STTACC is found to be negligent, unreconcilable or irresponsible in the performance of their duties, as stated in the job descriptions of the Bylaws, that officer may be removed by a two-thirds vote of the Executive Board at any announced Executive Board meeting.

ARTICLE VIII: Meetings

Section 1: STTACC shall meet at least annually four (4) times each year with the date and place determined by the Executive Board. Virtual meetings are acceptable.

Section 2: Announcement of all meetings of STTACC, including the Executive Board meetings, will be made in writing and delivered to the designated contact person for each member entity at least thirty (30) days prior to the meeting date.

Section 3: At STTACC annual conferences, the voting member representatives in attendance from each member entity will constitute a quorum.

ARTICLE IX: Committees

Section 1: The President will appoint standing committees from within the STTACC membership.

Section 2: Standing committees may include but are not limited to:

- a) Publications
- b) Fund Development
- c) Workshop Development
- d) Financial Review
- e) Nominating Committee
- f) Bylaws

Section 3: The President shall appoint special committees as needed.

ARTICLE X: Job Descriptions are outlined in the STTACC Member Handbook. The Handbook is revised and approved by the Executive Board annually prior to or during the Fall meeting, but can be revised at any time during the year with a 2/3 majority vote from the Board for all changes.

Section 1: The President shall:

- a) Plan, organize, and conduct all STTACC business meetings, including arranging time and place of meetings, writing the agenda, and chairing all meetings.
- b) Have ultimate responsibility for the success of the Annual Conference. The President works closely with the officers and the Conference Coordinator in planning, conducting, and presenting the Conference. Assure that all financial obligations incurred in conjunction with the Conference are paid in full.
- c) Be selected to represent STTACC and member entities on state committees, as requested by another board or committee chair. d) Maintain communication with member entity staff development committees, college presidents, personnel officers, and administrators, as well as other Washington State departments/offices and organizations involved in the development and training of classified staff employees. e) Visit staff development committees, administrators and staff, as time and budget allow, to inform, encourage, and confer with member entities about classified staff training programs. f) Maintain the vitality of the state network by fostering open communication among all STTACC officers and membership. g) With the assistance of the Treasurer, seek and write necessary grants for funding of special projects for STTACC.
- h) Promote membership in STTACC with all entities involved in the Washington State Community and Technical Colleges system and maintain contact with non-member colleges.
- i) Function as a resource persona for all member entities in order to provide training sources, materials, speakers, and information about state classified staff training and development programs.
- j) Write an article highlighting events of the Annual Conference and submit it to the Communications Coordinator for publication.
- k) Assign the job of updating and maintaining the STTACC In-Service Training Handbook to a board member, who will be assisted by the Region Coordinators. Distribute Handbook updates to member entities and others, as designated by the Executive Board.

Section 2: The Treasurer shall:

- a) Keep records of all financial transactions related to STTACC business.
- b) Perform the annual billing for membership dues:
 - 1. Send statements to all member entities for monies due;
 - 2. Send informative letters about STTACC membership; and/or
 - 3. Send letters to non-member entities encouraging their participation in STTACC.
- c) Work closely with the President in seeking grant funding for STTACC. May write actual grant proposals and submit them to various funding sources for consideration.
- d) Prepare a budget for the following year to be presented for adoption at the Annual Conference.
- e) Attend all STTACC business meetings and the Annual Conference. Prepare and present a current report on the financial status at meetings.
- f) Assist in planning and presenting the Annual Conference; act as an official host/hostess during the Conference.
- g) Attend the first meeting following the end of their term in order to facilitate transition to the newly elected treasurer.

h) Serve on any sub-committee designated by the President, such as the publications, financial review, workshop development committee, etc.

Section 3: The Recording Secretary shall:

a) Attend all STTACC business meetings and Annual Conference.

b) Take and transcribe accurate minutes of all STTACC business meetings and Annual Conference. Distribute minutes of all meetings to the Executive Board in a timely manner.

c) Type and distribute announcement of the new STTACC officers to member entities, community and technical college presidents, personnel directors, training committees, and STTACC Executive Board members.

d) Assist President in development, typing, and distribution of printed information and correspondence in connection with STTACC business. Assist Treasurer with correspondence, membership, billings, and reports as needed.

e) Assist in planning Annual Conference. Act as an office Conference host/hostess. Submit Annual Conference dates to State Board for Community and Technical Colleges for inclusion in Community College News.

f) Serve on any sub-committee designated by the President, such as the publications, financial review, workshop development committee, etc.

Section 4: Region Coordinators shall:

a) Maintain contact and communication with classified staff training committees at all colleges within their region. Promote interaction between classified staff within their region. Promote interaction between classified staff within their region by organizing or participating in regional workshops or training programs to which all colleges in the region are invited.

b) Attend all STTACC business meetings and the Annual Conference. Prepare and present a report at the aforementioned meetings on the progress of staff development within their region.

c) Act as a liaison person between STTACC and college training committees by providing information about STTACC.

d) Maintain communication among the coordinators and all other STTACC officers to help strengthen and vitalize the network of all Washington State community and technical colleges.

e) Serve on any sub-committee designated by the President, such as the publications, financial review, workshop development committee, etc.

f) Promote membership in STTACC by maintaining contact with nonmember colleges in their region.

g) Assist in planning the Annual Conference and act as an official host/hostess.

Section 5: The Communication Coordinator shall:

a) Be responsible for the publication of "STTACC Chat," the official STTACC newsletter. This responsibility will include, but not be limited to, the following:

1. Contact each entity to solicit articles, which will be published in "STTACC Chat."
2. Publish Executive Board meeting dates and "STTACC Chat" deadlines in publications.
3. Establish publication dates and keep financial records of all costs involved in the publication and distribution of the newsletter.

b) Maintain active social network media.

1. Regularly maintain, monitor, and update the STTACC social media accounts.

2. On a regular basis, determine the need for additional social network media i.e. Flickr, Twitter).
- c) Be responsible for marketing STTACC. In collaboration with the President, promote membership in STTACC with all entities involved in the Washington State Community and Technical Colleges system and maintain contact with non-member colleges. Provide support to region coordinators and individual member colleges in the development and execution of workshops, mini-conferences, etc.
- d) Maintain direct communication lines with all the STTACC Board and member colleges; and act as a conduit for the dissemination of information to all member colleges.
- e) Attend all STTACC business meetings. Prepare and present reports at these meetings on the status of:
 1. STTACC Chat publications
 2. Social media updates
 3. Marketing efforts
 4. Communications
- f) Serve on any sub-committee designated by the President, such as the publications, financial review, workshop development committee, etc.
- g) Compile the Conference packet for all participants
- h) Facilitate and problem solve as needed during the Conference.
- i) Arrange for an evaluation of the Conference by participants.
- j) Assemble the Conference report book following the Conference, to be given to the incoming President-Elect at the fall meeting or no later than October 31.
- k) Serve on any sub-committee designated by the President, such as the publications, financial review, workshop development committee, etc.

Section 6: The President-Elect shall:

- a) Provide continuity to the Executive Board and to STTACC.
- b) Serve as Chair of the Nominating Committee.
- c) Serve as the adviser to the Conference Committee.
- d) Administer the STTACC survey, as necessary.
- e) Perform other duties as assigned by the President.
- f) Assume the duties of President in the event that the President can no longer continue in their official capacity.
- g) Serve on any sub-committee designated by the President, such as the publications, financial review, workshop development committee, etc.

Section 7: The Technology Coordinator shall:

- a) Have responsibility for the maintenance and updates of the STTACC website.
- b) Attend all STTACC business meetings and Annual Conference.
- c) Assist in planning the Annual conference and act as an official host/hostess during the Conference.
- d) Serve as contact for other web masters.

e) Serve on any sub-committee designated by the President, such as the publications, financial review, workshop development committee, etc.

f) Link STTACC website to other campuses.

ARTICLE XI: Publications

Section 1: STTACC will have an official newsletter or blog with distribution and access to all voting and associate members titled "STTACC Chat."

Section 2: Distribution will be to the designated contact person at each member entity and others, as designated by the Executive Board.

Section 3: Standardizing of formatting and following retention schedules shall be conducted as often as possible, as a joint effort between the Communication Coordinator and Technology Coordinator.

Section 4: Reporters for "STTACC Chat" must be classified staff selected by the training committee of the entity concerned.

ARTICLE XII: Budget

Section 1: The budget for STTACC will be determined by the funds received. The fiscal year will begin October 1 and end September 30.

Section 2: Budget expenditures will be for expenses incurred in publishing the newsletter, for workshops and meetings, to supplement travel expenses of the Executive Board members, and/or other STTACC expenses. A budget will be prepared by the Treasurer for adoption by STTACC at the Annual Conference. All expenditures must directly benefit STTACC.

Section 3: All unbudgeted expenditures from STTACC funds must be approved by the Executive Board.

Section 4: The Treasurer will maintain a current checking account. Signatory power will be granted to the Treasurer, the President, and the President-Elect.

Section 5: Each STTACC requisition over \$1,000 must bear two signatures.

Section 6: The financial records of STTACC shall be reviewed annually for the previous fiscal year (Oct. 1 to Sept. 30) by a committee appointed by the STTACC Board. This committee will be comprised of a minimum of three members – one board member (excluding the Treasurer, President, or President-Elect), and two non-board members. The Treasurer will provide all necessary documents. The audit shall be completed two weeks prior to the first Board meeting. The results of this review shall be provided to the Board at the first scheduled meeting. The financial records of STTACC shall be transferred to the current Treasurer at the first scheduled Executive Board meeting.

ARTICLE XIII: Records

Section 1: The records of STTACC, its Executive Board and sub-committees will be the property of STTACC.

Section 2: Past records will be stored at a college determined by the Executive Board.

Section 3: Records held by outgoing officers must be transferred to the incoming officers at the end of the Annual Conference, with the exception of the Treasurer.

ARTICLE XIV: Parliamentary Authority STTACC will be governed by the current edition of Robert's Rules of Order, Newly Revised in all matters not covered by these Bylaws and any special rules of order which STTACC may adopt.

ARTICLE XV: Abandonments

Section 1: These Bylaws may only be amended at the Annual Meeting of STTACC by a two-thirds vote of the voting representatives present from.

Section 2: Proposed amendments must be submitted in writing to the President and the Recording Secretary one month prior to the Annual Fall Meeting of STTACC.

Section 3: Proposed amendments must be distributed in writing to each member organization at least two weeks prior to the Annual Fall Meeting.

ARTICLE XVI: Dissolution

Section 1: Upon the dissolution of the group, STTACC shall, after paying or making provision for the payment of all liabilities of the group, dispose of all the assets of the group to such organization or organizations organized and operated exclusively for Washington State community and technical college classified employee training or educational purposes as shall at the time qualify as an exempt organization according to the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as STTACC shall determine.

Section 2: This article of dissolution must be approved by a two-thirds vote of the voting representatives from each member entity. This vote may be by written ballot as prepared and mailed by the Executive Board.