



# BY-LAWS OF THE OHIO TRANSFER COUNCIL

## ARTICLE I NAME AND ACRONYM

The name of this Association shall be The Ohio Transfer Council. The official acronym of the Association shall be OTC.

## ARTICLE II MISSION

The Ohio Transfer Council is an organization committed to the enhancement and facilitation of transfer for students between and among its member institutions by providing a forum for professionals to foster:

- Generation and sharing of transfer data, information and ideas among members;
- A broader understanding of articulation and transfer policies and procedures;
- Opportunities for member networking, professional growth and development associated with transfer concerns.

## ARTICLE III MEMBERSHIP

### Sec. 1. EQUAL OPPORTUNITY

The membership and opportunities for leadership shall be open to all individuals and there shall be no discrimination for reasons of religion, age, race or color, gender, sexual orientation, national origin, veteran status or handicap.

### Sec. 2. TYPES OF MEMBERSHIP AND RIGHTS

Any individual employed full-time or part-time in any regionally accredited institution of higher education in Ohio may apply for Regular Membership. Regular Membership includes voting privileges and eligibility to hold office.

Any individual employed full-time or part-time by a regionally accredited institution of higher education in any other state may apply for Associate Membership. Associate Membership includes voting privileges, but not the eligibility to hold office.

Affiliate Membership is available to any individual not defined above. Affiliate Membership does not include voting privileges or the eligibility to hold office.

Other classes of membership may be established. The Executive Board may establish eligibility criteria, enrollment procedures, rights of membership and dues for other classes of membership such as institutional, honorary or lifetime colleague. Any such class shall not be entitled to vote or hold membership without approval of the voting membership.

### Sec. 3. MEMBERSHIP REQUIREMENTS FOR GOOD STANDING

A member must be in Good Standing in order to have the right to vote and be eligible to hold and maintain office. A member shall be in good standing upon timely payment of dues as specified in Sec. 4 or until resignation or removal as specified in Article V, Sec. 5. If an OTC Member should resign from the current position/institution, the OTC membership stays with that institution and may be transferred to the position replacement.

### Sec. 4. DUES

Annual dues shall be established by the Executive Board, after hearing recommendations from the Membership Committee. ,

Annual dues are payable upon applying for membership. The membership term shall run from July 1 to June 30 of the following year.

## **ARTICLE IV MEETINGS OF THE MEMBERSHIP**

Sec. 1. The Annual Conference shall be the general meeting of the membership and shall generally be held during late May or early June.

Sec. 2. Special meetings of the OTC may be called by the Executive Board or by any ten (10) voting members of the OTC upon ten (10) days notice to the Executive Board.

Sec. 3. A quorum of the membership shall consist of twenty (20) per cent of the membership.

Sec. 4. The proceedings at the Annual and Special Meetings of the OTC shall be governed by Robert's Rules of Order.

## **ARTICLE V OFFICERS**

### **Sec. 1. OFFICERS**

The officers of OTC shall be President, President-Elect, Past President, Treasurer, Treasurer-Elect and Secretary. Officers should reflect the constituencies of OTC.

### **Sec. 2. SELECTION**

The officers shall be elected by ballot prior to the Annual Conference. The winner of each office shall be determined by a simple majority. The selection process shall be executed by the Election/Nominating Committee.

### **Sec. 3. DUTIES AND RESPONSIBILITIES**

The President shall be the chief executive officer, call and preside over Executive Board meetings, appoint Standing Committee chairs and perform other duties as determined by the Executive Board. Upon completion of a term, the President shall serve the Executive Board as the Past President with voting privileges.

The President-Elect shall support and assist the President, preside over the Annual Conference, serve in the absence of the President and perform other duties as determined by the Executive Board.

The Treasurer shall be named on all financial accounts and have custody of all OTC funds and shall maintain such deposits in a federally insured depository institution approved by the Executive Board. The Treasurer shall also maintain a register accounting for all receipts and disbursements. The Treasurer shall monitor tax exempt status and present financial reports at each Executive Board meeting and the Annual Conference.

The Treasurer-Elect shall be named on all financial accounts, shall maintain the Annual Conference budget and support and assist the Treasurer.

The Secretary shall keep records of all meetings of the OTC and the Executive Board and shall give notice of special meetings to all members.

OTC Executive Board Approval, May 1, 2009

#### Sec. 4. TERMS OF OFFICE

The President shall have served as President-Elect for one year, and shall serve a third year as Past-President.

The President-Elect shall serve one year, and then shall serve as President.

The Treasurer shall serve one year, having served the previous year as Treasurer-Elect.

The Treasurer-Elect shall serve one year and shall become the Treasurer

The Secretary shall serve one year.

#### Sec. 5. REMOVAL

Officers may be removed for cause by a two-thirds vote of the Executive Board or a majority vote of the membership. Officers removed by the Executive Board may, upon protest, have their removal confirmed or disaffirmed by a majority vote of the membership, a quorum being present.

#### Sec. 6. INTERIM OFFICERS

In case of vacancy, resignation or removal of an officer, the Executive Board shall instruct the Nominations/Election Committee to provide the names of eligible members to fulfill the remainder of the term. The Executive Board shall appoint a new officer after due consideration of the names provided by the Election/Nominating Committee.

### **ARTICLE VI EXECUTIVE BOARD**

#### Sec. 1. COMPOSITION

The Executive Board shall be comprised of the President, President-Elect, Treasurer, Treasurer-Elect, Secretary, Past President and the Chairpersons of the Standing Committees on Membership, Professional Development, Annual Conference, Transfer Fair Calendar, Scholarship, Ohio Board of Regents Issues, Election/Nominating, Publications, Website and Bylaws.

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## Sec 2. DUTIES AND RESPONSIBILITIES

A. The Executive Board shall have full authority over the affairs of OTC, shall represent OTC to the public, shall make recommendations to the membership, shall perform duties as stated in the Bylaws and shall act as directed by the membership.

### B. Specific Powers and Responsibilities

1. The Executive Board shall be responsible for meetings of the OTC.
2. The Executive Board shall supervise the activities of the Standing Committees.
3. The Executive Board shall prepare and submit an annual financial report to the membership.
4. The Executive Board shall prepare and submit an annual report at the Annual Conference.
5. The Executive Board shall determine the amount of annual dues.
6. The Executive Board must approve all contracts and/or other agreements obligating OTC.
7. The Executive Board may, if it finds any member unsupportive of the OTC's goals, remove that member's name from the membership roll by a two-thirds vote. The member may appeal the Executive Board's action to the membership, in which case the member may not be removed unless a majority of the members voting, a quorum being present, vote to uphold the Executive Board's action.
8. The Executive Board may meet informally, electronically or by telephone at its discretion.

## ARTICLE VII STANDING COMMITTEES

### Sec 1. STANDING COMMITTEES ESTABLISHED

There shall be 10 Standing Committees of the OTC: Membership, Professional Development, Annual Conference, Transfer Fair Calendar, Scholarship, Ohio

Board of Regents Issues, Election/Nominating, Publications, Website and Bylaws.

## Sec. 2. STANDING COMMITTEE CHAIR

The Chair of each Standing Committee shall be appointed by the President and serve at the pleasure of the Executive Board. The Chair is a voting member of the Executive Board.

## Sec. 3. STANDING COMMITTEE MEMBERSHIP

All Standing Committees shall strive to represent the diversity of OTC in their membership with regard to type of educational institution and geographic area.

## Sec. 4. PURPOSE OF STANDING COMMITTEES

A. Membership: Develop a marketing plan to encourage and increase membership; coordinate a membership drive; collect membership dues; maintain and publish an annual membership list and distribute same as required.

B. Professional Development: Plan and implement outreach and education on issues of transfer for OTC membership and those professionals we serve.

C. Annual Conference: Plan, promote, and coordinate yearly conference; select speakers and facilitators; determine conference fees; select location and other duties as required.

D. Transfer Fair Calendar: Contact all community colleges in Ohio to ascertain transfer calendar dates and compile a comprehensive transfer college fair calendar; send the transfer fair calendar to the OTC Website Committee for posting and to the Publications Committee for print publication.

E. Scholarship: Promote and educate about transfer scholarship opportunities; establish guidelines for awarding OTC scholarship funds and maintain stewardship of same.

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F. Ohio Board of Regents Issues: Serve as OTC representative to the Articulation & Transfer Advisory Council of Ohio Board of Regents and report to the Executive Board and to the membership.

G. Elections/Nominating: Create a slate of candidates for the offices of President-Elect, Treasurer-Elect, and Secretary for annual elections; send out ballots no later than one month prior to the Annual Conference; tally results and report election results to the membership at the Annual Conference.

H. Publications: Develop and publish the Newsletter and organizational brochures and keep materials updated. Maintain all communication materials. Design letterhead for the OTC.

I. Website: Review, design and maintain the OTC website.

J. Bylaws: Review the OTC Bylaws on an annual basis and revise as necessary.

#### Sec. 5. MEMBERSHIP IN COMMITTEES

- A. Membership in Standing Committees shall be open to all OTC members.
- B. Members may join a Standing Committee by communicating their interest to the Chairperson of that Standing Committee.
- C. Members remain Standing Committee members so long as they remain members of the OTC or until they resign from that committee.

### ARTICLE VIII STANDING RULES

#### Sec. 1. ADOPTION, AMENDMENT OR DELETION

- A. Standing Rules may be enacted, amended, or deleted by a majority vote of the OTC at a business meeting, a quorum being present.

B. Standing Rules may be enacted, amended, or deleted by a two-thirds vote of the Executive Board.

Sec. 2. The Secretary shall maintain a current copy of the By-laws and Standing Rules.