



To: Charles Annal
Linda Houston
Nell Ann Picket
Lois Powers
Helon Raines
Mark Reynolds
Mary Slayter
Katherine Staples
Ben Wiley

From: Paul Bodmer

Date: July 21, 1993

Re: By-Laws Revision

Well boys and girls, here it is. I have enclosed two versions of the by-laws revised to reflect the document prepared by the NTCC Restructure Committee and our discussions. One copy shows the deletions and additions to the old by-laws to reflect the new structure and the other is a clean copy of the by-laws, as changed.

I am sending it to all of you because you have been involved in the critical discussions up to this point either as a member of the NTCC restructure committee or as a regional representative or chair.

I have undoubtedly overlooked crucial points made and misconstrued intentions. That is why I am sending it to you. Please read it carefully to see if the changes I have made to the document reflect the intentions we wanted.

But first, a few notes:

1. I set up the section on the national organization as Article I. Would you prefer that it be placed at the beginning as a preamble?
2. I placed the TYCEA Executive Committee at the beginning, in front of the REC section of the old by-laws. I felt it gave the whole document a more logical structure. One could just as easily argue that the regionals should come first to reflect the importance of the regionals over the national organization.
3. I made seven regionals by naming California as the Pacific Coast region and defining the regional boundary as the English Council of California Two-Year Colleges (III. C. 2.)
4. Under Article II. A. 2. I changed the restructure notes from no more than 2 TYCEA representatives per year to three (if we have seven regions, we have to do that for the math to work

out).

5. I defined membership in TYCEA in Article I. D. to clarify the difference between TYCEA and TYCEA Executive Committee.

Now for some questions and suggestions

1. I left the regional names at "TYCA, region" as opposed to "TYCEA, region." Should we be consistent throughout and use "TYCEA, region"? (Do we pronounce it TYCA or iTYCEE?) This is Article III. C. 1-7.

2. I would suggest changing the chair of the nominating committee (Article II. C. 3.) from the Chair of TYCEA Executive Committee to Immediate Past Chair of Executive Committee. It would reduce some of the workload of the chair and still have someone very knowledgeable about TYCEA activities as the chair of the nominating committee.

Now for your duties.

Please take some time to read through it all. Then get back to me as soon as you can. How does August 13 sound? I would like to get your comments to see what we need to do to the document to make it reflect what we want. Then we need to get it out to all the NTCC members in a form that we think will be workable for discussion at the regionals this fall.

You can call me at

Home 701-255-3156

Work 701-224-5474 (Let it ring until you get the machine and leave a call-back message)

You can fax to me at

701-224-5551

Or you can write to me at my home address

232 Telstar Drive

Bismarck, ND 58501

But please do one of the above.

Thanks for your time, input, commitment, involvement, charisma, charm, wit, intellect, no-holds-barred sense of humor, and whatever qualities you think help keep us from falling off the edge . . .

Deleted material will be indicated by being struck-through
Added material will be indicated by being underlined

~~By-Laws of the Regional Conferences~~
~~On English in the Two-Year College~~
By-Laws of the Two-Year College English Association
and the Regional Conferences

I. The national organization

- A. Name: Two-Year College English Association (hereafter referred to as TYCEA)
- B. Objectives: To unite English teachers of the first two college years in an organization which (1) recognizes and addresses the particular needs of the two-year college, (2) creates opportunities to coalesce, publicize, and coordinate shared concerns and issues, and (3) influences the future of English studies.
- C. Mission: TYCEA is a professional group of teachers of English dedicated to the principle that our teaching of writing, language, and literature provides students with opportunity for self-determination as literate citizens. As two-year college teachers, we work in a special environment. We teach a population diverse in cultures, ages, backgrounds, abilities, and goals. We teach in institutions open to all students with a high school or equivalent education. To serve our students effectively, we must first of all teach effectively; however, we also must continue to grow as scholars—acquiring, making, and sharing knowledge. To fulfill this mission, TYCEA:
 - 1. Promotes excellence in the theory and practice of teaching;
 - 2. encourages scholarship and research that inform teaching;
 - 3. encourages the participation in TYCEA of all teachers of English in the first two college years;
 - 4. provides a forum for shared professional concerns;
 - 5. recognizes and supports diversity in the classroom and in the profession;
 - 6. establishes, affirms, and strengthens ties to groups that share our professional commitments;
 - 7. promotes awareness of the distinctively open academic and social environment of the two-year college; and
 - 8. promotes awareness of the instructional flexibility of the two-year college in meeting communication needs in the college community and beyond.

D. Membership

- 1. All members of the regional conferences are members of TYCEA.

IV II. The National Two-Year College Council (NTCC) Two-Year College English Association (TYCEA) Executive Committee

A. Membership

- 1. The Members of the NTCC TYCEA Executive Committee shall be
 - a. ~~six national representatives; one from each region;~~
 - b. ~~the editor of TETYC;~~
 - c. ~~the chairs of CCCC and of the College Section of NCTE and the Executive Director of NCTE and their appointees;~~
 - d. ~~the six REC Chairs;~~
 - e. ~~not more than three ex-officio voting members representing two-year colleges or~~

4. select a site and dates for the annual conference and meet with the Program Chair to plan the general theme and outline of the conference;
5. elect a Program Chair, an Assistant Program Chair, a Local Arrangements Chair, an Assistant Local Arrangements Chair (optional), a business and advertising manager (optional) and an editor of regional publications;
6. elect a Chair, an Assistant Chair (optional), a secretary, a treasurer, and a Membership Chair from the six elected members and elect an Assistant Local Chair (optional). The national representative is not eligible for these offices;
7. announce the officers and members elected by the REC as soon as possible after their election, either at the annual business meeting or in the next issue of the regional newsletter.

D. Member Appointed By CCCC

1. Four-year college or university representative:
 - a. The officers of CCCC shall appoint a voting member to each REC for a three-year term.
 - b. This member shall be selected from a list of at least three college or university people recommended by the REC at least thirty days before a CCCC business meeting during the year in which the vacancy occurs.
 - c. The term of the four year college or university representative shall begin immediately upon appointment by the officers of the CCCC.
 - d. This representative shall not be eligible for reappointment after serving two consecutive three-year terms, but may be reappointed after retirement for one year.

E. Members Elected by the REC

1. Program Chair
 - a. The REC shall elect a Program Chair whose term shall begin at the close of the annual conference preceding the conference he or she is to plan and shall terminate with the conference.
 - b. The Program Chair must have faculty status at any two-year college in the region and be a member in good standing of the regional conference and of CCCC, but need not be on the staff of the college which will act as host to the conference.
 - c. The Program Chair shall hold no other office on the REC.
2. Assistant Program Chair
 - a. The REC shall elect an Assistant Program Chair whose term of office shall coincide with that of the program chair.
 - b. The Assistant Program Chair must have faculty status at any college in the region and be a member in good standing of the regional conference and of CCCC, but need not be on the staff of the college which will act as host to the conference.
 - c. The Assistant Program Chair shall hold no other office on the REC.
3. Local Arrangements Chair
 - a. The REC shall elect a Local Arrangements Chair whose term of office shall coincide with that of the Program Chair.
 - b. The Local Arrangements Chair must have faculty status at a two-year college in the region, preferably at the college which is acting as host to the conference, and be a member in good standing of the regional conference and of CCCC.
 - c. The Local Arrangements Chair shall hold no other office on the REC.
4. Assistant Local Arrangements Chair (optional)
 - a. The REC may elect an Assistant Local Arrangements chair whose term shall coincide with that of the Local Arrangements Chair and shall in the following year become Local Arrangements Chair.
 - b. The Assistant Local Arrangements chair must have faculty status at a two-year

college in the region, preferably at the college which is acting as host to the conference, and be a member in good standing of the regional conference and of CCCC.

- c. The assistant local arrangements chair shall hold no other office on the REC and shall be a non-voting, ex officio member of that body.

5. Editor of Regional Publications

- a. The REC shall elect an editor of regional publications to serve a three-year term.
- b. The editor of regional publications must have faculty status at a two-year college in the region and be a member in good standing of the regional conference and of CCCC.
- c. The term of the editor shall begin at a time designated by the REC.
- d. The editor shall hold office for not more than two consecutive terms, but may be reelected after retirement for one year.
- e. The editor shall hold no other office on the REC.

6. Business and Advertising Manager (optional)

- a. The REC may elect a business and advertising manager to serve a three-year term, assisting the editor of regional publications in securing advertising for publications and the Program Chair in securing advertising for the published program of the annual meeting.
- b. The business and advertising manager must have faculty status at a two-year college in the region and be a member in good standing of the regional conference and of CCCC.
- c. The term of the business and advertising manager shall begin at a time designated by the REC.
- d. The business and advertising manager shall hold office for not more than two consecutive terms, but may be reelected after retirement for one year.
- e. The business and advertising manager shall hold no other office on the REC and shall be a non-voting, ex officio member of that body.

F. Meetings of the REC

1. At least two regular business meetings shall be held each year, one in conjunction with the annual conference. Meetings may be called by the chair of the REC, or at the request of two other REC members. Notice of the meetings shall be provided to all REC members, normally in writing, at least two weeks in advance.
2. A member of the REC unable to attend a regular or called meeting of the REC shall be authorized to appoint a proxy provided that the chair of the REC is informed in writing. The proxy may be any regional member in good standing. A member of the REC may serve as a proxy for not more than one other member of the REC.
3. Four members of the REC present at any authorized meeting shall constitute a quorum. Proxies shall not be counted for purposes of determining a quorum.

III 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 business meetings of the REC unless unavoidably absent;
3. plan and distribute the agenda for REC meetings, with provision for additional items to come from other REC members;
4. carry out the directives and decisions of the REC, including, but not limited to
 - a. appointing individuals or committees to carry out special projects,
 - b. proposing changes (as directed and/or ratified by the REC) in regional membership dues prior to a vote by the membership,

- c. establishing registration fees for the annual conference,
 5. serve on NTEG TYCEA as a voting member, providing NTEG TYCEA with
 - a. expertise on and advice concerning regional association conditions,
 - b. names of teachers of English in two-year colleges from their respective regions who are willing to accept nominations to NCTE or CCCC committees as calls for nominations are made,
 - c. (through respective RECs) proposals solicited from teachers of English in two-year colleges from their respective regions for quality presentations appropriate for NCTE or CCCC programs as program calls are made,
 6. report the results of all elections and appointments to the regional membership, to the chair of NTEG TYCEA, to the chair of CCCC, and to the Executive Director of NCTE within thirty days,
 7. forward to NCTE liaison the following items:
 - a. the minutes of all business meetings,
 - b. the official brochure announcing the annual conference,
 - c. the official program of the annual conference,
 - d. the results of all elections and balloting on amendments to the by-laws,
 - e. the regional supplement to the national newsletter and any other publications,
 - f. a brief annual report concerning the year's activities,
 - g. copies of all resolutions passed by the regional membership.
- B. The Assistant REC Chair shall
1. assist the REC Chair in the duties of that office;
 2. in the unavoidable absence of the REC Chair, preside at the REC meetings.
- 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 Executive Director of NCTE on or before June 1 of each year,
 - c. maintaining complete financial records
 - d. having a professional audit every two years if the REC elects to do so,
 - e. preparing annual financial reports for submission to the REC, the regional membership, NTEG TYCEA, CCCC Executive Committee through its chair, and the Executive Director of NCTE;
 2. maintain a complete list of paid members.
- 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;
 3. upon authorization by the REC or its chair, deal with all necessary correspondence;
 4. maintain permanent records of all resolutions passed by, or actions taken by, the regional conference.
- E. The Membership Chair shall
1. maintain an up-to-date list of the names and addresses of regional members;
 2. report annually to the REC on the distribution of members by state within the region;
 3. suggest and implement ways of increasing regional membership;
 4. encourage members of the regional conference to maintain membership in NCTE and CCCC.

- F. The Four-Year College or University Representative shall
1. serve as a general advisor to the REC;
 2. provide information to support constructive dialogues between teachers and administrators from two-year and four-year institutions and graduate schools;
 3. provide liaison between four-year colleges and universities in the region and the REC.
- 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 not more than sixty days after the conference;
 5. provide the editor of regional publications with the materials necessary for advance publicity on the program and a report on the conference after it has taken place;
 6. with the Assistant Program Chair, review the evaluations of programs at the annual conference in order to identify for the REC Chair those persons in their respective regions with appropriate quality presentations to be solicited for NCTE and CCCC program participation.
- H. The Assistant Program Chair shall
1. assist the Program Chair in completing all arrangements for the program of the annual conference.
- I. The Local Arrangements Chair shall
1. carry out the tasks assigned to this office in the *Regional Conferences on English in the Two-Year College: A Manual*.
- J. The Assistant Local Arrangements Chair shall
1. assist the Local Arrangements Chair in that office.
- K. The Editor of Regional Publications shall
1. edit, publish, and distribute at least two newsletters a year;
 2. obtain from the Membership Chair a current list of members' names and addresses;
 3. at least once a year, incorporate a report as provided by respective NTCC TYCEA representative on NTCC TYCEA issues and activities in the regional newsletter;
 4. work with the Program Chair and the Local Arrangements Chair on pre-conference publicity;
 5. edit, publish, and distribute a report of the annual conference to the members of the regional. This report may be a part of the regular regional newsletter, or it may be a special publication;
 6. send to the editor of ~~the~~ *Teaching English in the Two-Year College (TETYC)* copies of all regional publications.
- L. The Business and Advertising Manager shall
1. assist the editor of regional publications in securing advertising in regional newsletters;
 2. assist the Program Chair in securing advertising for the published program of the annual regional meeting.
- M. The Immediate Past Chair shall
1. serve as a resource to the incoming REC Chair;
 2. provide expertise to the REC as requested by the REC.
- N. The National Representative shall
1. serve as representative of the region to ~~the~~ NTCC TYCEA by
 - a. attending the twice yearly meetings of ~~the~~ NTCC TYCEA, or if that is impossible, arranging for a proxy to attend,

- b. bringing to ~~the~~ NTCC TYCEA any resolutions and proposals originating with the REC or the regional membership,
 - c. reporting to ~~the~~ NTCC TYCEA plans for and the results of the annual conference in the region;
2. serve as representative to the region by
 - a. informing the REC and the membership at large about resolutions and proposals made by ~~the~~ NTCC TYCEA or by other regional associations,
 - b. at least once a year, presenting a report of NTCC TYCEA activities and issues to the editor of regional publications for inclusion in the regional newsletter,
 - c. implementing in the region those decisions which a majority of the regionals, or their representatives at NTCC TYCEA, have agreed should be general practice,
 3. Serve as a two-year college representative on, and as an ex officio voting member of, the CCCC Executive Committee and attend its twice yearly meetings.

¶ VI. Amendment of the By-Laws

- A. Amendments to these by-laws may be proposed by
 1. a majority vote of the membership in a regional conference or of the REC, as reported by the national representative;
 2. ~~the~~ NTCC TYCEA itself;
 3. the CCCC Executive Committee.
- B. Amendments may be approved by the NTCC TYCEA Executive Committee at a business meeting
 1. by a two-thirds vote of the members present if no previous notice of the proposed amendment has been given;
 2. by a majority of the members present if previous notice had been given by mail at least thirty days prior to the NTCC TYCEA Executive Committee meeting.
- C. An amendment approved by the NTCC TYCEA Executive Committee shall be submitted to the regional conferences for a vote of the membership.
 1. Each REC must submit any amendment adopted by the NTCC TYCEA Executive Committee to its membership either by mail or at its next annual business meeting.
 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 Executive Director of NCTE, by the regional chair within thirty days of the voting.
 4. An amendment shall become effective when it has been approved by four of the regionals.

By-Laws of the Two-Year College English Association and the Regional Conferences

I. The national organization

- A. Name: Two-Year College English Association (hereafter referred to as TYCEA)
- B. Objectives: To unite English teachers of the first two college years in an organization which (1) recognizes and addresses the particular needs of the two-year college, (2) creates opportunities to coalesce, publicize, and coordinate shared concerns and issues, and (3) influences the future of English studies.
- C. Mission: TYCEA is a professional group of teachers of English dedicated to the principle that our teaching of writing, language, and literature provides students with opportunity for self-determination as literate citizens. As two-year college teachers, we work in a special environment. We teach a population diverse in cultures, ages, backgrounds, abilities, and goals. We teach in institutions open to all students with a high school or equivalent education. To serve our students effectively, we must first of all teach effectively; however, we also must continue to grow as scholars—acquiring, making, and sharing knowledge. To fulfill this mission, TYCEA:
 1. promotes excellence in the theory and practice of teaching;
 2. encourages scholarship and research that inform teaching;
 3. encourages the participation in TYCEA of all teachers of English in the first two college years;
 4. provides a forum for shared professional concerns;
 5. recognizes and supports diversity in the classroom and in the profession;
 6. establishes, affirms, and strengthens ties to groups that share our professional commitments;
 7. promotes awareness of the distinctively open academic and social environment of the two-year college; and
 8. promotes awareness of the instructional flexibility of the two-year college in meeting communication needs in the college community and beyond.

D. Membership

1. All members of the regional conferences are members of TYCEA.

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

A. Membership

1. The Members of TYCEA Executive Committee shall be
 - a. Chair
 - b. Associate Chair
 - c. Immediate Past Chair
 - d. Secretary
 - e. Treasurer
 - f. Editor of *TETYC*
 - g. Seven regional representatives to TYCEA
 - h. Seven Regional Executive Committee Chairs
 - i. Two At-Large representatives
 - j. CCCC representative
 - k. College Section of NCTE representative
 1. Executive Secretary-Treasurer (NCTE Executive Director) (non-voting)
2. The seven national representatives shall serve three-year terms on TYCEA, the terms

staggered so that no more than three members are elected each year.

3. The seven national representatives and the editor of *TETYC* shall be ex officio voting members of the CCCC Executive Committee.
4. The Chair (or appointee) of TYCEA shall be a voting member of the CCCC Executive Committee, the NCTE Executive Committee and Board of Directors, and the Executive Committee of the College Section of NCTE.
5. All persons on the TYCEA Executive Committee (except for the Executive Secretary-Treasurer, the CCCC representative, and the College Section representative) must be employed by a two-year college. Two-year college includes a two-year division or two-year campus of a four-year college or university. All members of the Executive Committee must be members of TYCEA, NCTE, and CCCC.

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

The TYCEA shall

1. identify and explore issues common to the teachers of English in two-year colleges and propose specific actions to enhance the profession;
2. encourage the professional development of all teachers of English in two-year colleges;
3. appoint national committees of English to explore the problems of teaching English in two-year colleges and make recommendations concerning such problems to the RECs, the CCCC Executive Committee, and NCTE;
4. cooperate with other CCCC and NCTE constituent groups with similar interests and concerns;
5. coordinate the work of and advise the Regional Executive Committee;
 - a. advise on the financial proceedings of the regional associations as needed, including monitoring the appropriate dues for NCTE,
 - b. provide information to assist in regional association program development as needed;
6. establish guidelines for allocating any funding granted to TYCEA for distribution to regional associations;
- ✓ 7. present an annual financial report to the regional executive committees and the CCCC Executive Committee;
8. recommend to the editor of *TETYC* persons to serve on the Editorial Advisory Board of *TETYC*;
9. send nominations for committee vacancies in NCTE and CCCC to the appropriate nominating committees;
10. Encourage program proposals from teachers of English in the two-year college to NCTE and CCCC program chairs as such calls for programs are made.

C. Officers of TYCEA Executive Committee

1. The officers shall be Chair, Associate Chair, Immediate Past Chair, Secretary, Treasurer, and editor of *TETYC*.
2. The Associate Chair, Secretary, Treasurer, and two At-Large representatives are elected by a national ballot mailed to all members of TYCEA. The five nationally elected members serve a three-year term of office and may be reelected for one additional term. The person elected Associate Chair serves the first year as Associate Chair, the second year as Chair, and the third year as Immediate Past Chair.
3. The nominating committee, composed of the TYCEA Executive Committee Chair and the seven regional representatives, shall prepare a ballot of two candidates for each of the nationally elected positions. The election process shall be completed before the fall meeting of TYCEA Executive Committee.
4. The editor of *TETYC* shall be appointed by NCTE for a four-year term, renewable for three years.

D. Duties of the TYCEA Executive Committee Officers

1. The Chair shall
 - a. assume the responsibility for the functioning of TYCEA;
 - b. plan the agenda for all business meetings;
 - c. preside at all business meetings of TYCEA unless unavoidably absent;
 - d. with the consent of the members of TYCEA, appoint all committees authorized by TYCEA;
 - e. prepare an annual report on regional conference activities for presentation to the CCCC Executive Committee at its regular spring meeting;
 - f. ensure that REC Chairs and regional newsletter editors receive copies of all announcements of committee vacancies and calls for programs participants from NCTE and CCCC as they are pertinent to teachers of English in two-year colleges.
2. The Associate Chair shall
 - a. assist the Chair to carry out the responsibility for the functioning of TYCEA;
 - b. serve as Program Chair to coordinate program proposals and workshops presented by and/or of particular interest to two-year college English programs at CCCC and NCTE.
3. The Immediate Past Chair shall
 - a. serve in an advisory capacity to the Chair and TYCEA.
4. The Secretary shall
 - a. prepare minutes of all business meetings of TYCEA;
 - b. distribute minutes to all members of TYCEA within thirty days of the meeting;
 - c. maintain a permanent file of the minutes and all other records necessary to the orderly transaction of TYCEA business;
 - d. send copies of all minutes and other records to the Executive Director of NCTE;
 - e. assist the Chair in preparing for each business meeting.
5. The Treasurer shall
 - a. keep an accurate record of finances for TYCEA;
 - b. authorize payment by the Executive Director of NCTE, from TYCEA funds held by NCTE, of all bills incurred by TYCEA;
4. The Editor of *TETYC* shall
 - a. provide a forum to announce and explore issues common to the teachers of English in the two-year college;
 - b. serve as an advisory resource for editors of regional newsletters.

E. Meetings of TYCEA Executive Committee

1. The TYCEA Executive Committee shall meet at least twice a year, in conjunction with the meetings of the CCCC Executive Committee.
2. TYCEA Executive Committee members unable to attend a business meeting shall be authorized to appoint a proxy from their region; whenever possible, the regional representative should appoint their proxy from among the other six elected members of their REC. The authorization of the proxy shall be established by a letter from the absent member to the TYCEA Executive Committee chair.
3. Half the current TYCEA Executive Committee members, including ex officio voting members, shall constitute a quorum at any regularly authorized meeting of the council. Proxies will not be counted in establishing a quorum.

III. The Regional Conferences: There shall be seven Two-Year College English Association Regional Conferences

A. Names

1. Two-Year College English Association, Pacific Northwest;
- ✓ 2. Two-Year College English Association, Pacific Coast

3. Two-Year College English Association, Western;
4. Two-Year College English Association, Southwest;
5. Two-Year College English Association, Midwest;
6. Two-Year College English Association, Northeast;
7. Two-Year College English Association, Southeast.

B. Purposes

1. The central purpose of each conference is to provide a framework for a variety of 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 an annual regional conference;
 - c. publishing materials containing reports of the regional conferences and news items of special interest to members within its region;
 - d. encouraging studies and research in the teaching of English in the two-year college;

C. Regional Boundaries

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

D. Membership

- ✓ 1. Individual membership shall be open to all persons engaged in the teaching or administration of English courses at any two-year college and to all others interested in such teaching.
- ✓ 2. Members are those whose current dues are paid.
3. Only members shall be entitled to vote, receive publications, and hold office.

E. Dues

- ✓ 1. The Regional Executive Committee 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. A per capita of regional members' dues shall be earmarked for the support of the Two-Year College English Association. The amount of this contribution shall be set by the Two-Year College English Association, subject to approval by the Regional Executive Committees or the membership of at least four regionals.

IV. Regional Executive Committees

- ✓ A. Membership: Each conference shall have a regional executive committee (hereafter referred to as REC) composed of twelve voting members and three optional non-voting

members as follows:

- ✓ 1. six elected by the membership of the Regional, after nomination by the Regional Nominating Committee;
- ✓ 2. one representative to the Two-Year College English Association (hereafter referred to as TYCEA), elected by the regional membership after nomination by the REC from those members who have had experience on the REC;
- ✓ 3. one four-year college or university representative, nominated by the REC and appointed by the officers of the Conference on College Composition and Communication (hereafter referred to as CCCC);
4. four elected by the REC for specific duties:
 - a. Program Chair,
 - b. Assistant Program Chair,
 - c. Local Arrangements Chair,
 - d. editor of regional publications,
 - e. Assistant Local Arrangements Chair (optional, non-voting position),
 - f. business and advertising manager (optional, non-voting position);
5. the immediate past-chair (optional, non-voting position);

✗ B. Election of REC

1. In the case of members elected to the REC by the membership, the election may be conducted during the annual conference or by mail ballot of the membership.
 - a. If election is held at the annual conference:
 - (1) The Nominating Committee shall provide the regional chair, at least thirty days before the annual conference, with a slate of candidates who have indicated their willingness to serve if elected. The slate shall include at least two candidates for each vacancy and shall provide for reasonable geographic representation from the region.
 - (2) Ballots providing space for write-in candidates shall be distributed during registration at the annual conference, together with a brief biographical sketch of each candidate.
 - (3) Candidates shall be introduced at the first general session of the conference, at which time additional nominations shall be called for.
 - (4) Ballot boxes shall be placed in convenient locations, and voting may continue until just before the annual business meeting.
 - (5) The Nominating Committee shall count the ballots and report the results at the annual business meeting.
 - 110 (6) During the first general session of the annual conference, the chair of the Nominating Committee shall call for nominations for members of the next year's Nominating Committee. The election of the new Nominating Committee may be held at the annual conference during the business meeting or by mail ballot of the membership as soon as feasible after the annual conference.
 - b. If election is held by mail after the annual conference:
 - (1) The Nominating Committee shall provide the regional chair, at least thirty days before the annual conference, with a slate of candidates who have indicated their willingness to serve if elected. The slate shall include at least two candidates for each vacancy and provide for reasonable geographic representation from the region.

- (2) Candidates shall be introduced at the business meeting of the annual conference, at which time additional nominations shall be called for.
 - (3) Ballots shall be mailed to each member of the regional conference no later than ten days after the conference together with a brief biographical sketch of the candidate and an addressed return envelope.
 - (4) Ballots shall be counted by the chair of the Nominating Committee thirty days after they have been mailed to the membership. The chair of the Nominating Committee shall forward to the chair of the REC a tally of the ballots along with the ballots. The results of the election shall be reported in the next issue of the regional newsletter.
 - (5) Election of the Nominating Committee: During the first general session of the annual conference, the chair of the Nominating Committee shall call for nominations for members of the next year's Nominating Committee. The election of the next year's Nominating Committee shall be held during the conference at which they are nominated. Ballots providing space for write-in candidates shall be made available as soon as possible following the first general session. The election shall be conducted according to the procedures in II.B.1.a. (4) and (5) above.
- c. If the election is held by mail before the annual conference:
- (1) The Nominating Committee shall provide the regional chair, at least sixty days before the annual conference, with a slate of candidates who have indicated their willingness to serve if elected. The slate shall include at least two candidates for each vacancy and provide for reasonable geographic representation from the region.
 - (2) The Nominating Committee shall prepare a brief biography of each candidate (about fifty words), giving the Nominating Committee's rationale, to be submitted to the regional chair along with the slate of candidates.
 - (3) Ballots with a space for write-in candidates, together with a brief biographical sketch of each candidate and an addressed return envelope, shall be mailed not later than thirty days before the annual conference.
 - (4) The chair of the Nominating Committee shall count ballots before the regional executive committee meeting held on the eve of the annual conference and shall give the chair of the REC a tally of the ballots.
 - (5) Newly-elected officers shall be invited as observers to the pre-conference regional executive committee meeting.
 - (6) Results of the election shall be announced and new officers introduced at the annual business meeting and in the next issue of the regional newsletter.
2. Except for the CCCC appointee, each REC member must have faculty status at a two-year college in the region throughout his or her term of office and must be a member in good standing of the regional conference and of CCCC.
 3. Each elected member shall serve three years on the REC, the terms staggered so that no more than two members are elected in any one year.
 4. The terms of the elected members of the REC shall begin not more than thirty days after the election. The term of the TYCEA representative shall begin immediately upon election.
 5. No elected member shall be eligible for reelection after serving two consecutive three-year terms, but that person may be reelected after retirement for one year.
 6. If a vacancy occurs before the expiration of the term of office, the REC shall elect 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 conference;
2. promote the development of the regional conference through the assumption of any additional duties that do not conflict with the by-laws or with the policies and procedures of TYCEA;
- ✓ 3. conduct at least two business meetings each year, one in conjunction with the annual regional conference;
4. select a site and dates for the annual conference and meet with the Program Chair to plan the general theme and outline of the conference;
5. elect a Program Chair, an Assistant Program Chair, a Local Arrangements Chair, an Assistant Local Arrangements Chair (optional), a business and advertising manager (optional) and an editor of regional publications;
6. elect a Chair, an Assistant Chair (optional), a secretary, a treasurer, and a Membership Chair from the six elected members and elect an Assistant Local Chair (optional). The national representative is not eligible for these offices;
7. announce the officers and members elected by the REC as soon as possible after their election, either at the annual business meeting or in the next issue of the regional newsletter.

D. Member Appointed By CCCC

1. Four-year college or university representative:
 - a. The officers of CCCC shall appoint a voting member to each REC for a three-year term.
 - b. This member shall be selected from a list of at least three college or university people recommended by the REC at least thirty days before a CCCC business meeting during the year in which the vacancy occurs.
 - c. The term of the four year college or university representative shall begin immediately upon appointment by the officers of the CCCC.
 - d. This representative shall not be eligible for reappointment after serving two consecutive three-year terms, but may be reappointed after retirement for one year.

E. Members Elected by the REC

1. Program Chair
 - a. The REC shall elect a Program Chair whose term shall begin at the close of the annual conference preceding the conference he or she is to plan and shall terminate with the conference.
 - b. The Program Chair must have faculty status at any two-year college in the region and be a member in good standing of the regional conference and of CCCC, but need not be on the staff of the college which will act as host to the conference.
 - ✓ c. The Program Chair shall hold no other office on the REC.
2. Assistant Program Chair
 - a. The REC shall elect an Assistant Program Chair whose term of office shall coincide with that of the program chair.
 - b. The Assistant Program Chair must have faculty status at any college in the region and be a member in good standing of the regional conference and of CCCC, but need not be on the staff of the college which will act as host to the conference.
 - c. The Assistant Program Chair shall hold no other office on the REC.
3. Local Arrangements Chair
 - a. The REC shall elect a Local Arrangements Chair whose term of office shall coincide with that of the Program Chair.
 - b. The Local Arrangements Chair must have faculty status at a two-year college in the region, preferably at the college which is acting as host to the conference, and be a

member in good standing of the regional conference and of CCCC.

c. The Local Arrangements Chair shall hold no other office on the REC.

4. Assistant Local Arrangements Chair (optional)

a. The REC may elect an Assistant Local Arrangements chair whose term shall coincide with that of the Local Arrangements Chair and shall in the following year become Local Arrangements Chair.

b. The Assistant Local Arrangements chair must have faculty status at a two-year college in the region, preferably at the college which is acting as host to the conference, and be a member in good standing of the regional conference and of CCCC.

c. The assistant local arrangements chair shall hold no other office on the REC and shall be a non-voting, ex officio member of that body.

5. Editor of Regional Publications

✓ a. The REC shall elect an editor of regional publications to serve a three-year term.

✓ b. The editor of regional publications must have faculty status at a two-year college in the region and be a member in good standing of the regional conference and of CCCC.

✓ c. The term of the editor shall begin at a time designated by the REC.

d. The editor shall hold office for not more than two consecutive terms, but may be reelected after retirement for one year.

e. The editor shall hold no other office on the REC.

6. Business and Advertising Manager (optional)

✓ a. The REC may elect a business and advertising manager to serve a three-year term, assisting the editor of regional publications in securing advertising for publications and the Program Chair in securing advertising for the published program of the annual meeting.

b. The business and advertising manager must have faculty status at a two-year college in the region and be a member in good standing of the regional conference and of CCCC.

c. The term of the business and advertising manager shall begin at a time designated by the REC.

d. The business and advertising manager shall hold office for not more than two consecutive terms, but may be reelected after retirement for one year.

e. The business and advertising manager shall hold no other office on the REC and shall be a non-voting, ex officio member of that body.

F. Meetings of the REC

1. At least two regular business meetings shall be held each year, one in conjunction with the annual conference. Meetings may be called by the chair of the REC, or at the request of two other REC members. Notice of the meetings shall be provided to all REC members, normally in writing, at least two weeks in advance.

2. A member of the REC unable to attend a regular or called meeting of the REC shall be authorized to appoint a proxy provided that the chair of the REC is informed in writing. The proxy may be any regional member in good standing. A member of the REC may serve as a proxy for not more than one other member of the REC.

✓ 3. Four members of the REC present at any authorized meeting shall constitute a quorum. Proxies shall not be counted for purposes of determining 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 business meetings of the REC unless unavoidably absent;
 3. plan and distribute the agenda for REC meetings, with provision for additional items to come from other REC members;
 4. carry out the directives and decisions of the REC, including, but not limited to
 - a. appointing individuals or committees to carry out special projects,
 - b. proposing changes (as directed and/or ratified by the REC) in regional membership dues prior to a vote by the membership,
 - c. establishing registration fees for the annual conference,
 5. serve on TYCEA as a voting member, providing TYCEA with
 - a. expertise on and advice concerning regional association conditions,
 - b. names of teachers of English in two-year colleges from their respective regions who are willing to accept nominations to NCTE or CCCC committees as calls for nominations are made,
 - c. (through respective RECs) proposals solicited from teachers of English in two-year colleges from their respective regions for quality presentations appropriate for NCTE or CCCC programs as program calls are made,
 6. report the results of all elections and appointments to the regional membership, to the chair of TYCEA, to the chair of CCCC, and to the Executive Director of NCTE within thirty days,
 7. forward to NCTE liaison the following items:
 - a. the minutes of all business meetings,
 - b. the official brochure announcing the annual conference,
 - c. the official program of the annual conference,
 - d. the results of all elections and balloting on amendments to the by-laws,
 - e. the regional supplement to the national newsletter and any other publications,
 - f. a brief annual report concerning the year's activities,
 - g. copies of all resolutions passed by the regional membership.
- B. The Assistant REC Chair shall
1. assist the REC Chair in the duties of that office;
 2. in the unavoidable absence of the REC Chair, preside at the REC meetings.
- 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 Executive Director of NCTE on or before June 1 of each year,
 - c. maintaining complete financial records
 - d. having a professional audit every two years if the REC elects to do so,
 - e. preparing annual financial reports for submission to the REC, the regional membership, TYCEA, CCCC Executive Committee through its chair, and the Executive Director of NCTE;
 2. maintain a complete list of paid members.
- 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;
 3. upon authorization by the REC or its chair, deal with all necessary correspondence;
 4. maintain permanent records of all resolutions passed by, or actions taken by, the

regional conference.

- E. The Membership Chair shall
 - 1. maintain an up-to-date list of the names and addresses of regional members;
 - 2. report annually to the REC on the distribution of members by state within the region;
 - 3. suggest and implement ways of increasing regional membership;
 - 4. encourage members of the regional conference to maintain membership in NCTE and CCCC.
- F. The Four-Year College or University Representative shall
 - 1. serve as a general advisor to the REC;
 - 2. provide information to support constructive dialogues between teachers and administrators from two-year and four-year institutions and graduate schools;
 - 3. provide liaison between four-year colleges and universities in the region and the REC.
- 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 not more than sixty days after the conference;
 - 5. provide the editor of regional publications with the materials necessary for advance publicity on the program and a report on the conference after it has taken place;
 - 6. with the Assistant Program Chair, review the evaluations of programs at the annual conference in order to identify for the REC Chair those persons in their respective regions with appropriate quality presentations to be solicited for NCTE and CCCC program participation.
- H. The Assistant Program Chair shall
 - 1. assist the Program Chair in completing all arrangements for the program of the annual conference.
- I. The Local Arrangements Chair shall
 - 1. carry out the tasks assigned to this office in the *Regional Conferences on English in the Two-Year College: A Manual*.
- J. The Assistant Local Arrangements Chair shall
 - 1. assist the Local Arrangements Chair in that office.
- K. The Editor of Regional Publications shall
 - 1. edit, publish, and distribute at least two newsletters a year;
 - ✓ 2. obtain from the Membership Chair a current list of members' names and addresses;
 - 3. at least once a year, incorporate a report as provided by respective TYCEA representative on TYCEA issues and activities in the regional newsletter;
 - 4. work with the Program Chair and the Local Arrangements Chair on pre-conference publicity;
 - 5. edit, publish, and distribute a report of the annual conference to the members of the regional. This report may be a part of the regular regional newsletter, or it may be a special publication;
 - 6. send to the editor of *Teaching English in the Two-Year College (TETYC)* copies of all regional publications.
- L. The Business and Advertising Manager shall
 - ✓ 1. assist the editor of regional publications in securing advertising in regional newsletters;
 - 2. assist the Program Chair in securing advertising for the published program of the annual regional meeting.

M. The Immediate Past Chair shall

1. serve as a resource to the incoming REC Chair;
2. provide expertise to the REC as requested by the REC.

N. The National Representative shall

1. serve as representative of the region to TYCEA by
 - a. attending the twice yearly meetings of TYCEA, or if that is impossible, arranging for a proxy to attend,
 - b. bringing to TYCEA any resolutions and proposals originating with the REC or the regional membership,
 - c. reporting to TYCEA plans for and the results of the annual conference in the region;
2. serve as representative to the region by
 - a. informing the REC and the membership at large about resolutions and proposals made by TYCEA or by other regional associations,
 - b. at least once a year, presenting a report of TYCEA activities and issues to the editor of regional publications for inclusion in the regional newsletter,
 - c. implementing in the region those decisions which a majority of the regionals, or their representatives at TYCEA, have agreed should be general practice,
3. Serve as a two-year college representative on, and as an ex officio voting member of, the CCCC Executive Committee and attend its twice yearly meetings.

VI. Amendment of the By-Laws

A. Amendments to these by-laws may be proposed by

- ✓ 1. a majority vote of the membership in a regional conference or of the REC, as reported by the national representative;
2. TYCEA itself;
3. the CCCC Executive Committee.

B. Amendments may be approved by the TYCEA Executive Committee at a business meeting

1. by a two-thirds vote of the members present if no previous notice of the proposed amendment has been given;
2. by a majority of the members present if previous notice had been given by mail at least thirty days prior to the TYCEA Executive Committee meeting.

C. An amendment approved by the TYCEA Executive Committee shall be submitted to the regional conferences for a vote of the membership.

- ✓ 1. Each REC must submit any amendment adopted by the TYCEA Executive Committee to its membership either by mail or at its next annual business meeting.
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 Executive Director of NCTE, by the regional chair within thirty days of the voting.
4. An amendment shall become effective when it has been approved by four of the regionals.