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From: Paul Bodmer *Paul*

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And here we are with yet another version. I thank all of you for your comments and suggestions. I have tried to incorporate all of it into this version. Once again, I have prepared two versions, one showing the deletions and additions and one clean copy. I have some comments on the changes we have suggested, and then I will end with a proposed process of adoption.

1. One major change, the TYCA Executive Committee Chair will not have a seat on the CCCC Executive Committee (II. C. 4.).
2. I added the disclaimer to allow California to be the Pacific Coast region under section III. I also indicated that the Pacific Coast would be served by the California constitution under III. C. 2.
3. I added inclusionary language suggested by some of you under III. D. 1. and IV. B. 2. to include our colleagues who teach in the first two college years. While much of what we do is similar to what goes on in any Freshman year composition class, there is a difference in philosophy between a two-year community college and a baccalaureate and doctorate institution. While we do not want to lose sight of our commitment to the community college philosophy, we do not want to exclude our colleagues in other types of institutions.

Now for the process . . .

I suggest that those of us who have a fall conference make copies of the clean version of the by-laws draft, talk briefly about the changes to the entire conference, emphasizing that it will make very little difference in the operation of the regional association, and meet with the members who wish to discuss it further during the conference. I would hope that each regional will be able to get a tentative vote of approval, and a list of suggestions and concerns to bring to the NTCC meeting in November. The Southeast may want to send the document out to your executive committee to get their response on it as well.

If all of that goes well, the NTCC should be able to approve a final draft to be sent to all regional members for their vote before we meet again in Nashville.

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

I. The national organization

- A. Name: Two-Year College English Association (hereafter referred to as TYCA)
 - 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: TYCA 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, TYCA:
 - 1. Promotes excellence in the theory and practice of teaching
 - 2. Encourages scholarship and research that inform teaching
 - 3. Encourages the participation in TYCA 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
 - 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 associations are members of TYCA
- ### II. Two-Year College English Association (TYCA) Executive Committee

A. Membership

- 1. The Members of TYCA 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 TYCA
 - h. Seven Regional Executive Committee Chairs
 - i. Two At-Large representatives
 - j. Conference on College Composition and Communication (CCCC) representative
 - k. College Section of the National Council of Teachers of English (NCTE) representative
- 1. Executive Secretary-Treasurer (NCTE Executive Director) (non-voting)

2. The seven national representatives shall serve three-year terms on TYCA, 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 TYCA is responsible for maintaining liaisons with all groups in NCTE that represent two-year college interests, such as the College Section and CCCC.
5. All persons on the TYCA 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 TYCA, NCTE, and CCCC.

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

The TYCA Executive Committee 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 Regional Executive Committees (REC), the CCCC Executive Committee, and NCTE Executive Committee
4. Cooperate with other CCCC and NCTE constituent groups with similar interests and concerns
5. Coordinate the work of and advise the Regional Executive Committees of the TYCA Regional Associations
 - a. Advise on the financial proceedings of the Regional Associations as needed, including monitoring the appropriate Regional per capita dues for NCTE
 - b. Provide information to assist in Regional Association program development as needed
6. Establish guidelines for allocating any funding granted to TYCA for distribution to Regional Associations
7. Present an annual financial report to the REC and the CCCC Executive Committee
8. Recommend to the editor of *Teaching English in the Two-Year College (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
11. Undertake other actions judged appropriate by the executive committee to further the causes of TYCA

C. Officers of TYCA 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 TYCA. 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 TYCA Executive Committee Immediate Past 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 TYCA Executive Committee.

4. The editor of *TETYC* shall be appointed by the TYCA Executive Committee for a four-year term, renewable for a second term of three years.

D. Duties of the TYCA Executive Committee Officers

1. The Chair shall

- a. Assume the responsibility for the functioning of TYCA
- b. Plan the agenda for all business meetings
- c. Preside at all business meetings of TYCA unless unavoidably absent
- d. With the consent of the members of TYCA, appoint all committees authorized by TYCA
- e. Prepare an annual report on TYCA and regional association activities for presentation to the CCCC Executive Committee at its regular spring meeting and to the NCTE Executive Committee
- f. Ensure that REC Chairs and regional newsletter editors receive copies of all announcements of committee vacancies and calls for program participants from NCTE and CCCC as they are pertinent to teachers of English in two-year colleges
- g. Ensure that all liaisons and appointees to relevant groups in NCTE are appointed
- h. Notify CCCC Executive Committee Chair of any proxy representation prior to bi-annual meetings

2. The Associate Chair shall

- a. Assist the Chair to carry out the responsibility for the functioning of TYCA
- 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 TYCA
- b. Chair the nominating committee for the officers of the TYCA Executive Committee

4. The Secretary shall

- a. Prepare minutes of all business meetings of TYCA
- b. Distribute minutes to all members of TYCA within thirty days of the meeting
- c. Maintain a permanent file of the minutes and all other records necessary to the orderly transaction of TYCA 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 TYCA which shall include the per capita payments from the regional associations
- b. Authorize payment by the Executive Director of NCTE, from TYCA funds held by NCTE, of all bills incurred by TYCA

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 TYCA Executive Committee

1. The TYCA Executive Committee shall meet at least twice a year, in conjunction with the meetings of the CCCC Executive Committee.
2. TYCA 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 TYCA Executive Committee chair.

3. Fifty percent of the current TYCA 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 Associations: There shall be seven Two-Year College English Association Regional Associations. Those regions served by a currently constituted state organization of two-year college English faculty shall abide by their state organization constitution.

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 association 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 constitution and by-laws of 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, to anyone interested in the teaching of English during the first two college years, 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 Executive Committee, subject to approval by the Regional Executive Committees or the membership of at least four regionals.

IV. Regional Executive Committees

- A. Membership: Each association shall have a regional executive committee (hereafter referred to as REC) composed of twelve voting members and other 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 Executive Committee, elected by the regional membership after nomination by the REC from those members who have served on the REC
3. One four-year college or university representative, nominated by the REC and appointed by the officers of 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,
5. Other, optional, non-voting positions, such as but not limited to
 - a. Assistant Local Arrangements Chair
 - b. Business and advertising manager
 - c. The immediate past-chair
 - d. Archivist
 - e. State representatives

B. Election of REC

1. For 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 hours shall be publicized.
 - (5) The Nominating Committee shall count the ballots and report the results at the annual business meeting.
 - (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 association no later than ten days after the conference together with a brief biographical sketch of the candidate and an addressed return envelope. Ballots are to be returned to the Nominating Committee Chair within ten days.
- (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 or have a faculty appointment for the first two college years throughout his or her term of office and must be a member in good standing of the regional association 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 within thirty days after the election. The term of the TYCA 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 from office 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 association
2. Promote the development of the regional association through the assumption of any additional duties that do not conflict with the by-laws or with the policies and procedures of TYCA
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 editor of regional publications, and any other optional, non-voting positions as the association finds necessary
6. Elect a Chair, an Assistant Chair (optional), a secretary, a treasurer, and a Membership Chair from the six elected members. The terms of office shall be for one year. 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
8. Propose and promote regional association program proposals to NCTE and CCCC

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 CCCC.
 - d. This representative shall not be eligible for reappointment after serving two consecutive three-year terms, but may be reappointed after retirement from office 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 association 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 two-year college in the region and be a member in good standing of the regional association 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 association 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 association 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 association 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 from office 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 association 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 from office 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 TYCA as a voting member, providing TYCA 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 TYCA, 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 and sending a report of that contribution to the treasurer of TYCA at the same time
- 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, TYCA, 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 association
- 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 association 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 TYCA representative on TYCA issues and activities in the regional newsletter
 4. Work with the Program Chair and the Local Arrangements Chair on preconference 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 TYCA by
 - a. Attending the twice yearly meetings of TYCA, or if that is impossible, arranging for a proxy to attend
 - b. Bringing to TYCA any resolutions and proposals originating with the REC or the regional membership
 - c. Reporting to TYCA 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 TYCA or by other regional associations
 - b. At least once a year, presenting a report of TYCA 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 TYCA, 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 association or of the REC, as reported by the national representative
 2. TYCA
 3. The CCCC Executive Committee
- B. Amendments may be approved by the TYCA 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 TYCA Executive Committee meeting
- C. An amendment approved by the TYCA Executive Committee shall be submitted to the regional associations for a vote of the membership.
1. Each REC must submit any amendment adopted by the TYCA 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 Associations

I. The national organization

- A. Name: Two-Year College English Association (hereafter referred to as TYCA)
- 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: TYCA 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, TYCA:
 1. Promotes excellence in the theory and practice of teaching
 2. Encourages scholarship and research that inform teaching
 3. Encourages the participation in TYCA 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
 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 associations are members of TYCA

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

A. Membership

1. The Members of TYCA 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 TYCA
 - h. Seven Regional Executive Committee Chairs
 - i. Two At-Large representatives
 - j. Conference on College Composition and Communication (CCCC) representative
 - k. College Section of the National Council of Teachers of English (NCTE) representative
 - l. Executive Secretary-Treasurer (NCTE Executive Director) (non-voting)

2. The seven national representatives shall serve three-year terms on TYCA, 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 TYCA ~~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~~ is responsible for maintaining liaisons with all groups in NCTE that represent two-year college interests, such as the College Section and CCCC.
 5. All persons on the TYCA 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 TYCA, NCTE, and CCCC.
- B. Duties of the Two-Year College English Association Executive Committee
- The TYCA Executive Committee 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 Regional Executive Committees (REC), the CCCC Executive Committee, and NCTE Executive Committee
 4. Cooperate with other CCCC and NCTE constituent groups with similar interests and concerns
 5. Coordinate the work of and advise the Regional Executive Committees of the TYCA Regional Associations
 - a. Advise on the financial proceedings of the Regional Associations as needed, including monitoring the appropriate Regional per capita dues for NCTE
 - b. Provide information to assist in Regional Association program development as needed
 6. Establish guidelines for allocating any funding granted to TYCA for distribution to Regional Associations
 7. Present an annual financial report to the REC and the CCCC Executive Committee
 8. Recommend to the editor of *Teaching English in the Two-Year College (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
 11. Undertake other actions judged appropriate by the executive committee to further the causes of TYCA
- C. Officers of TYCA 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 TYCA. 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 TYCA Executive Committee Immediate Past 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 TYCA Executive Committee.
 4. The editor of *TETYC* shall be appointed by ~~NCTE~~ the TYCA Executive Committee for a four-year term, renewable for a second term of three years.
- D. Duties of the TYCA Executive Committee Officers
1. The Chair shall
 - a. Assume the responsibility for the functioning of TYCA
 - b. Plan the agenda for all business meetings
 - c. Preside at all business meetings of TYCA unless unavoidably absent
 - d. With the consent of the members of TYCA, appoint all committees authorized by TYCA
 - e. Prepare an annual report on TYCA and regional association activities for presentation to the CCCC Executive Committee at its regular spring meeting and to the NCTE Executive Committee
 - f. Ensure that REC Chairs and regional newsletter editors receive copies of all announcements of committee vacancies and calls for program participants from NCTE and CCCC as they are pertinent to teachers of English in two-year colleges
 - g. Ensure that all liaisons and appointees to relevant groups in NCTE are appointed
 - h. Notify CCCC Executive Committee Chair of any proxy representation prior to bi-annual meetings
 2. The Associate Chair shall
 - a. Assist the Chair to carry out the responsibility for the functioning of TYCA
 - 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 TYCA
 - b. Chair the nominating committee for the officers of the TYCA Executive Committee
 4. The Secretary shall
 - a. Prepare minutes of all business meetings of TYCA
 - b. Distribute minutes to all members of TYCA within thirty days of the meeting
 - c. Maintain a permanent file of the minutes and all other records necessary to the orderly transaction of TYCA 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 TYCA which shall include the per capita payments from the regional associations
 - b. Authorize payment by the Executive Director of NCTE, from TYCA funds held by NCTE, of all bills incurred by TYCA
 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 TYCA Executive Committee
1. The TYCA Executive Committee shall meet at least twice a year, in conjunction with the meetings of the CCCC Executive Committee.
 2. TYCA 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 TYCA Executive Committee chair.

3. Fifty percent of the current TYCA 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 Associations: There shall be seven Two-Year College English Association Regional Associations. Those regions served by a currently constituted state organization of two-year college English faculty shall abide by their state organization constitution.

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 association 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 constitution and by-laws of 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, to anyone interested in the teaching of English during the first two college years, 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 Executive Committee, subject to approval by the Regional Executive Committees or the membership of at least four regionals.

IV. Regional Executive Committees

A. Membership: Each association shall have a regional executive committee (hereafter referred to as REC) composed of twelve voting members and ~~three~~ other 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 Executive Committee, elected by the regional membership after nomination by the REC from those members who have ~~had experience~~ served on the REC
3. One four-year college or university representative, nominated by the REC and appointed by the officers of 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,
5. Other, optional, non-voting positions, such as but not limited to
 - a. Assistant Local Arrangements Chair
 - b. Business and advertising manager
 - c. The immediate past-chair
 - d. Archivist
 - e. State representatives

B. Election of REC

1. ~~In the case of~~ For 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~~ hours shall be publicized.
 - (5) The Nominating Committee shall count the ballots and report the results at the

annual business meeting.

- (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 association no later than ten days after the conference together with a brief biographical sketch of the candidate and an addressed return envelope. Ballots are to be returned to the Nominating Committee Chair within ten days.
 - (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 or have a faculty appointment for the first two college years throughout his or her term of office and must be a member in good standing of the regional association 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~~ within thirty days after the election. The term of the TYCA 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 from office 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 association
2. Promote the development of the regional association through the assumption of any additional duties that do not conflict with the by-laws or with the policies and procedures of TYCA
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, and any other optional, non-voting positions as the association finds necessary
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 terms of office shall be for one year. 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
8. Propose and promote regional association program proposals to NCTE and CCCC

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 CCCC.
 - d. This representative shall not be eligible for reappointment after serving two consecutive three-year terms, but may be reappointed after retirement from office 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 association 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 two-year college in the region and be a member in good standing of the regional association 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 association 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 association 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 association 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 from office 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 association 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 from office 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 TYCA as a voting member, providing TYCA 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 TYCA, 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 and sending a report of that contribution to the treasurer of TYCA at the same time
 - 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, TYCA, 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 association
- 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 association 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 TYCA representative on TYCA issues and activities in the regional newsletter
 4. Work with the Program Chair and the Local Arrangements Chair on preconference 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 TYCA by
 - a. Attending the twice yearly meetings of TYCA, or if that is impossible, arranging for a proxy to attend
 - b. Bringing to TYCA any resolutions and proposals originating with the REC or the regional membership
 - c. Reporting to TYCA 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 TYCA or by other regional associations
 - b. At least once a year, presenting a report of TYCA 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 TYCA, 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 association or of the REC, as reported by the national representative
 2. TYCA
 3. The CCCC Executive Committee
 - B. Amendments may be approved by the TYCA 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 TYCA Executive Committee meeting

- C. An amendment approved by the TYCA Executive Committee shall be submitted to the regional associations for a vote of the membership.
 1. Each REC must submit any amendment adopted by the TYCA 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.