

CONSTITUTION OF THE ENGLISH COUNCIL OF THE CALIFORNIA TWO-YEAR COLLEGES

Article I NAME

The name of this organization shall be the English Council of California Two-Year Colleges.

Article II PURPOSE

The purpose of the Council shall be the encouragement and support of effective teaching of English and the professional development of English faculty in two-year colleges.

Article III LIAISON

To accomplish its aims, the Council shall work with all recognized professional associations, organizations, and institutions concerned with the teaching of English and the professional development of the English Faculty. To this end, the English Council of the California Two-Year Colleges shall work in close liaison with the English Council of the California State University and the English Council of the University of California

ECCTYC endorses the official by-laws of the Two-Year College English Association (TYCA) and shall participate in that organization as TYCA Pacific Coast. In keeping with the intention of the By-Laws of the Two-Year College English Association and the Regional Associations, ECCTYC will continue to serve its membership and to conduct its own organization according to the Constitution and By-Laws of ECCTYC.

Article IV MEMBERSHIP

Section I English Faculty

The membership of the Council shall include every member in every English Department or its equivalent in California two-year colleges.

Section II English Departments and Colleges

English departments and their colleges who have paid dues for the current year shall hold institutional membership status under the Council.

Section III Other Councils

The Executive Committee Officers of the English Council of California State University shall also be members of the English Council of California Two-Year Colleges.

Article V
MEMBERS OF THE BOARD

Section I Regional Directors

The Council shall be governed by the Board of Directors consisting of two Regional Co-Directors elected for a term of two years each from different colleges in each region, as well as the Officers of the Board, the Immediate Past-President, an Adjunct Director at large, the editor of inside english, the ECCTYC Web Editor, the TYCA Pacific Coast Representative, and the ECCTYC Historian.

Section II Officers

A President, First Vice-President, Second Vice-President, Secretary, and Treasurer shall be elected by the Board from its membership to serve as officers for a period of two years.

- A. Terms of office shall be staggered as follows: President, Second Vice President, and Secretary; First Vice-President and Treasurer, to be elected on alternate years. The TYCA Representative shall be elected for a three-year term.
- B. In the event that any officer is unable to complete his or her term of office, the person elected or appointed to replace the officer shall serve the unexpired term.
- C. The immediate Past-President shall serve as an officer.
- D. Subject to approval by the Board, the President may appoint individuals to server as officers or members of the Executive Committee.

Article VI
RESPONSIBILITIES

Section I Members of the Board

The Board of Directors shall fulfill the obligations placed upon them by the members of the regions they represent and by the Constitution and By-Laws of ECCTYC. Each Board Member is entitled to one vote.

Section II Regional Directors

The responsibilities of the Regional Directors shall be as follows:

- A. Each Regional Director shall attend the scheduled meeting of the Board. In addition, each Director is expected to participate in a minimum of one Board- related activity, such as a committee or conference assignment, each year.
- B. Regional Directors shall represent the professional concerns of their regions to the Board, consistent with the mission and goals established by the Board.
- C. Regional Directors shall also serve as the articulation representatives and as the secretaries/treasurers in their respective regions, keeping and reporting to the Board all records of meetings and other matters as deemed necessary by the regional membership.
- D. Regional Directors shall hold regular meetings and/or keep in touch with chairpersons or other representatives of the English departments of regional colleges for the purpose of discussing issues related to community college English programs and identifying ECCTYC's role in assisting colleges to address those issues.
- E. The Board may remove from office any Regional Director who is unable to meet the duties described in this article.

Section III Officers

The responsibilities of the Officers shall be as follows:

- A. The Officers shall conduct the affairs of the Council with the direction and approval of the Board and may meet as an Executive Committee as needed.
- B. The President of ECCTYC will appoint, subject to Board approval, a Historian to be charged with maintain an on-going file of all ECCTYC publications and all ECCTYC activities, including regional meetings and conferences.
- C. The President of ECCTYC will appoint, subject to Board approval, a journal editor for inside english to serve as a member of both the Board of Directors and the Executive Board.
- D. The President of ECCTYC will appoint, subject to Board approval, a web editor to maintain the ECCTYC website and to serve as a member of both the Board of Directors and the Executive Board.
- E. The immediate Past-President will serve as Chair of the Board's Nominating Committee.
- F. An Officer who misses two consecutive, officially scheduled Board meetings without the express permission of the President will be subject to removal from office by action of the Board.

- G. The Officers may designate members of the English Council of the California State University, the English Council of the University of California, and the Two-Year College English Association (TYCA) of the National Council of Teachers of English to serve as liaison agents.

Article VII
MEETINGS

Section I ***Board of Directors***

Meetings of the Board of Directors shall be called semiannually by the President in conjunction with the semiannual meetings of the English Council of the California State Universities, whenever such is possible. Additional meetings may be called at the discretion of the President in consultation with the other Officers of the Board.

Article VIII
PARLIAMENTARY AUTHORITY

Section I ***Parliamentarian***

The First Vice-President shall serve as Parliamentarian.

Section II ***Parliamentary Authority***

Robert's Rules of Order Revised shall govern all meetings of the Board except when its procedures are inconsistent with the Constitution of the English Council of California Two-Year Colleges.

Article IX
DUES

The institutional membership subscription rate of the Council shall be determined annually by the Executive Committee and the Board of Directors.

Article X
FISCAL RESPONSIBILITY

The Board of Directors shall exercise prudence in both the collection and disbursement of funds, acting always in keeping with the Council's purpose and the interests of English teaching in California.

- A. Collection and disbursement of funds shall be the responsibility of the Treasurer as authorized by the Board of Directors.

- B. The Officers shall be responsible for a proper audit of accounts once each fiscal year, which year shall be from July 1 to June 30.

Article XI
AMENDMENTS

This Constitution may be amended by a two-thirds vote at any regular meeting of the Executive and the Board of Regional Directors of the English Council of California Two-Year Colleges.

Revised and adopted.....

BY-LAWS

OF THE ECCTYC CONSTITUTION

I. Pursuant to Article IV, Section I:

The benefits of membership in ECCTYC are as follows:

- A. To attend regional ECCTYC meetings and conferences.
- B. To participate in the election of Regional Directors and to have representation on the Council Board.
- C. To participate in formulating official positions of ECCTYC.
- D. To receive a complimentary copy of each issue of inside english.
- E. To be represented by ECCTYC to state and national organizations.

II. Pursuant to Article V, Section I:

Regional Directors shall be elected to a term of two years in accordance with the following election procedures:

I. Qualifications for Office

Candidates for Regional Director should be individuals expressing interest in statewide as well as local issues of community college English instruction and who expect to participate as active, informed representatives of ECCTYC.

II. Term of Office

- A. The term of office for a Regional Director shall be for two years, beginning May 1 in the year of the Director's election. Directors appointed to serve an interim period in office will serve until regular elections are held during the spring of each year.
- B. Election years for each of the Directors in a region shall be staggered, such that each director will be elected in alternate years.
- C. In order to achieve two-year terms in a region where both Directors are to be elected in the same year, one Director shall serve for a term of one year for the first year of office, and the other shall serve for a regular two-year term of office. The two Directors may decide in consultation with the President or, if they both agree, by the toss of a coin, which Director shall serve the one-year term.

III. Eligibility of Candidates

- A. With the exception of incumbent Directors, an English department or its equivalent in that Region must nominate candidates for the office of Regional Directors. Such departments may nominate more than one candidate for office.
- B. All incumbent Directors are automatically considered nominees unless they themselves, by March 30, declare their intention not to stand for reelection.
- C. Names of nominated individuals and qualification statements written by them must be submitted to the First Vice-President of ECCTYC by March 30 of the election year.
- D. The names of all nominated individuals meeting the above eligibility requirements described here shall appear on the ballot for the Regional Director.

IV. Election Procedures

- A. Regional Directors shall be elected by mail or email ballots submitted by English Departments holding current institutional memberships in ECCTYC.
- B. Each electing department shall have one vote to cast for each Regional Director position.
- C. An electing English department's ballot for Regional Director shall be cast in accordance with the wishes of the majority of the members of that department.
- D. Each electing English department shall determine its own electorate and procedures for determining how the majority of the electorate wishes the department's ballot to be cast.
- E. Regional Directors may be re-elected for an unlimited number of terms.
- F. Election of Regional Directors shall be held in the spring of the year they are required and conducted by the First Vice-President.
- G. Elections shall be conducted in accordance with an election calendar submitted by the First Vice-President for the Board's approval at the preceding fall meeting.

- H. The election calendar submitted by the First Vice-President shall specify, at a minimum, the following:
1. The date by which the First Vice-President will send a hard copy or email letter delineating election procedures and calling for nominations to each college in the regions where elections are being held.
 2. The date by which nominations and qualification statements of those nominated shall be due to the First Vice-President.
 3. The date by which the First Vice-President will send one hard copy or email ballot—and copies of statements by candidates—to each electing college.
 4. The date by which marked ballots must be received by the First Vice-President or mailed/emailed and postmarked for receipt by the First Vice-President.
- I. In order to be counted, hard copy or email ballots received from each college must be in the original form or an official alternative format as determined by the First Vice-President.
- J. The First Vice-President shall count all eligible, official ballots received and announce the results of the election to all electing colleges, candidates, and members of the ECCTYC Board of Directors.
- K. In the case of a tie vote between two or more candidates receiving the highest number of votes for Regional Director, the First Vice-President shall conduct a drawing of lots in the presence of those candidates or their designated representatives to select which individual shall serve as Regional Director.
- L. Should there be a single candidate for Regional Director, the First Vice-President shall conduct a confirmation election in that region. The candidate shall be considered confirmed and elected to serve as Regional Director upon receiving a majority of the votes cast in the confirmed election.
- M. In the event that any region or college disputes the election results, the region or college shall discuss its concerns with the First Vice-President. Should the concerns not be resolved, the ECCTYC Executive Committee shall arbitrate and, if necessary, make any final decision regarding the election process or results.
- N. In the event that a Regional Director is elected to the Executive Committee, or is for any reason unable to complete his or her term of office, the President, in conjunction with the Executive Committee, shall appoint a representative from that region to complete the unexpired term

of office until the next regular election for Regional Directors occurs in the appointed representative's region.

III. Pursuant to Article X:

- A. The treasurer, with any necessary assistance from other officers, will present a tentative budget to the Board of Directors at their annual spring meeting.
- B. The budget will include the following category of funds:
 1. President's Discretionary Fund: This fund will amount to 10% of the operating budget not to exceed \$500.
 2. Web Editor Stipend: This annual stipend will be \$750, payable in two installments at the fall and spring Board Meetings.
 3. TYCA Representative Reimbursement Fund: The TYCA Representative will be reimbursed for expenses incurred in the duties of representing ECCTYC/TYCA Pacific Coast not to exceed \$2,500 in a fiscal year.
 4. *Inside english* Editor Allocations:
 - a. Reassigned time/stipend: ECCTYC will buy from the editor's college 20% reassigned time or provide the editor with a stipend of \$6,000 per fiscal year.
 - b. Editor's Discretionary Fund—This fund not to exceed \$300.