

CHARTER & BYLAWS

(As of May 205)

ARTICLE I - NAME

The name of this organization shall be Presidents' Assistants for Community and Technical Colleges (PACTC).

ARTICLE II - PURPOSES

The purpose of the PACTC shall be:

- Section (1) To enhance and increase effectiveness of presidents' assistants by holding regular statewide meetings as an avenue to provide professional development and mentoring, networking opportunities, coordination and support.
- Section (2) To provide a forum for college and district representatives and State Board for Community and Technical College presidents' assistants to bring forward major issues and innovative solutions. To provide a venue to identify opportunities which benefit the performance of the presidents' offices and trustees throughout the system.
- Section (3) To provide professional development for members. PACTC will fund registration fees for at least one Charter Member to attend an ACCT national or regional conference. The attending member(s) agrees to present information from the conference at the next regular meeting of PACTC. (Amended May 14, 2004)
- Section (4) To provide a structure of mutual support for districts and colleges.

ARTICLE III - MEMBERSHIP

- Section (1) The organization shall be comprised of the presidents' assistants of each Washington State community and technical college district and college and the State Board for Community and Technical Colleges. (Amended May 2015)
- Section (2) Presidents' assistants who have served at least one year as a president's assistant and have left their position as a president's assistant in the Washington State system shall be awarded emeritus membership and shall be welcomed and encouraged by the organization to attend future meetings as ex officio members. (Amended September 2014)

- Section (3) Ex-officio members and representatives may not vote or hold office.
- Section (4) Dues of \$100 per college will be collected annually. Presidents' Assistants at dues-paying institutions will be Charter Members and eligible for professional development funding. Members from non-dues paying institutions will be Associate Members with full voting rights. (Amended October 2005)

ARTICLE IV - FINANCE

- Section (1) An annual budget will be developed and approved by the organization.
- Section (2) Membership dues shall be collected annually from each member college. (Amended May 2013)
- Section (3) The fiscal year of the organization shall be July 1 through June 30.
- Section (4) The Treasurer is responsible for collecting dues from member colleges and maintaining a fiduciary account. (Amended May 2013)
- Section (5) Disbursement requests/requisitions from the fiduciary account require two authorizing signatures—the Treasurer and the Treasurer's College President. (Amended May 2004, May 2013)

ARTICLE V - MEETINGS

- Section (1) The organization will meet at least twice yearly.
- Section (2) Written notice of the regular meetings will be sent to all members prior to each meeting. The notice will include the agenda for the meeting, and meetings will be open to all members.
- Section (3) A quorum is defined as one-third of the membership.

ARTICLE VI - OFFICERS

- Section (1) The officers of PACTC shall be president, vice president, secretary, and treasurer. The president position will be filled by advancement; i.e., vice president advances to president. Elections will be conducted at the spring meeting; and terms of office begin immediately on adjournment of the spring meeting. (Amended October 2005, May 2007, November 2012, May 2015)

Section (2) Position Descriptions (Amended October 2007, previously May 2007)

a. President

- i. Term of office is two years (Amended September 2014)
- ii. Develops agenda for semi-annual PACTC Business meetings
- iii. Collaborates with host college regarding semi-annual PACTC Meeting agenda
- iv. Presides over Executive Committee meetings (Executive Committee is made up of all officers and committee chairs)
- v. Consults with Executive Committee prior to approving payment of any expenses
- vi. Serves as primary PACTC contact during term of office
- vii. Secures a host/ess gift for the hosting college assistant for presentation at each PACTC meeting, or delegate to a designee. (Amended May 2015)

b. Vice President

- i. Term of office is two years (Amended September 2014)
- ii. Assumes presidency at completion of term, or should president's position be vacated (new vice president to then be appointed)
- iii. Assumes president's duties in his/her absence
- iv. Update and disseminate PACTC directory. (New May 2015)

c. Secretary

- i. Term of office is one year
- ii. Records minutes at PACTC Business meeting
- iii. Updates/maintains the PACTC meeting minutes book and brings to each meeting
- iv. Distributes electronic version of minutes
- v. Updates/provides name tents for each meeting (template posted on PACTC website)

d. Treasurer

- i. Term of office is five years (Amended May 2007)
- ii. Ex-officio member of budget committee
- iii. Responsible for all check writing on behalf of PACTC; approval by simple majority of Executive Committee required prior to any checks being drawn
- iv. Prepares semi-annual treasurer's report
 - a. Balance
 - b. Expenses
 - c. Status of outstanding obligations
- v. Mails PACTC dues invoices at beginning of academic year, and tracks dues balances; second invoice issued before end of December to those with outstanding balances

Section (3) Officers shall be active members of the organization.

Section (4) Should for any reason the vice president, secretary or treasure position become vacant, the Executive Committee will appoint a new member until the spring meeting.

ARTICLE VII - COMMITTEES

Section (1) All committees are required to have at least five members. (Amended May 2007, May 2015)

Section (2) Standing committees and committee charges

a. Program/Planning Committee

The Program and Planning Committee focuses on deciding how to pay for future speakers and setting the amount of honorariums. It also suggests topics to the group for future PACTC meetings.

b. Professional Development/Budget Committee

The function and scope of the Professional Development and Budget Committee is to make recommendations to PACTC of who should be awarded funds for meeting attendance and professional development.

The committee has developed an application form to be completed each time a PACTC member wants to be considered for a scholarship. Once the form is completed, it will be forwarded to the PACTC listserv.

c. Mentoring/Recognition

The goal of the Mentoring and Recognition Committee is to acknowledge incoming and outgoing members of PACTC. Mentors will be assigned to new assistants to provide them with someone who can guide them through their first months as a president's assistant. This committee is also responsible for recognizing retiring or outgoing members, and sending notes of encouragement during challenging times. The committee will also be responsible for recognizing the outgoing president with a personalized gavel. The committee is responsible for recognizing outgoing presidents with a gavel and new presidents with the travelling plaque. (Amended November 2012; Amended May 2013)

d. Ad hoc, as needed

SUBMITTED: MAY 27-28, 1999; Amended and Approved September 2000; Amended and Approved May 2004; Amended and Approved October 2004; Amended and Approved October 2005; Amended and Approved May 2007; Amended and approved October 2007, November 2012; Amended May 2013; Amended September 2014; Amended and Approved May 2015.