

# WYOMING ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

## BYLAWS

### ARTICLE I – NAME

The name of the Association shall be the Wyoming Association of Community College Trustees. For the purposes of these By-Laws and for other official business, the Association may be referred to as WACCT. In this document, trustee means all trustees duly elected or appointed to Wyoming's Community College boards.

### ARTICLE II – PURPOSE

The purpose of the Association shall be to advance and advocate for the community college system in the State of Wyoming, and to foster community college trustee education, cooperation, and communication among its members, the president's council, the Wyoming Community College Commission, the University of Wyoming, the Wyoming Department of Education, the Wyoming State Legislature, and the public.

### ARTICLE III – MEMBERSHIP

1. The Board of Trustees of any community college organized and operating under the laws of the State of Wyoming may become a member of the Association upon payment of the current annual membership dues. The Board of Trustees of a community college failing to pay its dues, which represent basic operation cost not to exceed the total of the annual dues, within six months after the annual notices are mailed will be deemed to have forfeited membership. Its trustees may then no longer participate in Association activities. Special one time assessments for specific purposes may be made to individual colleges; however, failure to pay special assessment due to legal, ethical or philosophical differences does not constitute forfeiture of membership.

The Board of Trustees of each member college board shall biennially in December after the general elections designate two trustees to serve as Directors of the Association. Each Director shall have one vote on all matters of the Association. If a director is unable to attend a meeting that college's board chair may name in writing a temporary replacement director.

### ARTICLE IV – ASSOCIATE MEMBERSHIP

Associate membership may include former trustees, BOCES trustees and other friends of community colleges. Associate members shall be non-voting members with no obligation for annual dues. The purpose of associate membership shall be for information and public relations activities.

### ARTICLE V – GENERAL MEMBERSHIP MEETINGS

1. An annual meeting of WACCT shall be held in Cheyenne during the Legislative Session. The date will be established by the Board of Directors.

2. At the annual meeting, the Directors shall elect the officers of the Association. Those officers shall include a President, Vice President, Secretary and Treasurer.
3. The Board of Directors may schedule meetings with all trustees to discuss matters of mutual concern.

#### ARTICLE VI – DUES

1. Annual dues shall be established and assessed equally to the member colleges by the WACCT Directors.
2. The fiscal year for the Association shall be from July 1 through June 30 of each year.

#### ARTICLE VII – BOARD OF DIRECTORS

1. The Board of Directors shall be composed of two trustees from each college so that each college shall have no more than two Directors.
2. The Directors shall meet at least quarterly. The Directors may meet by any mutually agreed modality in order to save travel expense. All formal meetings involving actions/decisions of the Directors shall be reduced to writing and distributed to all trustees serving each college board.
3. A quorum shall be established by the attendance of representatives of a majority of the Board of Directors.
4. The Board of Directors may employ an Executive Director to perform and administer services directed by the Board of Directors.
5. In the event of a vacancy on the Board of Directors, the trustees from the affected college district shall appoint a successor within thirty days from the date of the vacancy.

#### ARTICLE VIII – OFFICERS

1. The officers of the Association shall be President, Vice President, Secretary and Treasurer and shall be selected from the Board of Directors and shall be known as the Executive Council.
2. Officers of the Association shall be elected by the Directors at the annual meeting of the Association. Each officer shall serve for one year commencing after the annual conference or until the next election. Officers of the Association will consist of not more than one from any member college.
3. In case of a vacancy in office, the vacancy shall be filled by a majority vote of the Board of Directors at its next meeting and said appointee shall serve the balance of the unexpired term.
4. The President shall preside at all meetings and shall be the spokesman for the Association.

5. The Vice President shall perform the duties of the President in his or her absence or upon request of the President.
6. The Secretary shall maintain the minutes and records of the Association and shall perform such other duties as may be designated by the President or the Board of Directors.
7. The Treasurer shall deposit the funds of the Association in an insured account in the State of Wyoming, maintain the books and accounts of the funds of the Association, shall propose and submit an annual budget to the Board of Directors, be bonded and responsible for an annual external audit which will be approved by the Board of Directors.

#### ARTICLE IX – COMMITTEES

1. The President may form committees to assist in the functions of the organization and other committees as approved by the Board of Directors. The Board of Directors may also create an on-going committee.
2. Committees shall serve during the term of the President and shall be reappointed or dissolved upon the expiration of said term.

#### ARTICLE X – AMENDMENTS

1. Amendments and changes to the By-Laws shall be approved by 2/3 of Directors at the annual meeting of the Association or at such special meeting as may be requested by the Executive Council or the Board of Directors at which notice is given of proposed amendments to the Bylaws. Said changes shall become effective upon approval.

Amended October 19, 2015:

- A motion was made and seconded to change Article II to include the University of Wyoming. The motion was amended also to include the Wyoming Department of Education. The motion as amended passed, with one opposed.
- A motion was made and seconded to delete “shall be the chief executive officer of the Association” under Paragraph 4, Article VIII. The motion passed unanimously.

Amended October 15, 2018:

- A motion was made and seconded to change Article III to read as follows: The Board of Trustees of each member college board shall biennially in December after the general elections designate two trustees to serve as Directors of the Association.