

# **Illinois Community College Trustees Association Bylaws**

**2020**

## **ICCTA**

Illinois Community College Trustees Association

**ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION**

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**ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION  
BYLAWS**

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# ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION BYLAWS

## ARTICLE I - NAME

Section 1. Name. The name of the organization shall be the Illinois Community College Trustees Association (ICCTA), hereinafter referred to as the Association.

## ARTICLE II - PURPOSES

Section 1. Purposes. The purposes of the Association shall be the dissemination and interchange of information regarding and affecting public community colleges in the State of Illinois, the offering of continuing education opportunities for trustees, and the promotion of government action for the common good of all member institutions. All elected and appointed trustees of member community college districts are encouraged and eligible to take part in the work of the Association and to serve in all capacities as nonvoting members.

## ARTICLE III - DEFINITIONS

Section 1. Members. Any public community college district organized and operating under the Illinois Public Community College Act may become a member of the Association upon payment of the current annual membership dues.

Section 2. Representatives. Each member college district shall name a trustee as a representative of the Association and shall notify the Association of its selection. Only such trustees shall be voting members of the Association. A member district with an unduplicated headcount enrollment that exceeds 25,000 students is eligible to name an additional trustee as a voting member. A member district may name a first and second alternate representative to the Association who may be eligible to cast a vote in the absence of the representative.

Section 3. Board of Representatives. All trustees who have been named as ICCTA representatives by their member college districts shall collectively constitute voting members of the Board of Representatives of the Association.

Section 4. Honorary Membership. The Board of Representatives may award the title of "Honorary Member" to any person who has made outstanding contributions to the community colleges in the State of Illinois.

Section 5. Withdrawal from Membership. Any member district of the Association may withdraw therefrom at the end of the fiscal year by notifying the president of the Association of its desire to withdraw.

Section 6. Associate Membership. The Executive Committee of the Association may award an annual associate membership to an individual or a business that demonstrates a beneficial interest in the Association. The Board of Representatives shall determine an annual dues amount to be paid to the Association by the associate member.

Section 7. Lifetime Membership. The Executive Committee of the Association may award a lifetime membership to a currently serving or former trustee who has demonstrated a beneficial interest in the Association. The Board of Representatives shall determine the benefits provided to the lifetime member and a one-time dues amount to be paid to the Association.

#### ARTICLE IV - MEETINGS

Section 1. Call of Meetings. The president of the Association or one-fourth (1/4) of the Board of Representatives may call meetings at any time for the Board of Representatives to discuss and/or decide matters of mutual concern to the member districts.

Section 2. Request for Regional Meetings. The Board of Representatives may request separate meetings of all regions to discuss matters of mutual concern to the member districts.

Section 3. Quorum. The presence of representatives or alternates representing one-third (1/3) of the member districts shall constitute a quorum at meetings of the Board of Representatives. Each member district shall be entitled to vote as defined in Article III, Section 2 of these Bylaws. Voting is permitted via an electronic meeting as described in Section 4 below. Being present at a meeting can be either in person or via an electronic meeting.

Section 4. Electronic Meetings. A meeting of the Board of Representatives may be conducted, in whole or in part, by teleconference or videoconference provided reasonable measures are taken to permit all members not physically present to hear and/or see the proceedings concurrently. The ICCTA officers and executive director shall recommend rules of order for the conduct of such electronic meetings to provide for proper notice, verifying membership, voting, and any other procedures necessary for an orderly meeting. Electronic meetings may also be used by related entities in the Association such as, but not limited to, committee and regional meetings.

#### ARTICLE V - OFFICERS

Section 1. Officers. The officers of the Association shall be president, vice president, secretary, and treasurer.

Section 2. Qualification for Office. An officer of the Association must be a member of the district board of an Illinois community college that is a member of the Association.

Section 3. Election. The election of officers shall be conducted in June of each year. The vice president, secretary, and treasurer shall be elected by a majority of the members of the Board of Representatives present at the election. The person elected vice president will serve as vice president for one year and then will automatically become president on July 1 of the calendar year following the calendar year in which the person was elected vice president. In order to be elected as vice president, the person must have a minimum of two years remaining in his or her elective term as a member of the district board of an Illinois community college.

Section 4. Term of Office. The term of office is one year. Each officer elected to a full term shall take

office on July 1 following the election and shall serve until a successor is elected and assumes office. On July 1 the person elected vice president in the previous calendar year assumes the office of president.

- Section 5. Re-Election. No person shall be elected to more than two consecutive full one-year terms as secretary, nor shall any person be elected to more than two consecutive full one-year terms as treasurer.
- Section 6. Limitations of Service. No person may serve in any combination of offices for more than four consecutive years. Any person elected vice president may not have served more than two consecutive terms as secretary, treasurer, or secretary and treasurer prior to the person's election as vice president in order that the person may be eligible to complete both the vice presidential and presidential terms.
- Section 7. Progression of Officers. There shall be an automatic progression from vice president to president of the Association on July 1 of each year. There shall be no other automatic succession from one office to another. Election as secretary or treasurer does not imply that the person will be nominated to serve in any other office subsequently.
- Section 8. Vacancies. If a vacancy occurs in the office of president, the vice president shall automatically succeed to the presidency and shall fill the remainder of the vacant term to which the vice president shall automatically have succeeded on July 1, plus the scheduled term for which he/she was elected. Succession of the vice president to the presidency creates a vacancy in the office of vice president.

In the case of a vacancy in the office of vice president, secretary, or treasurer, that vacancy shall be filled by a majority vote of the membership of the Association present at the meeting of the Board of Representatives for which notice of the election was included in the agenda mailed out for the meeting. Prior to a vote by the Board of Representatives, the Nominating Committee must have met, with at least part of its session as an open meeting of which notice was given to the Board of Representatives prior to the meeting. The Nominating Committee shall recommend to the Board of Representatives a candidate to fill the vacant office. If election of the Nominating Committee's recommended candidate would create a vacancy in another Association office, then the Nominating Committee should recommend a candidate for that office as well. Any member elected to fill a vacancy occurring in the office of vice president, secretary, or treasurer shall not be subject to Section 6 of these Bylaws for the balance of the unexpired term to which they are elected.

- Section 9. Duties. The officers shall perform such duties as usually pertain to their respective offices and such additional duties as may be specified by the Bylaws of the Association:

**President:**

It shall be the duty of the president to maintain and promote the purpose of the Association, to preside at all meetings, and to enforce all laws and regulations relating to the administration of the Association. The president shall call meetings of the Board of Representatives as required, when deemed necessary, or when requested to do so by the Board of Representatives. The president shall make all other necessary appointments, including committees, regarding the administration of the business of the Association.

**Vice President:**

The vice president shall act in the absence of the president. The vice president shall also act as the facilitator at meetings of the Trustee Roundtable.

**Chair Pro Tempore:**

In the event of the absence of the president and vice president from any of the meetings, then the secretary shall preside. In the event of the absence of the president, vice president, and secretary, then the treasurer shall preside. If all four are not available, then the immediate past president of the Association shall preside.

**Secretary:**

The secretary shall oversee the preparation of accurate minutes for each meeting of the Board of Representatives and shall be responsible for presenting those minutes to the Board of Representatives for its approval.

**Treasurer:**

The treasurer of the Association shall be responsible for overseeing the management of the Association finances and for the investment and security of all funds belonging to the Association. It shall be the responsibility of the treasurer to oversee the preparation of the annual budget and to present it to the Executive Committee and the Board of Representatives for their approval. The treasurer shall also be designated as the chair of the Association's Finance Committee.

*ARTICLE VI - BOARD OF REPRESENTATIVES*

- Section 1. Representatives. A representative selected pursuant to Article III, Section 2 shall serve at the pleasure of the member district board and shall become a member of the Board of Representatives at the next meeting of the Board of Representatives following his/her selection. Officers, committee chairs, and regional chairs of the Association may also be the Association representatives from their respective member college districts. Each member district board may send an alternate representative to Association meetings in place of the regular representative upon timely notice to the Association. The alternate representative shall enjoy all rights and privileges of the regular representative.
- Section 2. Meetings. The Board of Representatives shall meet no less than quarterly.
- Section 3. Executive Director. The Board of Representatives may employ an executive director who shall maintain the office and records of the Association and who shall perform and administer the services directed by the Board of Representatives and its committees.

*ARTICLE VII - EXECUTIVE COMMITTEE*

- Section 1. Executive Committee. The Executive Committee of the Association shall be composed of the four elected officers of the Association, the regional chairs, the Association's committee chairs, the immediate past president of the Association, the Association of Community College Trustees' Illinois state coordinator, and the trustee representative on the Illinois Community College Board. The regional vice chair may serve in the absence of the regional chair.

- Section 2. Powers. The Executive Committee shall possess such powers as shall be delegated by the Board of Representatives.
- Section 3. Quorum. The presence of one-half (1/2) of the members of the Executive Committee shall constitute a quorum.
- Section 4. Vote. A majority vote of those present is required to conduct official business.

ARTICLE VIII - REGIONS

Section 1. Number of Regions. There shall be nine geographical regions in the Association.

Section 2. The Regions. The regions shall be as follows:

East Central	Southeast	South Suburban
West Central	Southwest	West Suburban
Northwest	North Suburban	Chicago

Section 3. Members. Each member college district shall automatically belong to the region in which it is located.

Section 4. Trustees. Trustees of member districts may attend meetings in any or all regions.

Section 5. Regional Chairs. Each region shall elect a regional chair and a vice chair on or before July 1 of each year. The terms of the regional chair and vice chair shall be for one year commencing July 1. The regional chair and vice chair may be re-elected to one additional one-year term. The offices of regional chair and vice chair shall rotate among the colleges within each region unless otherwise determined by the region. The Chicago region shall be chaired by the board chair of the City Colleges of Chicago. Each regional chair shall be a member of the Executive Committee during the time of service as a regional chair.

Section 6. Appointment of Regional Chairs. In the event that a region has not elected a regional chair and vice chair by July 1, the president of the Association shall appoint an interim regional chair and interim regional vice chair for that region until an election is held. If the region does not elect a chair and vice chair by October 1, the interim appointment shall be made permanent.

Section 7. Powers. Additional officers, procedures, regulations, and any other matters relating to a particular region shall be determined by that region.

ARTICLE IX - COMMITTEES OF THE ASSOCIATION

Section 1. Appointment to Committees. The president shall, with the approval of the Executive Committee, appoint the chairs of such committees as may be established by the Board of Representatives. The appointed chair to a committee may select a vice chair for the committee, subject to the approval of the president. Association members may participate with any committee of their choice. No person shall be appointed to the chair of a given committee for more than two consecutive one-year terms.



Section 2. Nominating Committee. The Nominating Committee shall consist of 10 members: one member representing each of the nine regions of the Association, plus the immediate past president of the Association. The immediate past president shall serve as chair of the Nominating Committee and shall not be eligible for consideration as a candidate for office while serving as chair. Selection of the remaining members of the Nominating Committee shall be made in the following manner:

Each regional chair shall, by September 30 of each year, nominate one appointee and one alternate from each region. If the regional chair fails to select a member and/or an alternate to the Nominating Committee, then the president shall have the final authority to name the member and/or alternate from the region to serve on the Nominating Committee. Should a member of the Nominating Committee wish to be considered as a candidate for office, that person must cease to function as a member of the Nominating Committee, and the president shall appoint an alternate from the region to serve on the Nominating Committee.

Section 3. Term. All appointments to committees shall terminate at the end of the fiscal year, or for ad hoc committees, when the specified assignment has been performed.

Section 4. Financial Liability. No committee shall create any financial liability for the Association, unless such expenditure shall have been approved both as to purpose and maximum amount by the Board of Representatives.

#### ARTICLE X - DUES

Section 1. Dues. Annual membership dues shall be calculated in an amount resulting from the application of a flat fee plus a formula that is determined by the Board of Representatives and shall be assessed to each member district. The annual membership dues that each member district pays shall be approximately proportionate to the unduplicated headcount enrollment of the community college.

Section 2. Approval. The Board of Representatives shall submit the dues structure and the annual Association budget to the members of the Association at least two weeks prior to the date set for considering approval. The date set for voting by the Association membership on the dues structure and the budget shall be determined by the Board of Representatives.

#### ARTICLE XI - FISCAL YEAR

Section 1. Fiscal Year. The fiscal year of the Association shall be from July 1 through June 30.

#### ARTICLE XII - AFFILIATIONS

Section 1. Affiliations. The Association, with the approval of the Board of Representatives, may affiliate with other organizations, act as an advisory body to state agencies or institutions, and in other ways participate in programs and activities of other organizations, agencies, and institutions which are not in conflict with the purposes of the Association.

### ARTICLE XIII - PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority. The rules contained in the 11th edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

### ARTICLE XIV - AMENDMENTS

Section 1. Proposals. An amendment to, or revision of, these Bylaws may be proposed by any member of the Board of Representatives or by a committee established to propose Bylaw amendments or revisions.

Section 2. Distribution of Proposals. No amendment or revision shall be considered for action by the membership of the Association unless it shall first have been distributed to the members of the Board of Representatives at least two weeks prior to the vote on such amendment or revision.

Section 3. Vote. A majority vote of the members of the Association shall be necessary for adoption of an amendment or revision.

Section 4. Effective Date. Unless otherwise provided, all amendments or revisions shall take effect immediately upon their adoption.

### ARTICLE XV - DISSOLUTION OF THE ASSOCIATION

Section 1. Dissolution. Upon the dissolution of the Association, the Board of Representatives shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of all the assets of the Association by dividing the assets among the then-current members. Each member district's share is to be equal to its proportionate contribution of the total dues paid to the Association in that fiscal year.

## **ICCTA REGIONS**

### **NORTH SUBURBAN REGION**

College of Lake County  
McHenry County College  
Oakton Community College  
Triton College  
William Rainey Harper College

### **SOUTH SUBURBAN REGION**

Joliet Junior College  
Kankakee Community College  
Moraine Valley Community College  
Prairie State College  
South Suburban College

### **WEST SUBURBAN REGION**

College of DuPage  
Elgin Community College  
Morton College  
Waubonsee Community College

### **WEST CENTRAL REGION**

Black Hawk College  
Carl Sandburg College  
Illinois Central College  
John Wood Community College  
Spoon River College

### **SOUTHWEST REGION**

Illinois Eastern Community Colleges  
Kaskaskia College  
Lewis and Clark Community College  
Southwestern Illinois College

### **NORTHWEST REGION**

Highland Community College  
Illinois Valley Community College  
Kishwaukee College  
Rock Valley College  
Sauk Valley Community College

### **EAST CENTRAL REGION**

Danville Area Community College  
Heartland Community College  
Lake Land College  
Lincoln Land Community College  
Parkland College  
Richland Community College

### **SOUTHEAST REGION**

John A. Logan College  
Rend Lake College  
Shawnee College  
Southeastern Illinois College

### **CHICAGO REGION**

#### **City Colleges of Chicago**

Harold Washington College  
Harry S Truman College  
Kennedy-King College  
Malcolm X College  
Olive-Harvey College  
Richard J. Daley College  
Wilbur Wright College