

# BYLAWS OF THE TEXAS COUNCIL OF CHIEF ACADEMIC OFFICERS

## ARTICLE I. Name

The name of the organization shall be the Texas Council of Chief Academic Officers (TCCAO).

## ARTICLE II. Purposes

The purposes of this organization are to provide a forum for discussion of issues of importance to higher education in the State of Texas and, when deemed appropriate by the membership, to provide to elected and appointed officials and other citizens a consensus academic position on higher education issues.

## ARTICLE III. Membership

Membership is restricted to chief academic officers from Texas public universities (e.g., provosts, vice presidents for academic affairs) and their primary direct reports (e.g., associate provosts/VPAAAs, assistant provosts/VPAAAs, vice provosts/VPAAAs), System academic officers (e.g., vice chancellors for academic affairs, associate vice chancellors for academic affairs), and other Texas higher education officials proposed by the Executive Committee and approved by the membership.

## ARTICLE IV. Meetings

1. Regular meetings are held quarterly.
2. One of the quarterly meetings shall be an extended annual retreat.
3. A quorum for the conduct of business shall consist of members from at least ten (10) different institutions.

## ARTICLE V. Officers

The officers of the organization consist of a President, a Vice President/President Elect, a Treasurer, and a Secretary who together constitute the Executive Committee. The Past President will serve as a tie-breaking vote of the Executive Committee if one is needed. Officers will serve a term of one year and may be re-elected.

## ARTICLE VI. Duties of Officers

1. The President shall:
  - a. Preside at the three non-retreat meetings.
  - b. Appoint nominating committee members and members of periodic *ad-hoc* committees.
  - c. E-mail TCCAO members the date and location of quarterly meetings.
  - d. Solicit agenda items for the three non-retreat meetings.
  - e. Arrange for the Texas Higher Education Coordinating Board (THECB) staff to be included in each meeting's agenda and to give a briefing to the membership.
  - f. Send the final meeting agenda for the three non-retreat meetings to all members.
2. The Vice President and President Elect shall:
  - a. Assume the duties of the president in case of the president's absence.
  - b. Provide the general set up for each regular TCCAO meeting.
  - c. Proof meeting and retreat invoices and send approved invoices to Treasurer for payment.

- d. Plan, develop, and preside at the annual retreat. See Addendum for detailed duties.
3. The Treasurer shall:
    - a. Send an e-mail requesting payment of membership dues.
    - b. Collect and deposit all membership dues.
    - c. Send any changes in membership to the Secretary.
    - d. Make all payments on behalf of TCCAO, normally receiving approved invoices from the Vice President.
    - e. Collect all TCCAO Retreat fees, and send a list of retreat registrations to the Vice President.
    - f. Provide a financial report at each TCCAO meeting.
  4. The Secretary shall:
    - a. Maintain membership list and, at the beginning of the fiscal year, send the previous year's institution list out to all TCCAO members for updates/corrections.
    - b. Send updated membership lists to the other members of the Executive Committee.
    - c. Work cooperatively with staff at the institution hosting the TCCAO webpage to make timely updates to the webpage.
    - d. Take minutes at the three non-retreat meetings and circulate them to the membership for their review and records.

#### ARTICLE VII. Elections and Vacancies

1. Prior to the July meeting, the President shall appoint a Nominating Committee consisting of the Executive Committee and two other members of TCCAO. It shall be the duty of the Nominating Committee to select one candidate for each vacancy on the Executive Committee, prepare a ballot listing such candidates, provide space for write-in candidates, and provide the ballots for vote by the membership at the July meeting. It is expected, but not required, that the Vice President/President Elect be slated as the next President and that the Treasurer be slated as the Vice President/President Elect. Not more than two officers shall be from institutions within the same System. The new officers take office immediately upon adjournment of the July meeting.
2. Vacancies on the Executive Committee may be filled by a majority vote of the membership at any quarterly meeting. Nominees will be proposed by the members of the Executive Committee.

#### ARTICLE VIII. Committees

The Executive Committee is the only standing committee. *Ad hoc* committees to carry out specific charges may be appointed from time to time by the President.

#### ARTICLE IX. Dues

Annual institutional dues are reviewed by the membership every two years. Payment is made to the Treasurer.

#### ARTICLE X. Fiscal Year

The fiscal year shall be from September 1 to August 31.

#### ARTICLE XI. Amendments

1. Amendments to these Bylaws may be proposed by at least five members of TCCAO, and such proposed amendments shall be provided in writing to the President. Such amendments may be acted upon at any quarterly meeting or via an e-mailed ballot.
2. A copy of proposed amendments shall be provided to each member via e-mail at least three weeks prior to the meeting at which they will be submitted for approval.
3. An affirmative vote of two-thirds of the members present at the meeting (or of the members voting via e-mailed ballot) shall be necessary to adopt any amendments.
4. Any technical or grammatical changes (not substantive in content) to these bylaws may be made by the Executive Committee.
5. The dues amount specified in the Bylaws' Addendum may be updated subsequent to a vote by the membership on increasing the dues without a separate vote.

**Adopted 8/27/11**

## ADDENDUM TCCAO BYLAWS

### DUTIES

The detailed duties of the Vice President/President Elect are to:

- a. Reserve hotel meeting rooms and guest rooms for guest speakers paid by TCCAO.
- b. Order food and beverages for all meetings.
- c. Plan the annual retreat:
  - (i) Coordinate with TCCAO members regarding date and location.
  - (ii) Reserve meeting rooms and guest rooms, and the cost of the meeting rooms, food and beverages, speakers' fees and expenses, and audio-visual and other needed equipment to be paid by TCCAO.
  - (iii) Select and schedule food for meals and breaks.
  - (iv) Send retreat announcement containing registration form to membership via e-mail. Form includes menu options and registration fee information, the latter set by the Executive Committee. Registration fees are sent by members directly to Treasurer.
  - (v) Based upon membership input, develop retreat agenda, to include speaker, panels, and other types of sessions.
  - (vi) Send agenda draft to all members, along with reminders as retreat date approaches.
  - (vii) Assist with member check-in at the retreat and coordinate the room reservations and food.
  - (viii) Proof all invoices for meeting rooms, guest rooms, and food, and send approved invoices to Treasurer for payment.

### DUES

The current annual institutional dues are \$150 for the chief academic officer and \$100 for each additional qualified individual.