



**BY-LAWS
COUNCIL TO ADVANCE TWO-YEAR COLLEGES**

ARTICLE I – DUTIES OF THE OFFICERS AND EXECUTIVE DIRECTOR

Section 1. – PRESIDENT: It shall be the duty of the president to preside at meetings of the Council and meetings of the Executive Committee and to perform such other duties as ordinarily pertain to this office and give notice of all meetings of the membership and Executive Committee. The president will work with the Executive Director to plan and host the annual fall convention.

Section 2. – PRESIDENT-ELECT: It shall be the duty of the president-elect to preside at meetings of the Council and meetings of the Executive Committee in the absence of the president and shall be responsible for CATYC programming at the annual Higher Learning Commission meeting.

Section 3. – VICE PRESIDENT: It shall be the duty of the vice president to chair the Research Committee and support the executive director with the development, planning, and promotion of Council-sponsored workshops, seminars, and academies.

Section 4. – IMMEDIATE-PAST PRESIDENT: It shall be the duty of the immediate-past president to provide advice, counsel, and wisdom to members of the Executive Committee.

Section 5. – EXECUTIVE DIRECTOR: It shall be the duty of the executive director to prepare and record meeting minutes for approval by the Executive Committee, to provide the Council with centralized coordination for all office and administrative duties, to provide for all program coordination, to provide all financial services, and other duties that are assigned by the Executive Committee. The services and other duties provided by the Executive Director will be negotiated with the Executive Committee and will be reviewed, evaluated, and approved annually by the Executive Committee. The Executive Director serves at the pleasure of the Executive Committee.

ARTICLE II – FINANCES

Section 1. Dues will be based on headcount enrollment as identified in the current year Higher Education Directory. The dues structure is as follows:

0-499	\$125
500-1,999	\$150
2,000-4,999	\$175
5,000-9,999	\$200
Over 9,999	\$225
Associate Membership.....	\$225
Individual/Emeritus/Honorary Membership.....	\$ 50

Section 2. The budgetary year shall be from July 1 through June 30, and dues shall be payable at the beginning of the budgetary period for the ensuing academic year.

Section 3. Expenses incurred by members in attending CATYC and committee meetings will be borne by each CATYC member of the Council, agency, or institution which the member represents.

Section 4. An annual financial review by a CPA of financial records of CATYC shall be conducted and reported to the Executive Committee.

ARTICLE III – MEETINGS

Section 1. There shall be an Annual Fall Conference of the CATYC at such time and place as determined by the Council Executive Committee. Additional meetings of the Council include the Higher Learning Commission Annual Spring Conference.

Section 2. The Executive Committee will hold three (3) meetings each year as follows: The first day of the Annual Fall Conference; the Higher Learning Commission Annual Spring Conference; and a conference call meeting (usually in February).

Section 3. A quorum of the Council shall consist of those members in attendance at the Annual Fall Conference.

Section 4. Written notice of any meeting of the membership shall be given at least seven (7) days previous thereto.

ARTICLE IV – COMMITTEES

Section 1. – NOMINATING COMMITTEE: The President shall appoint the Nominating Committee to prepare a slate of candidates for the position of president, president-elect, and vice president.

Section 2. – RESEARCH COMMITTEE: The Research Committee shall review all applications for research endorsement or research grants, and the awards will be announced after the Council's Annual Fall Meeting. Approved grants will be funded up to a maximum of \$3,000. The Research Committee membership: Vice President (Chair), Past-President, and Executive Director.

Section 3. – SPECIAL COMMITTEES: Special Committees may be created and appointed at the discretion of the President.

ARTICLE V – DISSOLUTION OF THE CATYC

Section 1. – DISSOLUTION: Upon the dissolution of the Council to Advance Two Year Colleges (CATYC), the Executive Committee of the Council shall, after paying or making provisions for payment of the liabilities of the CATYC, dispose of all assets of the Council by transferring all of the physical assets to its contractual host, the Labette Community College, and all of its fiscal assets shall be distributed equally to active members on a pro-rata basis.

ARTICLE VI – DATE OF EFFECT

Section 1. These By-Laws and any amendments thereto shall become effective on adoption by the Council Executive Committee, provided that such actions taken herein and by amendment hereto are not in conflict with the provisions of the Constitution of the Council to Advance Two Year Colleges.

Revision: February 2007
Reviewed: January 2012
Revised: September 2017
Revised: February 2021
Revised: September 2022
Revised: September 2024
Revised: October 2025