



CONSTITUTION COUNCIL TO ADVANCE TWO YEAR COLLEGES

ARTICLE I – NAME

Section 1. NAME: The name of the Council shall be the COUNCIL TO ADVANCE TWO YEAR COLLEGES and shall be hereinafter referred to in this constitution as CATYC or Council.

Section 2. OBJECTIVE: The CATYC is organized as a not-for-profit, tax-exempt unincorporated organization for two-year college administrators and shall be operated for charitable, educational, and research purposes within the meaning of Section 501c (3) of the Internal Revenue Code, and the objectives shall not be transacted and carried on for profit.

ARTICLE II – MISSION/PURPOSES

Section 1. MISSION: The CATYC mission is to promote and support quality educational standards, practices, and policies for two-year colleges.

Section 2. PURPOSES:

- A. To work with accrediting agencies to promote the accreditation standards, practices, and policies for two-year colleges
- B. To promote affiliate relationships between CATYC and other relevant associations, government bodies, and stakeholder agencies.
- C. To sponsor events and activities on appropriate topics of accreditation, student success, innovation, and other relevant issues.
- D. To promote research and assist the member institutions in meeting changes in two-year college education.
- E. To provide information to and encourage positive relationships among member institutions and organizations interested in two-year college education.

Section 1. PRINCIPAL OFFICE: The CATYC principal office is located at Labette Community College, 200 S. 14th Street, Parsons, KS 67357. The phone number is: (620) 421-6700 or 1-888-Labette.

The address is as follows:

COUNCIL TO ADVANCE TWO-YEAR COLLEGES
In Care of Labette Community College
200 S. 14TH Street
Parsons, KS 67357

ARTICLE IV – DEFINITIONS

Section 1. COUNCIL: The term “Council” as used in this Constitution shall mean a voluntary membership organization established to promote and protect the interests of community colleges as they relate to higher education accrediting agencies.

Section 2. EXECUTIVE DIRECTOR: The term “Executive Director” as used in this Constitution shall mean a salaried or voluntary individual whose primary responsibility is to implement the management goals set by the CATYC Executive Committee.

ARTICLE V – MEMBERSHIP

Section 1. INSTITUTIONAL MEMBERSHIP: Any institution within the United States which is organized on a two-year basis, having CHEA-recognized Accreditation or Admission of Candidacy, and having a two-year associate degree program, may become an institutional member. Institutional membership is open to all qualified institutions and each campus and central administrative unit within a multi-campus system. The institutional member will be represented by the chief executive officer or the CEO’s designee and will be entitled to vote on all business of the organization.

Section 2. ASSOCIATE MEMBERSHIP: Any individual or organization interested in education and in the development of the two-year college movement may become an associate member, excluding chief executive officers of institutional members, described in Article V, Membership, Section 1. An associate member will receive announcements and membership meeting privileges, but may not vote or hold office.

Section 3. EMERITUS MEMBERSHIP: Any retired educator who has held past membership in the organization is eligible to continue to participate as an emeritus member. Any emeritus member will receive announcements and membership meeting privileges, but may not vote or hold office.

Section 4. HONORARY MEMBERSHIP: Individuals who have performed outstanding service to the two-year college movement may, by action of the Executive Committee, be granted honorary membership.

ARTICLE VI – OFFICERS

Section 1. OFFICERS: The officers shall consist of president, president-elect, vice president, and the immediate past president. The president, president-elect, vice president, and the immediate past president must be members of the CATYC. All officers serve without salary.

Section 2. TERMS: Officers of the Council will serve for a period of one year.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of up to seven members: president, president-elect, vice president, immediate past president, and three other voting members. In addition, past presidents will be considered emeritus members of the Executive Committee. Committee members will assume responsibility following the adjournment of the annual fall meeting.

Section 2. The Executive Committee shall have full authority to act for the Council when the Council is not in session. It shall, however, seek at all times to make its actions conform to the general policies of the Council, and it shall report its actions to the membership at the annual meeting.

Section 3. The Executive Committee shall be called into session by the president or a majority of the Executive Committee.

Section 4. If an officer is unable to fulfill his or her responsibilities, the next successor in line shall move into his or her position.

ARTICLE VIII – OTHER 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 consist of the vice president, past-president, and the executive director. The vice president shall serve as chairperson of the Research Committee.

ARTICLE IX – MEETINGS OF THE COUNCIL

Section 1. ANNUAL MEETING: The annual meeting of the Council shall be held in the fall at a time and place determined by the Executive Committee.

Section 2. ANNUAL MEETING CHAIRPERSON: The annual meeting chairperson, in cooperation with the executive director and the president of the Council, and the host state representative, shall plan the annual meeting.

Section 3. SPECIAL MEETINGS: Special meetings of the Council may be called by the Executive Committee provided at least a three-week notice shall be given to the Council membership. This notice shall state the purpose of the meeting.

ARTICLE X – FINANCES

Section 1. Dues for Institutional Membership, Associate Membership, and Emeritus Membership shall be set by the Executive Committee.

Section 2. The rights, privileges, and benefits of membership in this Council are contingent upon good financial standing.

Section 3. The fiscal year of the Council is from July 1 to June 30.

ARTICLE XI – PARLIAMENTARY PROCEDURES

Section 1. QUORUM: The annual meeting, special meetings, and committees of the Council may conduct business on the basis of a majority of members present and voting.

Section 2. ROBERT’S RULES: The latest edition of Robert’s Rules shall be used by this Council unless the constitution specifies otherwise.

ARTICLE XII – AMENDMENTS

Section 1. This Constitution or the By-Laws may be amended or repealed in whole or in part by a majority vote of the members attending an annual meeting.

ARTICLE XIII – DATE OF EFFECT

Section 1. This Constitution shall take effect immediately upon its adoption. The provisions of the Constitution and By-Laws, following adoption, shall have the effect of creating a new Council, and past practices of the Council shall not be binding.

Revision: February 16, 2007

Revision: January 2012

Revision: September 2017

Revision: February 17, 2021

Revision: October 1, 2023

Revision: September 22, 2024

Revision: October 5, 2025