Bylaws of the Learning and Tutoring Center Association (LTCA)

# Preamble

These bylaws of the Learning and Tutoring Center Association (LTCA) define the purpose of the association and membership of the LTCA. They also outline the organizational structure, election procedure for officers, committee work, and voting protocol for the LTCA.

# Article 1: Purpose

## Section 1. Purpose

The Learning and Tutoring Center Association (LTCA) is a community of practice for higher education learning and tutoring center professionals in the state of Washington. The purpose of the group is to strengthen learning and tutoring centers at higher education institutions throughout the state of Washington by providing a forum for LTCA members to discuss challenges as well as share ideas, resources, and recommendations about policy. Learning and tutoring center professionals include all providers of academic support, resources, and skill development. The LTCA meets quarterly at colleges and universities in the state of Washington to discuss best practice regarding pedagogy, policy, finance, and organizational structure.

## Section 2: Objectives

The LTCA strives to facilitate collaboration, develop best practices, and make recommendations for interested stakeholders to achieve the following objectives:

1. Provide mutual exchange of information and ideas for the purpose of increasing the effectiveness of Learning Assistance Centers (LAC).
2. Work with appropriate agencies and organizations to develop and promote understanding of LAC services.
3. Establish and maintain a cohesive network of LAC professionals that can offer professional development opportunities such as mentoring.
4. Develop and promote LAC best practices based on research and collaboration.
5. Advise and make recommendations to institutional administration and leadership on LAC best practices.
6. Advise and make recommendations to state-wide education policy makers on LAC best practices.

# Article II: Organizational Structure

## Section 1: Membership

The membership will be open to individuals as well as institutions that support the LTCA though annual dues.

### Individual Membership

* 1. Individual members of the LTCA include providers of academic support, resources, and skill development at higher education institutions in Washington State who have attended two or more LTCA meetings and registered as members.
  2. Individual membership is maintained by attending one or more meetings per academic year.

### Institutional Membership and Voting

* 1. Institutions that pay annual dues for at least one individual member receive three votes in LTCA decision-making actions.
  2. The three votes will be distributed as the institution chooses, and three votes may be cast regardless of individual attendance at the meeting. I.e.: A single representative may cast three votes for their institution.
  3. If no member or designee attends, no votes can be cast at that meeting, unless a proxy has been designated in writing to the Secretary, and that proxy attends.
  4. Annual dues are payable by Oct. 1 of each year to ensure active voting memberships for the Fall LTCA meeting.

## Section 2. Executive Board Officers

The LTCA Executive Board shall strive to be comprised of officers that represent the diversity of the types of Learning Assistance Centers, institutions, and employee classifications. Participation in the LTCA may comprise part of professional duties and professional development activities.

### Officer Positions and Responsibilities

* 1. President / Chair

The President / Chair convenes meetings, presides over the Executive Board, and serves as an ex-officio member of all Committees. The President must have held a previous board position.

* 1. Vice President / Chair-elect

The Chair-elect shall assume the duties and powers of the Chair in the absence of that officer.

* 1. Secretary

The Secretary shall be responsible for the records and correspondence of the Executive Board, and shall distribute minutes and related information prior to the next scheduled meeting. The Secretary shall accept proxy vote assignments upon request.

* 1. Treasurer

The Treasurer shall establish and maintain financial records and report at regular meetings, shall collect registration fees, and shall provide for the payment of all authorized expenses.

* 1. Technology Manager

The Technology Manager shall be appointed by the Executive Board, and shall maintain the LTCA’s web presence, including platforms such as Canvas, as well as oversee the structure and organization of the LTCA’s public and private electronic information.

* 1. Committee Co-Chairs

Co-chairs for each committee should include both a faculty and staff member when possible.

* 1. Officers who cannot complete their term will be replaced by appointment by the Executive Board.

### Election of Officers

* 1. Election of Officers takes place in Spring for the following year.
  2. Election of Officers will be elected by a simple majority of votes at the Spring Meeting.
  3. Newly elected Officers shall assume their duties on July 1 for the following academic year.

### Terms

* 1. Board Officers shall serve for two-year terms.
  2. All Board Officers positions shall be limited to two consecutive terms.

# Section 3. Committees

Committees explore and address specific issues of interest to the LTCA. Committees may be proposed to the Executive Board by members. Interested members present a proposal with potential co-chairs for the Executive Board to approve.

## Current Standing Committees

* 1. Research Committee
  2. LAC Employee Relations
  3. Guided Pathways

## Ad Hoc Committees

* 1. Shall be approved and dissolved by the Executive Board for short-term projects and interests.

# Section 4. Meetings

The LTCA hosts meetings of the general membership and public, as well as Board meetings.

## General Membership Meetings

* 1. There shall be three meetings a year, one per each academic quarter (fall, winter, spring).
  2. The locations of general meetings will be decided at the Spring meeting for the following academic year.
  3. General meetings are open to the public.

## Board Meetings

* 1. The board shall meet at least four times a year.
  2. Attendance can be virtual or in-person.
  3. Board meetings require a quorum of a simple majority of seated Board Members to convene.
  4. Board meetings may be attended by LTCA members and approved observers.

## Rules of Order

* 1. Meeting procedure shall be guided by *Robert’s Rules of Order.*

**Ratified: Jan 31, 2020 – Lake Washington Technical College**