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 election procedures for board members, committee work, and member voting protocol.

# Article 1: Purpose & Objectives

## 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, either remotely or in-person 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 and Voting

The membership will be open to individuals as well as institutions that support the LTCA. The organization may vote to add annual membership dues if and when it undergoes periods of regular financial demand, and may likewise expand requirements for attaining and maintaining membership.

### Individual Membership

* 1. Individual members of the LTCA include administrators of Learning & Tutoring Centers that provide academic support, resources, and skill development at Washington State public community or technical colleges.
	2. Interested administrators achieve individual membership by making a request to the LTCA board.

### Institutional Membership and Voting

* 1. Institutions that are part of the SBCTC and that are represented by 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 from an institution attends a given meeting, then no votes from that institution may be cast at that meeting unless a proxy has been designated in writing to the board in advance, and that proxy attends.
	4. All measures voted on shall require a simple majority. These include but are not limited to board elections, by-law revisions, additions/changes regarding dues, membership requirements, meeting format, and financial expenditures.
	5. Members of LTCA that are not part of the SBCTC are considered non-voting members.
	6. Representatives from SBCTC, IC, other councils/commissions, state agencies, service providers, and other invited guests may contribute as requested in an ex-officio, non-voting status.

## Section 2. Executive Board Members

The LTCA executive board shall strive to be comprised of members 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. The following responsibilities shall be shared or delegated within the board; however, designation of officers with dedicated roles and responsibilities may be voted into the by-laws if deemed appropriate.

### Board Responsibilities

* 1. Schedules, plans, convenes, and presides over LTCA meetings.
	2. Takes and distributes meeting minutes.
	3. Maintains records and correspondence, including membership activity.
	4. Sends out announcements, agendas, forms, and other documentation ahead of meetings.
	5. Accepts proxy vote assignments upon request.
	6. Maintains any web presence, including listservs and platforms such as Canvas.
	7. Oversees structure and organization of any LTCA public or private electronic information.
	8. Maintains a presence on LTCA committees.
	9. Appoints interim replacements for board members who cannot complete their term.
	10. In the case of the LTCA adding membership dues:
		1. Establishes and maintain any financial records.
		2. Collects any payments or fees from members.
		3. Provides for payment of all authorized expenses.

### Election of Board Members

* 1. Election of board members takes place in Spring for the following year.
	2. Members will be elected by a simple majority of votes at the Spring meeting, either in in-person or using the anonymous polling application of a video conferencing platform like Zoom.
	3. Newly elected members shall assume their duties on July 1 for the following academic year.

### Terms

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

# Section 3. Committees

Committees explore and address specific issues of interest to the LTCA. Committees are co-chaired and may be proposed to the executive board by interested members for approval.

Standing committees may be voted into the by-laws if desired by the organization. Ad hoc committees 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 any in-person 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.

# Section 5. Amendments

Bylaws may be amended by a two-thirds (2/3) vote of the official members in attendance.  Proposed amendments or revisions must be submitted in written form to the entire membership at least two weeks in advance of the meeting at which the action will be taken.

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

**Revised: May 31, 2024**

**2nd Revision: <>, <>, 2024**