

**Constitution of
THE LEADERSHIP CONSORTIUM OF NORTH TEXAS AREA
COLLEGES & UNIVERSITIES**

Amended and restated

**ARTICLE I.
NAME**

- Section 1. The name of this organization shall be the leadership consortium of North Texas Area Colleges & Universities. Further reference to the name of this organization in this constitution shall be made by the abbreviation TLC.

**ARTICLE II.
PURPOSE**

- Section 1. The purpose of this organization shall be to provide quality professional development opportunities through the training of student leaders and through the sharing and combining of information, ideas, and resources on North Texas area colleges and universities.
- Section 2. TLC is organized exclusively for charitable, education, or scientific purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.
- Section 3. No part of the net earnings of TLC shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that TLC shall be authorized and empowered to pay reasonable compensation for services rendered and to make Payments and distributions in furtherance of the purposes set forth in article 2, section 2 of this constitution .No substantial part of the activities of TLC shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and TLC shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this constitution, TLC shall not carry on any other activities not permitted to be carried on by: (a) an organization exempt from federal income tax under 501(C) (3) of the Internal Revenue Code or a corresponding section(s) of any future federal tax code or (b) an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code or a corresponding section(s) of any future tax code.

**ARTICLE III.
MEMBERSHIP**

- Section 1. Membership shall be open to colleges and universities in the North Texas area interested in promoting student leadership development. Membership is contingent upon of annual dues. Annual dues allow an institute an unlimited number of representatives from any department organization.

**ARTICLE IV.
FINANCES**

- Section 1. Fiscal year shall be from **January 1 through December 31.**
- Section 2. Membership dues shall be determined by the Steering Committee shall be payable to the Treasurer upon receipt of an annual membership application sent prior to the beginning of the fiscal year, which shall be from January 1 to December 31.
- Section 3. Payment of dues shall place the institution in good standing with TLC .if dues are not paid within **45** days from the beginning of the fiscal year, an institution shall not be considered in god standing with TLC and voting privileges will suspended until dues are paid.

**ARTICLE V.
STEERING COMMITTEE**

- Section 1. The governing body of TLC shall be the Steering Committee .The steering Committee shall be comprised of the following elected officers: **President, President-Elect, Past President, Secretary, Treasurer, Development Coordinator, Conference Coordinator, Membership Coordinator, and Marketing Coordinator.**
- Section 2. The **President** and **President-Elect** shall not represent the same institution.
- Section 3. Terms of office shall be one year, except for the Treasurer who shall serve a two-year term.
- Section 4. Should any officer, except the **President**, be unable to complete his /her term of office, the **President** shall appoint a person to fill the vacant position for the remainder of term.

Section 5. Two-year and four-year colleges and universities shall be represented on the Steering Committee.

ARTICLE VI. ELECTIONS

Section 1. Elections shall held at the Business Meeting of the annual Leadership Conference Terms shall begin at the first quarterly meeting following the election.

Section 2. Volunteers of office may submit their names to the **Past President** two weeks prior to the annual conference. Nominations from the floor will also be accepted.

Sections 3. Officers shall be elected by the membership in attendance. Offices shall be filled by those candidates receiving the majority of votes. Each institution shall have only one vote.

ARTICLE VII. MEETINGS

Section1 TLC meetings shall be held quarterly.

Section2. Special meetings may be called by the TLC Chairperson.

Section 3. Steering Committee meeting will be held as needed to conduct TLC business.

ARTICLE VIII. DISSOLUTION

Section 1. Dissolution may occur formally or informally.

- I. Formal dissolution occurs when two-thirds of membership votes to dissolve TLC.
- II. Informal dissolution occurs when all of the following cease to exist for a period of 12 months: Steering Committee and quarterly meetings, dues and registration fees collection, the annual Leadership Conference, and any other regular activities and event of TLC.

**By-Laws of
THE LEADERSHIP CONSORTIUM OF NORTH TEXAS AREA
COLLEGES & UNIVERSITIES**

Amended and restated on a Yearly Basis

**ARTICLE I.
DUTIES OF OFFICE**

- Section 1. The **President** shall be the chief voice of TLC. S/he shall:
- a. preside at all TLC meetings and all meetings of the Steering Committee;
 - b. chair awards committee;
 - c. have the authority, with input from the Steering Committee, to appoint ad hoc committees and shall report those appointments to TLC; and
 - d. Perform the duties customary to the office and such additional duties as deemed appropriate by the Steering Committee.
 - e. **Upon taking office the president is responsible for revising the by-laws as needed.**
- Section 2. The **past Chairperson** shall oversee elections and perform other duties as requested by the Chairperson or the Steering Committee.
- Section 3. The **President-Elect** shall plan and s/he shall:
- a. plan and coordinate professional development opportunities at quarterly meetings;
 - b. act as **President**, providing leadership for TLC in the absence of the **President**;
 - c. Succeed the **President** at the end of the **President's** term of office or upon death or resignation of the **President**.
- Section 4. The **Treasurer** shall be the custodian of TLC funds. S/he shall:
- a. Maintain accurate financial records;
 - b. Process all monetary transactions in a timely manner, including billing and receiving of membership dues as well as the annual Leadership Conference registration fees;
 - c. Collect Steering Committee, Leadership Conference Committee, and any other budgets for preparation of the annual TLC budget;
 - d. Prepare and present TLC budget for adoption at the **first quarterly meeting**; and
 - e. Maintain communication with and process documentation for the Internal Revenue Service.

- Section 5. The **Secretary** shall document the decisions of TLC and be its historian. S/he shall:
- a. record and distribute minutes of all Steering Committee and regular quarterly meetings of TLC;
 - b. maintain the archives and history of TLC; and
 - c. maintain leadership resource manual
- Section 6. The **Development Coordinator** shall:
- a. Be responsible for researching and coordinating funds – raising and grant opportunities and conference donations.
- Section 7. The Conference **Coordinator** shall:
- a. Coordinate and implement the annual Leadership Conference & logistics
- Section 8. The **Marketing Coordinator** shall:
- a. annually recruit membership for TLC ; and
 - b. Promote functions and activities of TLC through a fall, spring, and summer publications.
 - c. Chair Marketing Committee
- Section 9. The **Membership Coordinator** shall:
- a. maintain an up to date list of contacts a area colleges and universities; and
 - b. act as a central location to disseminate information; and
 - c. act as a liaison with officers and the general membership.

ARTICLE II. COMMITTEES

- Section 1. Committees shall be composed of TLC member representatives.
- Section2. Standing Committees shall include: Leadership Conference and Awards.
- Section3. Other standing committees shall be selected and approved by the Steering Committee.

ARTICLE III. AMENDMENTS

- Section1. Proposals to amend the By-Laws may be initiated by any TLC member. The by-law may be amended by two-thirds vote of membership.

**ARTICLE IV.
PARLIAMENTARY PROCEDURE**

- Section 1. All meetings shall be conducted according to the procedures specified in the most recent edition of Robert's Rules of Order.
- Section 2. The president officer at any meeting may appoint a parliamentarian for consultation on parliamentary matters.

These by-laws were amended and adopted by the voting membership of the Leadership Consortium of North Texas Area Colleges & Universities at its quarterly meeting on the 4th day of April 2003. In witness thereof.

Susan English - Chair

Kathleen Kennedy - Secretary