

**BYLAWS OF THE WASHINGTON STATE  
COMMUNITY & TECHNICAL COLLEGE  
ARTICULATION & TRANSFER COUNCIL**

**ARTICLE I – Name and Affiliations**

Section 1. Name

The name of this organization shall be the Washington State Community & Technical College Articulation and Transfer Council, hereafter referred to as "Council" or "ATC."

Section 2. Affiliations

The Council is a subsidiary of the Instruction Commission and the Washington Association of Community & Technical Colleges.

**ARTICLE II – Objectives**

The objectives of ATC shall be:

- A. To provide leadership for the identification of issues and recommendation of actions to improve transfer within the community and technical college system and between the colleges and baccalaureate institutions.
- B. To cooperate/partner with higher education institutions (colleges and universities) and other educational institutions to promote and to maintain the transfer agreements within the state of Washington.
- C. To develop, adopt, and promote academic standards for the completion of transfer programs.
- D. To support the work of the Instruction Commission related to transfer issues.
- E. To cooperate/partner with K-12 institutions and other educational institutions to facilitate communication between K-12 institutions and higher education institutions and to recommend initiatives that respond to articulation needs.

**ARTICLE III – Organizational Structure**

Section 1. Membership

- A. Regular members of the Council shall be administrators who work with instructional transfer programs and articulation agreements from each college within the community & technical college districts in Washington. One regular member shall represent each college. In addition, up to three representatives of the Washington State Student Services Commission (WSSSC) will serve on the Council.
- B. Ex-officio members shall include representatives from the State Board of Community and Technical Colleges and the Instruction Commission.
- C. Regular members, ex-officio members and liaisons will be assessed fees to cover operational costs for meetings and any conferences.

## Section 2. Officers

- A. The officers of the Council shall be a President, Vice-President/President-Elect, the immediate past President, a Secretary and a Treasurer who shall each serve a term of one year.
- B. An ATC Liaison to the Instruction Commission shall be appointed annually by the ATC President and serve as a member of the Executive Committee.
- C. Responsibilities
  1. The President shall preside at all meetings of the Council and at all meetings of the Executive Committee and perform such other duties as may be necessary.
  2. The Vice-President/President-Elect shall perform the duties of the President in the event of absence of the President and assume the office of the President in the following year.
  3. The Secretary shall give notice of all meetings to the membership, record and distribute minutes of said meetings, and maintain an accurate listing of all members and associate members of the Council.
  4. The Treasurer shall establish and maintain financial records and report at regular meetings, and shall provide for the payment of all authorized Council expenses.
  5. The ATC Liaison to the Instruction Commission shall represent the ATC at each quarterly meeting of the Instruction Commission and at planning meetings held for Instruction Commission Councils, and provide reports to ATC membership at their quarterly meetings.
- D. Vacancies

Vacancies in the office of Vice-President/President-Elect, Secretary and Treasurer shall be filled by appointment by the majority of the remaining members of the Executive Committee for the remaining term. Vacancy in the office of the President shall be filled by the Vice-President/President-Elect.

## **ARTICLE IV – Committees**

### Section 1. Executive Committee

- A. The Executive Committee shall consist of the elected officers of the Council and the ATC Liaison to the Instruction Commission.
- B. The Executive Committee shall prepare the agenda for all meetings.
- C. The Executive Committee shall authorize expenditures for the Council.
- D. The Executive Committee may be empowered by the Council to act on the Council's behalf between scheduled meetings.
- E. The first slate of officers shall be the officers of the informal Articulation and Transfer Group.

### Section 2. Nominating Committee

The President will appoint the Nominating Committee. The Nominating Committee shall be responsible for presenting a slate of officers at the regular spring meeting.

### Section 3. Other Committees

The President shall have the authority to appoint other committees as needed. Members of such committees may include persons other than regular Council members.

## **ARTICLE V – Meetings**

### **Section 1. Schedule**

There shall be a minimum of three Council meetings each academic year. The President may call other meetings.

### **Section 2. Committee Meetings**

Executive Committee meetings, other committee meetings, or work groups established by the ATC may meet at the time and location established by the committee or group chairperson and may include electronic meetings.

### **Section 3. Rules of Order**

Robert's Revised Rules of Order shall be the guiding document for the governance of all meetings.

### **Section 4. Voting Privileges**

- A. Each regular member is entitled to one vote on matters brought before the Council.
- B. If a regular member is unable to attend a meeting, an alternate from the representative college may attend with full voting privileges. No proxy voting will be permitted.
- C. Official actions may be authorized between scheduled meetings by a majority vote of all regular members and may be conducted by telephone or electronic means.

### **Section 5. Quorum**

A voting quorum shall consist of a majority of the regular members.

## **ARTICLE VI – Amendments**

Bylaws may be amended by a two-thirds vote of the regular members present at any scheduled meeting of the ATC. Proposed amendments 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.

### **History of Approvals:**

Reviewed at the fall 2004 meeting of the informal Articulation and Transfer Group. Status: Unanimously approved October 14, 2004 at Columbia Basin College with 28 community and technical colleges represented. The Articulation and Transfer Group has been operating under a draft version of these by-laws since February 2001.

Reviewed and approved at the November 2004 meeting of the Instruction Commission. Revised at the February 2005 Instruction Commission meeting to include representatives from the Washington State Student Services Commission (WSSSC). Status: Approved November 4, 2004 at Wenatchee Valley Community College, amended February 17, 2005.

Approved by WACTC March 2005