

# Bylaws

## Capital Area College Tech Prep Consortium

Approved November 11, 2002  
Revised and Approved April 14, 2005

### Article I: Purpose

The purpose of the Capital Area College Tech Prep Consortium is to make recommendations regarding Tech Prep funding and services within the region, with the primary emphasis of services being placed on independent school districts, post-secondary institutions, and regional businesses and industries. The Council will create and oversee a five-year strategic plan to guide the development and implementation of Tech Prep in the eleven county region comprised of Bastrop, Blanco, Burnet, Caldwell, Fayette, Gillespie, Hays, Lee, Llano, Travis, and Williamson counties.

### Article 2: Membership

Section 1. Each Independent School District (ISD) in the eleven county region will be invited to participate in the Consortium. Additional members will be invited from:

- Charter Schools
- Post Secondary
- Employers
- Labor
- Workforce Development Agencies/Associations
- Regional Education Service Center
- Other Community Based Organizations

Each participating organization will annually designate a representative and one or more alternates. The first meeting of the school year will determine the make-up of the Consortium.

Section 2. Consortium members will serve with no term limits. Committee chairs and Governing Council members will serve staggered two-year terms with no term limits, although they will be subject to election every two years.

### Article 3: Meetings

Section 1. Consortium meetings will be held a minimum of four times per year at dates and times to be determined by the Executive Director. The Governing Council will meet prior to each Consortium meeting and as needed at other times as determined by the Executive Director.

Section 2. The first meeting the Consortium in each academic year shall be designated as the Annual Meeting at which time the Chair or Co-Chairs for the upcoming year shall be elected by the membership. Governing Council members and Committee Chairs whose terms are expiring may be reelected or new Chairs elected at this meeting.

Section 3. If it is deemed necessary to meet between regularly scheduled meetings, the Executive Director or the Council Chair or Co-Chairs can call a special Consortium meeting. The purpose of the meeting will be stated in the call and at least one-week notice will be given.

#### **Article 4: Rules and Procedures**

Section 1. The CACTPC will operate under Robert's Rules of Order as amended.

Section 2. Business will be conducted using a consensus model and action planning. If the membership is divided on an issue and cannot render a consensus decision, a two-thirds majority vote is necessary to over-ride dissenting votes. Each representative (or an alternate if the representative is absent) will have one vote.

Section 3. CACTPC Chair or Co-Chairs will preside over Consortium meetings unless they authorize the Executive Director to preside.

#### **Article 5. Committees**

Section 1. The Consortium will establish working committees as needed to address strategic planning, curriculum, articulation, professional development, marketing, data, infrastructure and related issues identified annually in the Strategic Plan. Each committee will have a chair. These chairs will be elected by the Consortium membership.

Section 2. A Governing Council of eleven members composed of the officers of the Consortium, the chairs of each of the committees, and members elected at large will serve to advise the executive director and CACTPC staff regarding actions necessary to support ongoing activities.

Section 3. The Governing Council is empowered by the Consortium to act in its behalf if an emergency or special need should arise. Any actions taken by the Governing Council are subject to review by the Consortium as a whole and can be rescinded by a two-thirds majority vote. Electronic communication of such Governing Council decisions or actions will be made immediately to the larger membership and any objections will be noted and made an agenda item for the next Consortium meeting.

Section 4. The Consortium shall ensure that the CACTPC fulfills the duties required by tech prep legislation. The Governing Council will designate specific responsibilities to staff and/or ad hoc action teams (as needed) to fulfill these responsibilities. Specifically, activities will be developed and evaluated in relation to the approved Strategic Plan for the Consortium.

## **Article 6: Action Teams**

Temporary teams composed of Consortium members, or individuals from designated organizations or communities, may be appointed as official action teams upon the recommendation of the Consortium. Such teams will receive support from CACTPC staff.

## **Article 7: Conflict of Interest**

Members will be expected to abstain from voting on any proposal or request in which that member has an interest. That member shall disclose, before a discussion, vote, or decision on the matter, the nature and extent of the interest, and shall abstain from voting on the matter. All abstentions related to conflict of interest shall be recorded and reflected in the minutes of the meeting.

## **Article 8: Approving Amendment to the Bylaws**

The members will approve amendments to the bylaws by a simple majority vote of the members in attendance. Voting may occur at any regularly scheduled meeting.

## **Article 9: Grants and Finances**

The CACTPC Executive Director and the Governing Council will announce to all CACTPC members the availability of tech prep grant funds.

## **Article 10: Roles of the Fiscal Agent**

The Fiscal Agent for the CACTPC shall be Austin Community College (ACC). The roles of the Fiscal Agent are:

1. Serve in accordance with a written agreement with the Consortium.
2. Hire and, when necessary, discharge the Executive Director after considering advice from the Governing Council of the CACTPC.
3. Provide purchasing, payroll, accounting, and other systems to support the budgets established by the Consortium and approved by the Fiscal Agent.
4. Claim indirect costs within the limits of the funding application.
5. Cooperate in staff hiring decisions observing the legal employment requirements of the fiscal agent.
6. Be the employer of record responsible for payroll and benefits administration in accordance with Texas law.
7. Provide suitable office space for project staff.
8. Provide direction to staff in matters of fiscal responsibility.