

NORTH CENTRAL TEXAS TECH PREP CONSORTIUM

BYLAWS

Article I: MISSION

The mission of the North Central Texas Tech Prep Consortium (NCTTPC) is to serve as a catalyst to build a strong systemic link between education and business/industry to empower students with a foundation of knowledge, skills, and attitudes which will facilitate entry into high-skill occupations.

Article II: GOALS

The goals of the NCTTPC will be in keeping with the requirements of a Tech Prep program as identified in the Carl D. Perkins Career and Technical Improvement Act of 2006 and the Texas Inter-Agency Tech Prep Guidelines. Specific NCTTPC or sector goals will be documented in the Consortium's Request for Proposal.

Article III: ORGANIZATIONAL STRUCTURE

Section A: Geographic and Functional Scope

1. Geographic: The geographic scope of the Consortium represents three (3) community college districts within the North Central Texas Governor's Planning Region 4.
 - (a) Dallas County Community Colleges, which represent Dallas County, shall be referred to as the Dallas County Sector.
 - (b) Navarro College, which represents Ellis, Johnson, Somervell, and Navarro Counties, shall be referred to as the Southern Counties Sector.
 - (c) Tarrant County College, which represents Tarrant County, shall be referred to as the Tarrant County Sector.
 - (d) Rockwall and Kaufman Counties shall be primarily served and represented by the Dallas and Southern Counties Sectors.
2. Functional: The NCTTPC Governing Board and the Sector Steering Committees provide responsive leadership to:
 - (a) Advocate for and promote Tech Prep for North Central Texas Tech-Prep Consortium;
 - (b) Support the obtaining of funds;
 - (c) Support the sectors as they respond to local sector needs

Section B: Representation and Selection

1A. Representation: An executive board comprised of volunteers will be charged with making decisions which represent the best interests of the youth who reside in the rural, suburban, and urban communities of the North Central Texas area. The executive board shall be comprised of one chair, one vice-chair, one chair-elect, a fiscal agent representative, the executive director of Interlink, and nine other members nominated from the sectors, as well as one at-large position. Each sector shall select one representative from each of the following groups to serve on the NCTTPC board: business/industry, secondary education, and post-secondary education. All members of the board will vote on action items with the exception of the ex-officio board members listed below.

North Central Texas Tech-Prep Consortium
Initially Adopted by Steering Committee
September 21, 2005

- 1B. The ex-officio (Nonvoting) Executive Board members are:
 - (1) All Tech Prep administrative and support staff members at the consortium and sector levels
 - (2) Fiscal Agent Representative
 - (3) Past voting members
- 1D. Each voting member of the board is selected for a two-year term that is renewable by board approval.

Section C: Membership

- 1. Attendance: A voting member of the executive governing board may be removed if the member fails to attend three (3) consecutive quarterly meetings. The Executive Board will review instance of removal from the voting membership on an individual basis. A majority vote of the Executive Board is required for the removal from voting membership.
- 2. Conflict of Interest: Any member, voting or ex-officio, of the executive governing board is ineligible to enter into any buyer/seller relationship with the consortium, or any employee thereof, or any consortium sector, or employee thereof, during the term of service and for one (1) year after a term of service is completed.
- 3. Resignation: The resignation of any member from the Executive Board shall be in writing.
- 4. Filling Unexpired term: Any unexpired term created by a resignation or removal may be filled for the duration of that term by a representative of the respective sector steering committee of the resigned member. A vacancy in the at-large position will be filled based on nominations from the executive board membership (voting and nonvoting members may submit nominations; selection will be by voting members only).
- 5. Notification of Absence: Voting members will notify the Consortium office in advance of all absences.
- 6. Removal: Member status will be maintained by the office of the Consortium Executive Director. In the event a member fails to attend (3) consecutive meetings or is ineligible due to a conflict of interest, the office of the Consortium Executive Director will consult with the Consortium Executive Board Chair. If removal is warranted, the Board Chair will notify the member of removal in writing.

Article IV SECTOR STEERING COMMITTEE OPERATIONS

Section A: Terms

- 1. Each Steering Committee member chosen by a sector shall serve for a two-year (2) term. Consecutive terms may be served.
- 2. Each Steering Committee member serving by virtue of position will serve as long as he/she holds that position.

Section B: Duties of all Steering Committee Members

- 1. Advocate for and promote Tech Prep, especially for the North Central Texas Tech-Prep Consortium
- 2. Support the obtaining of funds
- 3. Support the sectors as they respond to local sector needs

Section C: Meetings

1. Each sector shall hold its quarterly steering committee meeting during the month prior to the quarterly report deadline if at all feasible.
2. Each sector will determine the agenda and the location for all meetings, rotating throughout the geographic region of the sector.
3. Meetings should benefit all concerned members of the steering committee: secondary institutions, post-secondary institutions, business and industry, community-based organizations, and labor organizations.

Article V EXECUTIVE GOVERNING BOARD OPERATIONS

Section A: Terms

1. Each Executive Governing Board member chosen by a sector shall serve for a two-year (2) term. Consecutive terms may be served.
2. Each Executive Governing Board member serving by virtue of position will serve as long as he/she holds that position.

Section B: Duties of Executive Governing Board Members

1. Provide Policy Governance
 - a. Update and approve bylaws, THECB Responsibility Grid for Tech-Prep, and other policy documents
 - b. Approve the proposed annual budget and all budget formulas prior to distribution
 - c. Monitor budget and financial matters
 - d. Maintain an active informed relationship with the fiscal agent
 - e. Confirm new Chair and vote in Vice-Chair and Chair-Elect
 - f. Represent the consortium as a whole when dealing with the Inter-Agency (comprised of the Texas Education Agency, Texas Higher Education Coordinating Board, Texas Council on Workforce and Economic Competitiveness, and the Texas Workforce Commission) as well as the Texas Governor's office.
2. Develop and Implement Strategic Planning
 - a. Develop and monitor a strategic plan
 - b. Review and approve contracts and proposals entered into with the fiscal agent and other parties
 - c. Endorse all consortium-wide activities and conferences
 - d. Approve consortium-wide publications
 - e. Approve all consortium-wide goals, objectives, strategies, and measures
 - f. Support consortium sectors by assisting with Sector strategic planning. Develop tactics for implementation and development of the annual re-application budget.
3. Evaluate consortium outcomes and outputs
 - a. Understand and evaluate the role and responsibility of an executive board member
 - b. Be educated as to goals, objectives, and status of the consortium
 - c. Conduct an annual Consortium evaluation and assessment
 - d. Champion the cause of tech-prep initiatives
 - e. Attend professional development activities offered to enhance the board's ability to improve tech-prep
4. Personal Involvement and Commitment
 - a. Research other funding streams
 - b. Seek Volunteers to help with initiatives

- c. Seek in-kind contributions and support
 - d. Aid the sectors in their search for qualified potential Steering Committee members
 - e. Attend and contribute to executive governing board meetings
 - f. Promote a positive image of the consortium
5. Hire and Evaluate the Consortium Director
- a. Create an Executive Director Search committee. The process should mandate a schedule that opens the position no later than two months after receiving the resignation of the Executive Director
 - b. Set of level of high expectations for the Director and monitor progress toward those expectations by providing direct feedback to the director regarding performance, as well as participating in the annual performance review of the Consortium's Executive Director

Section C: Additional Duties of the Chair and Vice-Chair

1. The Chair and Vice-Chair shall work with the Consortium Director to develop the executive board agenda.
2. The Chair and/or Vice-Chair shall serve as the first Business point-of-contact for the consortium, and as such, shall be current on implementation issues, barriers and solutions, and activity status.
3. The Chair shall facilitate and preside over all executive board meetings, unless unable to attend at which point, the Vice-Chair will preside.
4. The Vice Chair shall coordinate any sub-committees organized by the executive board.

Section D: Ex-Officio

All ex-officio Executive Board Members shall support the work of the governing board members in keeping with their assigned and appropriate job duties.

ARTICLE VI: VOTING PROCEDURE

Section A: Representation

1. Names: The executive board members of the consortium are identified in Article III, Section B, 1A.
2. Proxy and Votes per Member: Each voting member is entitled to one vote. Voting members who are unable to attend a meeting may send their proxy designating a voting member of the executive board to vote for them at the meeting. The proxy must be delivered to the NCTTPC Chair prior to the official start of the meeting.
3. Actions of the executive board will be based on a simple majority vote.
4. The vote: In the event of a tie vote, the chair will cast the deciding vote. (Chair only votes in case of a tie)

ARTICLE VII: FINANCES

Section A: Fiscal Agent

1. Name: The Dallas County Community College District shall serve as the fiscal agent for the consortium and all NCTTPC sectors.
2. Fiscal Year and Funding Source: The fiscal year shall run September 1 to August 31 in keeping with the Texas Higher Education Coordinating Board regulations.

3. Documentation: The Executive Governing Board will be provided quarterly budget expenditure documentation by the fiscal agent throughout the year.

Section B: Standing Budget Committee

1. Membership: The Executive Board has established a standing Budget Committee which consists of the Sector Supervisor from each sector, a business/industry rep from each sector, as well as the Chair and Vice-Chair of the executive board. The ex-officio members of this committee will be the Consortium Executive Director, the Fiscal Agent representative, and the sector coordinators.
2. Annual Review: The Budget Committee will adopt a process for annually reviewing individual sector and consortium budgets and recommending a total Consortium budget to the entire Executive Board for final approval.
3. Budget Flow Process: The Consortium and Budget Committee will follow this procedural chart for each fiscal year reapplication.
4. Chairperson: The Chairperson of the Standing Budget committee will be a member of and selected by that committee.

ARTICLE VIII: EXECUTIVE BOARD MEETINGS

Section A: Order of Business

1. Call to order
2. Approval of the minutes from previous meeting
3. Reports as necessary
 - (a) Executive Board Chair
 - (b) Consortium Executive Director
 - (c) Sector Coordinator Reports
 - (d) Fiscal Agent's Report
 - (e) Sub-Committee Reports
 - (f) Other Reports if any
4. Unfinished Business
5. New Business
6. Announcements
7. Meeting Adjournment

Section B: Agenda

1. Agenda items may be proposed to the Consortium Executive Director or the Executive Board Chair at least two weeks prior to the governing board's meeting.
2. Items not included in the agenda may be addressed under new business to be entertained before the close of each Executive Board Meeting.

Section C: Regular Meeting

1. Regular meetings will occur during the month after each quarterly fiscal reporting date. Due to budget and proposal writing requirements, two regular meetings will occur in the spring.

2. Announcements of the date of a regularly scheduled Executive Board Meeting shall be made at the preceding meeting. Meeting dates may be changed if all executive board members agree to the change.

Section D: Called Meetings

1. Special meetings of the executive board may be called by the Chair, or any five (5) voting members.
2. Notices of special meetings of the Executive Board shall be given at least one week prior to the meeting date.
3. If all of the members shall meet at any time and place and consent to the holding of a meeting, such a meeting shall be valid without call or notice and action may be taken.

Section E: Location of Meetings

The Chair of the executive board may designate any place, either within or outside of the North Central Texas Tech Prep Consortium geographic area, for any regular or special called meeting.

ARTICLE IX: AMENDMENTS TO THE BYLAWS

Section A: Who May Propose Amendments

Amendments to these bylaws may be proposed by executive board members, consortium staff, and/or sector steering committee members.

Section B: Procedures for Amending the Bylaws

1. Any proposal to amend these bylaws shall be delivered to the Chair of the Executive Board at least 45 days prior to the next regularly scheduled meeting of the Executive Governing Board.
2. The Executive Director of the Consortium or designee shall notify the membership of all proposed amendments and/or changes no later than thirty (30) days prior to the date of the next regularly scheduled meeting.
3. The voting members of the Executive Board shall consider and act upon each duly proposed amendment as transmitted to the Executive Board membership.