

GULF COAST PROCESS TECHNOLOGY ALLIANCE

BYLAWS

ARTICLE I. PURPOSE

Section I. The Gulf Coast Process Technology Alliance (GCPTA) is an organization of the Process Technology education providers and their business, industry, and community advisors cooperatively working toward their common goals. The objectives and means of the organization include:

OBJECTIVES

*Standard job-based curriculum
Use of quality instructional materials
Delivery of curricula by qualified instructors
Promotion of education for process technicians
Development of wide-spread industry and community support
Promotion of high standards for process technician education programs
Placement of Process Technology graduates at the beginning of successful career paths
Build strong partnerships between education, industry, community and government*

MEANS

*Sharing of instructional materials
Cooperative development projects
Collective professional development of staff and faculty
Sharing of equipment and facilities
Collaborative graduate placement efforts
Collaborative grant applications and resource development
Coordinated promotional campaigns
Use of "strength in numbers" to overcome obstacles*

The purpose for the Alliance is to increase the ability of its members to deliver quality education services to their customers. The Alliance shall establish standards for Process Technology education and strive to collectively reach or exceed those standards.

ARTICLE II. ORGANIZATIONAL STRUCTURE AND FUNCTION

Section I. the Gulf Coast Process Technology Alliance shall consist of the Steering Committee, Executive Committee, other committees as established, associated college, Industry, business, community, and government members, the Executive Director and staff.

Section 2. The purpose of the Steering Committee and its Executive Committee is to guide the activities of the Alliance. To this end, they shall establish policies, make decisions, and select and direct the Executive Director as needed.

Section 3. The purpose of the Alliance’s Executive Director and Staff is to guide, support, and coordinate activities according to the policies, directions, and decisions of the Executive Committee.

Section 4. “Endorsed” colleges (Endorsement requirements are located in the GCPTA Policy Manual) within the defined boundaries of the Alliance shall be represented on the Steering Committee as follows:

- One (1) education member selected by the college.
- Two (2) industry members selected by the process technology advisory committee for that college. NOTE: These individuals must either be or become Alliance members to serve in this position.

Section 5. “Associated” non-voting college (see Article III, Section 2) and non-voting individual members may be part of the Alliance, but shall not be a functioning part of the Steering Committee.

Section 6. The operating/fiscal year of the Alliance shall be January 1 through December 31

Section 7. The regional boundaries of the Alliance shall include the counties and parishes of states along the Gulf Coast in which Process Technology programs and their advisory committees exist.

ARTICLE III. COLLEGE MEMBERSHIP

Section 1. Representatives from Endorsed colleges shall have voting rights during Alliance business meetings. The exception to this will be Endorsed colleges located outside the defined boundaries of the Alliance.

Section 2. A college that is unable to meet all of the requirements for being an Endorsed college shall be considered an “Associated” college.

Section 3. Representatives from Associated colleges are excluded from voting on Alliance business.

ARTICLE IV. INDIVIDUAL MEMBERSHIP

Section 1. Steering Committee membership shall be determined by each college’s process technology program advisory committee (see Article II, Section 4). These

members, along with officers, and committee co-chairs, shall constitute the Alliance voting membership.

Section 2. Membership.

- Members within the regional boundaries of the GCPTA may include education, industry, business, and community representatives with an interest in Process Technology. Members may attend Alliance meetings and participate on committees (only those individuals in positions identified in Article V, Section 3 may serve on the Executive Committee).
- Education, industry, business and community representatives outside the regional boundaries of the GCPTA may also apply for Membership.
- Those requesting Membership shall submit an application to the Executive Director for review and development of a recommendation, which shall then be voted on by the Steering Committee.

Section 3. New members shall be voted on by the Steering Committee at a quarterly meeting. A majority vote of the Steering Committee members present is required for membership approval.

ARTICLE V. MANAGEMENT STRUCTURE

Section 1. The officers of the Alliance shall include a President, Secretary and Treasurer. The President must be an active or retired industry representative. An Education member may serve as either the Secretary or Treasurer. However, active or retired industry representatives must hold two of the three officer positions. Retired industry members who are employed full time by educational institutions shall be considered Education representatives. In addition, retired industry members who are employed by vendor companies shall not be eligible to hold officer positions.

Section 2. Standing committees shall be established as needed by the Executive Committee to function under their direction. Standing Committees may include, but are not limited to Financial, Public Affairs, Curriculum and Education, and Standards and Quality. One industry member and one education member, acting in concert shall chair these committees. These co-chairs shall be selected by the respective committee and approved by the Executive Committee. The remaining committee membership will be on a volunteer basis and at the discretion of the committee members.

Section 3. The Executive Committee shall include the officers of the Alliance, Standing Committee Co-Chairs, the Executive Director and the Public Affairs Director.

Section 4. Ad Hoc committees shall be established as needed. The structure of these committees shall be the same as for standing committees (see Article V, Section 2.)

Section 5. The Executive Director, Public Affairs Director and Staff members shall be Alliance employees and cannot hold office, preside over Standing Committees, or vote, with the following exception: The President or the Presiding Officer shall cast the tie-breaking vote in Executive Committee and Steering Committee meetings.

Section 6. The Executive Director and Public Affairs Directors shall be selected by and serve under the direction of the Executive Committee.

Section 7. The Administrative Assistant and other Staff members shall be selected by the Executive Committee and serve under the direction of the Alliance Officers.

ARTICLE VI. ELECTION, TERMS, AND DUTIES

Section 1. Nominations for officers shall be accepted at the last Steering Committee meeting of the calendar year in which the term of office expires.

Section 2. The President and Treasurer shall be elected at the last Steering Committee Meeting of each odd-numbered calendar year.

Section 3. The Secretary shall be elected at the last Steering Committee meeting of each even-numbered calendar year.

Section 4. Officers shall be elected by a majority vote of the Steering Committee. Normal term of office shall be two years. All officers shall serve until their resignation, expiration of their term of office, or they are removed by a majority vote of the Steering Committee.

Section 5. Officers may be elected for successive terms.

Section 6. A vacancy occurring in an officer position prior to the end of the normal term shall be filled by a majority vote of the Executive Committee.

Section 7. The President shall have responsibility for the general management of the affairs of the Alliance, shall preside at all meetings of the Alliance, shall see that orders and resolutions are carried into effect, and shall have such other powers and duties as may be designated by the Bylaws of the Alliance, by the Steering Committee, or the Executive Committee.

Section 8. The Secretary shall have responsibility for minutes of the Steering Committee and Executive Committee meetings. Minutes of Steering Committee meetings shall be submitted to the full Steering Committee for approval, and the approved document made available to members in a timely manner thereafter.

Section 9. The Treasurer shall have responsibility for the collection and disbursement of funds, the overall budget process, and accounting for the finances of the GCPTA. This responsibility shall include the management of the fiscal agent. The Alliance representatives designated by the Executive Committee shall do actual collection and disbursement of funds. The Treasurer shall also serve as one of the Co-Chairs of the Financial Committee

Section 10. The Executive Committee shall have responsibility for conducting the affairs of the Gulf Coast Process Technology Alliance as needed between Steering Committee meetings.

ARTICLE VII. MEETINGS

Section 1. Regularly scheduled meetings of the Alliance shall be held at least quarterly. The Executive Committee shall determine meeting dates.

Section 2. Special meetings of the Alliance may be called by the President, Executive Committee, or any five (5) voting members of the Steering Committee.

Section 3. Notice of any special meeting of the Alliance shall be given at least seven (7) working days prior to the meeting.

Section 4. The Steering Committee shall operate under Robert's Rules of Order except where in conflict with the Bylaws, in which case the Bylaws shall supercede.

ARTICLE VIII. ATTENDANCE REQUIREMENTS

Section 1. If a regional Steering Committee member is absent from four consecutive quarterly meetings without appointment of a designated alternate, the Executive Committee may consider the membership status of that member, subject to review for continuing membership.

Section 2. A member of the Steering Committee may designate an alternate from the same industry or college membership category who may attend a meeting in the member's stead and vote on all action items. Either the college Advisory Committee or the Executive Committee may terminate a designated alternate's position at any time.

ARTICLE IX. VOTING RULES

Section 1. The officers, committee co-chairs, and representatives of in-region Endorsed colleges shall be voting members of the Alliance. Associate members shall be non-voting members.

Section 2. The decision of a majority of the members present and voting at a scheduled meeting in which a quorum (defined as 40% of the current voting membership) is present shall be the action of the Alliance, unless the act of a greater number is required by these Bylaws.

- Members may vote for officers by absentee ballot.
- The Executive Director shall mail absentee ballots at least 2 weeks prior to the meeting during which an election is to take place.

ARTICLE X. APPROVING AMENDMENTS TO BYLAWS

The Steering Committee shall approve revisions to these Bylaws by two-thirds (2/3's) vote of the membership.

Date Approved by Steering Committee: 12/5/97

Revised 12/28/99

Revised 4/6/01

Revised 10/25/01

Revised 11/1/02

Revised 7/30/04

Revised 11/29/06

Revised 04/25/08

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Technology Alliance