

GULF COAST PROCESS TECHNOLOGY ALLIANCE BYLAWS

ARTICLE I. PURPOSE

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

The purpose of the Alliance is to increase the ability of its members to deliver quality education services to their customers. The Alliance has established standards for Process Technology education and will strive to collectively improve and exceed those standards.

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

ARTICLE II. ORGANIZATIONAL STRUCTURE AND FUNCTION

Section 1. The Gulf Coast Process Technology Alliance shall consist of the General Membership, Executive Committee and other committees as established, associated college, Industry, business, community, and government members, and the Executive Director and staff.

Section 2. The purpose of the General Membership 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 and on the GCPTA website) within the defined boundaries of the Alliance shall be represented in the Voting Membership 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 nonvoting individual members may be part of the Alliance, but shall not be a functioning part of the Voting Membership.

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

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. Voting Membership shall be determined by each college’s process technology program advisory committee (see Article II, Section 4). These three (3) 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 passed to the Voting Membership for review and vote.

Section 3. New members shall be voted on by the Voting Membership at a quarterly meeting. A majority vote of the Voting Membership 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, Membership, 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 and the Executive 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 and other staff members shall be Alliance employees and cannot hold office, preside over Standing Committees, or vote, with the following exception: The Executive Director shall cast the tie-breaking vote in Executive Committee and general business meetings, quarterly or called in nature.

Section 6. The Executive Director 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.

Section 8. Persons serving on committees, both Standing and Ad Hoc in designation shall meet the following criteria.

- Must be a subscribing member of the Alliance.

Attendance at said committee meetings is a requirement and participation there-in shall determine that person's sustainability on the committee.

- Vendors and members who develop and/or sell materials or services will be excluded from the following committees to avoid conflict of interest issues. This list is non-inclusive and may be changed to meet the requirements of the 501(c)3 status.

- a) Finance Committee
- b) Curriculum and Education Committee

ARTICLE VI. ELECTION, TERMS, AND DUTIES

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

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

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

Section 4. Officers shall be elected by a majority vote of the Voting Membership. 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 Voting Membership.

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 Voting Membership, or the Executive Committee.

Section 8. The Secretary shall have responsibility for minutes of the General and Executive Committee meetings. Minutes of General meetings shall be submitted to the full Voting Membership 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 General 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 General Membership.

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 General Membership shall operate under Robert's Rules of Order except where in conflict with the Bylaws, in which case the Bylaws shall supersede.

ARTICLE VIII. ATTENDANCE REQUIREMENTS

Section 1. If a regional Alliance 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 General Membership 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 two weeks prior to the meeting during which an election is to take place.

ARTICLE X. APPROVING AMENDMENTS TO BYLAWS

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

Date Approved by Voting Membership: 12/5/97

Revised 12/28/99

Revised 4/6/01

Revised 10/25/01

Revised 11/1/02

Revised 7/30/04

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