

ARTICLE I: NAME

The name of the organization shall be the New York State Transfer and Articulation Association (hereinafter referred to as NYSTAA).

ARTICLE II: PURPOSE

NYSTAA shall be a non-profit, educational association composed of higher education professionals dedicated to the promotion of the mobility of transfer students in higher education and professional development of NYSTAA members serving the needs of transfer students.

ARTICLE III: MEMBERSHIP

A. General Membership

1. General membership in NYSTAA is open to all individuals who are professionally involved in the general purposes of the organization and work for institutions of higher education within New York State accredited by Middle States Association.
2. General members are entitled to vote in the election of officers and Board members.
3. General members in attendance at the annual business meeting are entitled to vote on questions relating to amending these by-laws

B. Associate Membership

1. Associate membership in NYSTAA is open to all individuals working for related institutions of higher education and agencies.
2. Associate members shall not vote in elections, hold office, or be a member of the Executive Board, but are encouraged to take part in any of NYSTAA's active committees by attending meetings or participating in related projects.

C. Emeritus Membership

1. Emeritus membership is bestowed by the NYSTAA Executive Board on individuals who have either retired from active service or who are no longer involved with the transfer process as part of their regular professional activities.
2. Emeritus members shall not vote in elections, hold office, or be a member of the Executive Board, but are encouraged to take part in any of NYSTAA's active committees by attending meetings or participating in related projects.

D. Membership Dues

1. Both general and associate memberships are maintained through the payment of annual dues as determined by the Executive Board.
2. Emeritus status is for life and precludes payment of any annual dues.
3. Annual membership will be from July 1 to June 30.

ARTICLE IV: OFFICERS

A. Officers of NYSTAA shall be a President, President-Elect, Immediate Past President, Secretary, Treasurer, Regional Coordinator, and Outreach Coordinator. In the case of vacancy, resignation or removal of an officer, the Executive Board shall appoint by majority vote an interim officer to fulfill the remainder of the term.

B. Duties

1. President, who shall be spokesperson for NYSTAA; preside at Executive Board meetings, the annual conference, the business meeting, and perform all other duties pertaining to the Office of the President. The President will have a standing seat on the Conference Committee. In the event that the appointed Conference Chair steps down or is removed, and if there is no Co-Chair for the position to default to, or an immediately forthcoming volunteer for the appointment, the President and President-Elect will become the Co-Chairs for the Conference Committee.
2. President-Elect, who shall support and assist the President, preside at Executive Board meetings in the absence of the President. The President-Elect will oversee all standing committees, collect regular reports from committee chairs, and report to the Executive Board in the absence of a committee chair. The President-Elect will also oversee special projects or motions as determined by the President and/or Executive Board. The President-Elect will not have a seat on any one committee, but will be the default Conference Committee Co-Chair, with the President, in the vacancy of an approved Chair or Co-Chair.
3. Immediate Past President, who shall support and assist the President and the President Elect with their responsibilities; act as Chair of the Nomination and Elections Committee; recruit committee chairs, and encourage attendance at Executive Board meetings by committee chairs or a designated committee member. The Immediate Past President is also responsible for locating options for, securing Executive Board approval of, and securing a contract with, the next annual conference site.

4. Secretary, who shall record attendance at the Executive Board meetings; record and distribute minutes of the Executive Board meetings; notify Executive Board members of all meetings; maintain all records and mailing lists.
5. Treasurer, who shall collect annual dues and be responsible for maintaining all of the organization's (and the committees thereof) financial transactions, records and processes, including maintaining tax-exempt status and insurance, providing treasurer reports at Executive Board and Business Meetings, and ensuring the filing of taxes on behalf of NYSTAA.
6. Regional Coordinator, who shall oversee and coordinate efforts of regional committees and act as a liaison between the regions and the Executive Board, assist with the regional meeting agendas, assist regions in the recruitment or replacement of regional co-chair positions, encourage attendance at Executive Board meetings by regional chairs or a designated regional member or provide reports to the Executive Board in their absence, encourage attendance at each regional meeting by at least one Executive Board member.
7. Outreach Coordinator, who shall foster professional working relationships with other outside groups and organizations, in conjunction with goals set by the Executive Board. This should include, but is not limited to, the New England Transfer Association (NETA).

C. Terms of Office

1. The President shall serve a single one-year term in office.
2. The President-Elect shall serve a single one-year term in that office, followed by a single one-year term as President.
3. The Immediate Past President shall serve a single one-year term in this office.
4. The Secretary, Treasurer, Regional Coordinator, and Outreach Coordinator terms of office shall be for three years and shall not exceed two consecutive terms.

ARTICLE V: EXECUTIVE BOARD

- A. The Executive Board shall consist of the seven officers and a minimum of eight and a maximum of twelve Board Members.
- B. The Board Members shall be equally divided as possible between individuals representing two-year institutions, four-year private institutions, and four-year public institutions.

- C. The term of office for members of the Board shall be two years and shall not exceed three consecutive terms. Due to resignation or change in institutional affiliation of Board members, special one-year terms may be made available to ensure an equal distribution between institutional-types as noted in section B.
- D. All members of the Board are required to be actively involved on one or more committees of the Executive Board.
- E. Executive Board members are expected to participate in a majority of scheduled Executive Board meetings.
- F. Executive Board members can be removed from office for just cause on a 2/3 vote of Executive Board members voting at an appropriately scheduled Executive Board meeting.
- G. Quorum is required for all votes of the Executive Board. A majority of Executive Board members, in office at the time, constitutes quorum. Voting electronically or via teleconference is permitted.

ARTICLE VI: COMMITTEES

- A. There shall be ten standing committees for Awards, By-Laws, Conference, Issues, Membership, Marketing and Communications, Nominations and Elections, Scholarship, and Transfer Best Practices.
 - 1. Awards Committee, which shall be responsible for:
 - a. Soliciting nominees for NYSTAA achievement awards and emeritus recipients.
 - b. Screening nominees and selecting award and emeritus recipients.
 - c. Presenting the awards at the annual spring conference.
 - 2. By-Laws Committee, which shall be responsible for reviewing and proposing changes to the by-laws as needed. The chair of the By-laws Committee will also serve as NYSTAA's parliamentarian, who will provide interpretation of the by-laws, rules and procedures.
 - 3. Conference Committee, which shall be responsible for the planning, organization, and promotion of the annual conference.
 - 4. Issues Committee, which shall actively address issues of transfer and prepare the annual conference workshop sessions.
 - 5. Membership Committee, which shall be responsible for soliciting eligible individuals for membership and maintaining and publishing an annual membership directory.

6. Marketing and Communications Committee, which shall be responsible for producing print or electronic content to communicate regularly with current members and to promote NYSTAA, supporting the technological needs of NYSTAA, and organizing photography needs of the organization.
7. Nominations and Elections Committee, which shall be responsible for:
 - a. Soliciting and screening nominees for the position of President-Elect. Nominees considered for this office shall presently serve as a Board member or officer, as a Committee Chair, as a Regional Chair or have previously held one or more of these positions.
 - b. Soliciting and screening nominees from all eligible members for the positions of Secretary, Treasurer, Regional Coordinator, and Outreach Coordinator.
 - c. Soliciting and screening nominees from all eligible members for positions on the Executive Board.
 - d. Preparing a slate of nominees for available offices and Executive Board positions, including brief biographies of each candidate.
 - e. Coordinating the election process.
8. Scholarship Committee, which shall raise and disperse money for scholarships to be awarded to students graduating with associate degrees from two-year member institutions and transferring to four-year member institutions.
9. Transfer Best Practices Committee, which shall be responsible for:
 - a. Collection and dissemination of data related to the retention of transfer students.
 - b. Research of best practices as it relates to the retention of transfer students.
 - c. Research of topics, related to transfer student issues, deemed by the Executive Board as needing further study.
 - d. Providing recommendations for program implementation via the NYSTAA newsletter.

- B. Ad-hoc committees can be established by approval of the Executive Board.
- C. Except for the Nomination and Elections Committee, which is chaired by the Immediate Past President, the President shall appoint all committee chairpersons.
- D. Standing and ad-hoc committees shall be composed of a minimum of five NYSTAA members.
- E. Standing committees shall report to the Executive Board through the President-Elect.

- F. Standing committees shall be represented at Executive Board meetings by committee chairperson or a designated committee member.
- G. All committees shall strive to maintain diversity among two-year, four-year private, and four-year public institutions and by geographic area.

ARTICLE VII: REGIONAL COMMITTEES

- A. Regional committees shall abide by the missions and by-laws of NYSTAA.
- B. There shall be four regional committees:
 - 1. Central
 - 2. Downstate
 - 3. Eastern
 - 4. Western
- C. Each regional committee shall have a chair elected by the regional committee members; each chair shall serve a two-year term; one co-chair shall be elected each year.
- D. Regional committee chairs shall report to the Executive Board through the Regional Coordinator
- E. Regional committees shall be represented at Executive Board meetings by committee chair(s) or a designated committee member.
- F. Regional committee agenda and minutes shall be shared with the Regional Coordinator.

ARTICLE VIII: ELECTIONS

- A. Elections shall be conducted by the Nominations and Elections Committee in compliance with Article VI, Section A, Paragraph 7 of these by-laws.
- B. A ballot with a slate of nominees for the office of President-Elect and other officer positions up for election shall be published and provided to the general membership at least one month prior to the annual conference. Election results shall be announced at the annual business meeting.
- C. A ballot with the slate of nominees for the Board shall be published and provided to the general membership at least one month prior to the annual conference. Election results shall be announced at the annual business meeting.
 - 1. In soliciting Board nominees, the number of positions open on the Board and its current composition shall be taken into consideration.

2. Board terms of office will be staggered, with fifty percent of the position up for election each year.
 3. Nominees shall be chosen to maintain the diversity of the organization, representing two-year, four-year private, and four-year public institutions.
 4. Every effort will be made to ensure that the Board may not be comprised of more than one individual from any given institution at time of election.
- D. The slate of nominees for election to the Executive Board will include:
1. Name and current title
 2. Current institution and location
 3. Positions in higher education
 4. Years of service in higher education
 5. Private or public
 6. Two-year or four-year
- E. The President shall propose to the Executive Board individuals to fill and complete unexpired terms of office for vacated officer, Board, and executive-based positions. Vacancies shall be filled by a majority vote of approval of the Executive Board at a duly called Executive Board meeting. Individuals filling such positions shall not be precluded from fulfilling terms of office as described in Article IV, Section C, Paragraph 4 or Article V, Section C of these by-laws.

ARTICLE IX: APPOINTED POSITIONS

- A. A Historian shall be appointed by the Executive Board for a three-year term and serve as a non-voting member of the Executive Board. The Historian shall be responsible for gathering and archiving the end of year reports presented by all officers, committees, and regions at the Annual Business Meeting at the conference, as well as other relevant NYSTAA documents.

ARTICLE X: MEETINGS

- A. The Annual Business Meeting of NYSTAA shall take place at the annual conference conducted by NYSTAA and shall be open to all members of NYSTAA. All officers, standing committee chairs, and regional committee chairs shall present end of year reports to the membership at the annual business meeting.
- B. The Executive Board shall meet at least three times during the membership year in addition to the meetings immediately preceding and following the annual conference. Members of the Executive Board are expected to make every reasonable effort to attend scheduled meetings.

- C. The Standing Committees shall meet or formally communicate as necessary during the membership year.

ARTICLE XI: FISCAL YEAR

The fiscal year shall extend from July 1 to June 30.

ARTICLE XII: AMENDMENT OF BY-LAWS

Amendments and substantive changes of the by-laws shall be made by a two-thirds vote of the members present and voting at the annual business meeting. Proposed amendments and substantive changes shall be made available to the membership at least one week prior to voting.

Revised by-laws adopted May 23, 2012.

Revised by-laws adopted May 20, 2014.

Revised by-laws adopted May 23, 2018.