

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 Sector Representatives.
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, and Treasurer. 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. Refer to section D of this article.

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. The President shall foster professional working relationships with outside organizations and advocacy groups, in conjunction with goals set by the Executive Board. This should include, but is not limited to, the New England Transfer Association (NETA). The President will also be responsible for signing contracts for future conference locations in consultation with outside vendors and 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 and regions, collect regular reports from committee and regional chairs, and report to the Executive Board in the absence of a committee chair. The President Elect will be responsible for gathering the annual reports and compiling them for the annual business meeting in May. 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. The President Elect will be responsible for hosting annual training sessions for each committee member and regional chairs to ensure all chairs understand the roles and responsibilities set forth by the Executive Board.
3. Immediate Past President, who shall support and assist the President and the President

Elect with their responsibilities; Maintain the organization's by laws, overseeing any changes, coordinate the nominations and elections process, and will also serve as NYSTAA's parliamentarian, who will provide interpretation of the by-laws, rules, and procedures.

4. Secretary, who shall schedule the Executive Board meetings and record attendance; record and distribute minutes of the Executive Board meetings; notify Executive Board members of all meetings; maintain contact list of all officers and committee members, assist with the maintenance of officers and committee information on the website, 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.
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.

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 and Treasurer terms of office shall be for three years and shall not exceed two consecutive terms.

D. Resignation and Vacancies

Should the President resign or his/her office otherwise become vacant during the term for which he/she was elected, the President-Elect shall immediately succeed to that office and the Executive Board shall elect and appoint an Executive Board member in good standing to assume the office of President-Elect and to serve until the next annual business meeting, at which time the newly elected President-Elect will assume office. Any vacancy occurring in an Officer position shall be filled by the Executive Board in a similar manner.

E. Removal from Office

An Officer may be removed by a 2/3 vote of the Executive Board as a result of conduct

detrimental to NYSTAA, inappropriate use of NYSTAA funds, or other substantive inappropriate actions determined by the Executive Board.

ARTICLE V: EXECUTIVE BOARD

- A. The Executive Board shall consist of Officers and Sector Representatives. These positions are elected positions and are voting members. Officers and Sector Representatives will be reflected as Executive Board on the NYSTAA website.
- B. The Executive Board shall consist of a minimum of four Sector Representatives and a maximum of eight Sector Representatives.
- C. The Sector Representatives will consist of one SUNY representative, one CUNY representative, one two- year college representative and one private college representative.
- D. The term of office for Sector Representatives shall be two years and shall not exceed three consecutive terms. Due to resignation or change in institutional affiliation of Sector Representative members, special one-year terms may be made available to remain in compliance with Article VIII, Section C, Paragraph 2.
- E. Sector Representatives will be responsible for the planning and implementation of organizational wide professional development in a virtual setting throughout the year based on sector needs. Representatives will run breakout sessions at the annual conference, assist with membership outreach to sectors, and create content for the NYSTAA website.
- F. Sector Representatives are expected to participate in a majority of scheduled Executive Board meetings.
- G. Sector Representatives 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.
- H. The voting members of the Executive Board are members of elected positions, which include President Elect, President, Immediate Past President, Secretary, Treasurer, and Sector Representatives (4-8)
- I. 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~~ five standing committees for Awards/Professional Development Grants, Conference, Membership, Marketing and Communications, and Scholarship.

1. Awards/Professional Development Grants 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.
 - d. Review and award professional development grants to allow NYSTAA members the opportunity to attend the annual NYSTAA conference when funding is not available from their institution.

 2. Conference Committee, which shall be responsible for the planning, organization, and promotion of the annual conference. This committee shall have two co-chairs. One co-chair will be responsible for the logistical planning and organization of the conference and act as a liaison between NYSTAA and the hotel/conference center. One co-chair will be responsible for the professional development sessions and speakers for members during the conference. Each co-chair will have a sub-committee who will assist with the annual planning. The Conference co-chair will also be responsible for signing contracts for future conference locations in consultation with outside vendors and the President.

 3. Membership Committee, which shall be responsible for soliciting eligible individuals for membership and maintaining and publishing an annual membership directory.

 4. 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.

 5. Scholarship Committee, which shall raise and disperse money for scholarships to be awarded to deserving students who are transferring from a 2-year program at NYSTAA member college to a four-year member institution.
 - a. Criteria for the scholarship will be created by the Scholarship Committee and approved by the Executive Board. Any changes to the criteria will require Executive Board approval.
- B. Ad-hoc committees can be established by approval of the Executive Board.
- C. 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.

- 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 President Elect
- E. Regional committees shall be represented at Executive Board meetings by committee chair(s) or a designated committee member.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

- A. The Immediate Past President will coordinate the nomination and elections process for the following year. Responsibilities include, but are not limited to:
 - 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.
 - Soliciting and screening nominees from all eligible members for the positions of Secretary and Treasurer.
 - Soliciting and screening nominees from all eligible members for positions on the Executive Board.
 - Preparing a slate of nominees for available offices and Executive Board positions, including brief biographies of each candidate.
 - Coordinating the election process.
- A. A ballot with the slate of nominees for the Board shall be published and provided to the general membership at least two weeks ~~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.
- B. 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

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 by members who vote electronically anytime during the year when called for by the Executive Board, or done in person at the annual business meeting.

Proposed amendments and substantive changes shall be made available to the membership at least one week prior to voting. An electronic vote for by-law changes will have a voting period of two weeks (10 business days). If passed, the by-law changes will go into effect immediately."

Revised by-laws adopted May 23, 2012.

Revised by-laws adopted May 20, 2014.

Revised by-laws adopted May 23, 2018.

Revised by-laws adopted May 26, 2021.

Revised by-laws adopted May 24, 2023.