

October 2008

## **New York Campus Compact - Bylaws**

### **Article I: Name**

The name of this organization shall be New York Campus Compact (NYCC), herein referred to as NYCC. NYCC is affiliated with the national Campus Compact, located in Providence, Rhode Island.

### **Article II: Mission**

The NYCC is an association of college and university presidents and their campuses committed to promoting active citizenship as an aim of higher education. The NYCC provides statewide leadership in advocating for, supporting, and increasing student involvement in academic and co-curricular based public service, in order to strengthen the capacity of member institutions to serve society; to enhance student learning; and to develop in individual students the knowledge, values, skills, and habits of civic responsibility and democratic participation.

### **Article III: Membership**

#### **Section 1: Membership**

Membership is open to the presidents of all regionally accredited institutions of higher education in the state of New York upon subscription to the provisions of the bylaws.

#### **Section 2: Membership Dues**

Membership is maintained by payment of yearly NYCC dues. Membership in NYCC automatically enrolls member institutions in the national Campus Compact. NYCC membership dues are determined by a majority vote of the Executive Committee. The portion of dues payable to the national Campus Compact is determined by the national Campus Compact.

### **Article IV: Governance Structure**

#### **Section 1: The Executive Committee**

The functions, structure, and organization of the NYCC shall be determined by the Executive Committee. The Executive Committee will elect a chair (or co-chairs) to serve three year terms. The first year of the three year term will be served as co-chair, the second year as chair, and the final year will be served as past chair to provide continuity. All terms will commence on July 1 following the election. Chair or co-chairs will assume a leadership role in the Committee and act as the signatory or signatories, in conjunction with the Executive Director, on behalf of NYCC.

#### **Section 2: Composition of the Executive Committee**

As the governing body of NYCC, the Executive Committee is composed of the presidents of ten member institutions. Every effort shall be made to ensure representation of various regions and institutional types (i.e., community colleges, private colleges and universities, and public colleges and universities).

Membership in the Executive Committee of NYCC should reflect that Campus Compact is a president's organization; the Executive Committee must be chaired by, and consist of, a majority of member presidents. While the majority of the members will be member

college presidents, the Executive Committee has the option of appointing up to four additional public or corporate members to two-year terms on the Executive Committee.

### **Section 3: Compensation of the Executive Committee**

All NYCC Executive Committee members shall serve on a voluntary basis without compensation.

### **Section 4: Responsibilities of the Executive Committee**

The Executive Committee will meet at least twice a year and is responsible for:

1. Approving the mission, by-laws, and organizational structure of the NYCC;
2. Approving the NYCC annual budget and membership fees;
3. Setting general policy and direction for the organization;
4. Acting as leaders in the state in the areas of civic engagement and service learning by speaking and writing on the issue of civic engagement to the public;
5. Cultivating and securing political and financial support for NYCC;
6. Approving the location of the NYCC offices and all contracts related to the location of NYCC offices.
7. Hiring the Executive Director of the New York Campus Compact, approving an annual performance program for the Executive Director, and evaluating the performance of the Executive Director on an annual basis.

### **Section 5: Appointments to the Executive Committee**

Members of an ad hoc nominating committee of the Executive Committee shall recommend candidates for appointment or reappointment to the Executive Committee through procedures adopted by the Executive Committee. Members of the Executive Committee serve two-year terms that commence on July 1<sup>st</sup> and may serve a maximum of five consecutive two-year terms.

### **Section 6: Leadership of the Executive Committee**

The position of NYCC chair shall rotate among community college presidents, public college and university presidents, and private college and university presidents, so that all three segments of the higher education community have held leadership in the NYCC in any six-year period.

In the case of co-chairs, it is required that the co-chairs who are serving simultaneously represent two different segments of the state higher education community. In other words, if a community college or SUNY president is a co-chair, the other co-chair must be the president of a private college.

### **Section 7: Responsibilities of the Leadership of the Executive Committee**

The chair or co-chairs' responsibilities include:

1. Chairing the Executive Committee;
2. Maintaining regular contact with the Executive Director;
3. Serving as public spokesperson(s) for the NYCC;
4. Serving as spokesperson(s) and advocate(s) for the public service mission of higher education;
5. Additional responsibilities as determined by Executive Committee.

## **Section 8: Election**

Members of an ad hoc nominating committee of the Executive Committee shall recommend candidates for election as chair or co-chair to the Executive Committee. Chairs and co-chairs are eligible to serve multiple terms; the terms may not be successive unless authorized by a two-thirds majority vote of the Executive Committee.

## **Article V: The Advisory Committee**

### **Section 1: Composition**

The fifteen-member Advisory Committee collaborates with the Executive Director in leading the NYCC. The Advisory Committee consists of individual faculty and staff of member institutions. Every effort shall be made to ensure representation of various regions and institution types (i.e., community colleges, private colleges and universities, and public colleges and universities). The Executive Committee has the option of appointing up to five additional members representing students and community organizations involved in community service or service learning.

### **Section 2: Appointments to the Advisory Committee**

Members of an ad hoc nominating committee of the Executive Committee shall recommend candidates for appointment or reappointment to the Advisory Committee through procedures adopted by the Executive Committee. Members of the Advisory Committee serve two-year terms that commence on July 1<sup>st</sup> and may serve a maximum of five consecutive two-year terms. Members with inconsistent attendance at meetings of the Advisory Committee may be referred to the Executive Committee for action.

### **Section 3: Compensation of the Advisory Committee**

All NYCC Advisory Committee members shall serve on a voluntary basis without compensation.

### **Section 4: Responsibilities of the Advisory Committee**

The Advisory Committee will meet at least quarterly and will have the following responsibilities:

1. Regular attendance at meetings;
2. To consult with the Executive Committee and the Executive Director to help develop the policies and member services and participate in the strategic planning process;
3. To assist the Executive Director in the implementation of the policies
4. and member services;
5. To advocate for the needs of service facilitators, practitioners, and learners throughout the State to the Executive Committee;
6. Other duties as needed.

### **Section 5: Leadership of the Advisory Committee**

The Advisory Committee will elect a chair or co-chairs who will assume a leadership role in the Advisory Committee. The Advisory Committee chair or co-chairs shall alternate between community college, public four-year institution and private

member institution members. The Advisory Committee will elect a new chair or co-chairs for a two-year term, to commence on July 1 following the election. In the case of co-chairs, it is required that the co-chairs who are serving simultaneously represent two different segments of the state higher education community. In other words, if a community college or SUNY member is a co-chair, the other co-chair must be a representative of a private college.

### **Section 6: Responsibilities of the Leadership of the Advisory Committee**

The chair or co-chairs' responsibilities include:

1. Chairing the Advisory Committee;
2. Maintaining regular contact with the Executive Director;
3. Serving as public spokesperson(s) for the NYCC;
4. Serving as spokesperson(s) and advocate(s) for the public service mission of higher education;
5. Additional responsibilities as determined by Advisory Committee.

### **Section 7: Election**

Members of an ad hoc nominating committee of the Advisory Committee shall recommend candidates for election as chair or co-chair to the Advisory Committee. Chairs and co-chairs are eligible to serve multiple terms; the terms may not be successive unless authorized by a two-thirds majority vote of the Advisory Committee.

### **Section 8: Standing Subcommittees**

Standing Subcommittees include:

1. A Public Relations and Marketing Subcommittee to promote the benefits of membership in the New York Campus Compact and to strategically build relationships with prospective supporters of the NYCC.
2. A Member Services Subcommittee to develop and approve an annual schedule of sponsored workshops and events and to administer the New York Campus Compact Awards program.
3. A Finance Subcommittee to assist the Executive Director with financial planning and the financial management of the organization.

## **Article VI: Other Committees**

### **Section 1: Establishment of Ad Hoc and Special Committees**

The Executive Committee may appoint ad hoc and special committees at any time, in any number, for any purpose consistent with the mission of the NYCC.

### **Section 2: Establishment of Ad Hoc and Special Committees**

Solicitation of interest in serving on ad hoc or special committees shall be conducted by the Executive Director. All appointments must be reviewed by the Advisory Committee prior to approval by the Executive Director. The Executive Director (or designee) shall be an ex-officio, non-voting member of all committees.

### **Section 3: Potential Special Committees**

Potential Special Committees include:

- a. A Community Service Coordinator's (CSC) Committee composed of staff persons (or designees) from NYCC member institutions. The CSC council members would serve as liaisons between NYCC and their campus constituents.
- b. A Curriculum Development Committee (CDC) composed of faculty members (or designees) from NYCC member institutions. The CDC members would serve as liaisons between NYCC and their campus constituents.
- c. A Student Community Action Network (SCAN) composed of students from NYCC member institutions. SCAN members would serve as liaisons between NYCC and their campus constituents.

## **Article VII: Staff**

### **Section I: Executive Director**

The Executive Director serves the Executive Committee by providing the day to day leadership of the New York Campus Compact. The Director is responsible for the operation of NYCC within the parameters established by the Executive Committee. There shall be an annual performance review of the Executive Director conducted through procedures and criteria established by the Executive Committee. Specific duties of the Executive Director shall be outlined annually in a job performance plan.

### **Section II: Other Staff**

The addition of other staff positions is subject to the approval of the Executive Committee. The hiring, training, and coordination of other professional personnel and clerical staff shall be by the Executive Director in consultation with the Advisory Committee according to job specifications and qualifications.

## **Article VIII: Limitations**

NYCC signatories (Executive Committee Chair/s and Executive Director) are empowered to make financial commitments on behalf of the organization. However, the NYCC has no authority to make commitments on behalf of its members.

## **Article IX: Amendments**

Proposed amendments to the NYCC Bylaws can be submitted to the Executive Director or any member of the NYCC Executive Committee in writing by any member or by the Advisory Committee at least two weeks prior to a scheduled meeting. All amendments require a two-thirds majority vote of the Executive Committee for approval.