

**CONSTITUTION AND BYLAWS  
OF THE TENNESSEE COLLEGE  
ASSOCIATION**

(As amended and adopted, March 1950; and as further amended, March 1964; April 1965; April 1990: April 2025)

**I. NAME**

This organization shall be called "The Tennessee College Association."

**II. PURPOSE**

The purpose of the association shall be the advancement of the cause of higher education by the promotion of interests common to the colleges of Tennessee. The Tennessee College Association shall not seek, directly or indirectly, to control or supervise the program or the development of any member institution.

**III. MEMBERSHIP**

1. *Active Membership.* All institutions of higher education with its main campus located in the state of Tennessee that are in sympathy with the purpose and ideals of the Tennessee College Association and who are accredited by the Southern Association of Colleges and Schools (public and private) or the Council on Occupational Education (TCATs). Annual dues must be submitted in order to establish and maintain active membership.

It is understood that an institution of higher education must offer work clearly above the secondary level and must publish or electronically distribute periodically a catalog listing degrees of its faculty, curricular offerings, and other information concerning the institution.

2. *Associate membership.* Education, civic, religious, and other organizations concerned with higher education in Tennessee and in sympathy with the purposes and ideals of the Tennessee College Association are eligible for associate membership, upon approval by the Executive Committee following review of membership request information and submission of their annual dues

#### IV. REPRESENTATION AND VOTING

1. *Voting Power.* Each active member institution in the Association is entitled to one voting representative either its President or other staff member designated to act in his/her stead. Voting by proxy is not permitted. Associate members are entitled to vote in the same manner.
2. *Eligibility to hold office.* Individual representatives from active and associate members shall have full privileges including holding offices and serving on committees.
3. *Delegates.* Both active member institutions and associate member organizations may send to the meetings any number of visiting delegates who shall be privileged to participate in the discussions.

#### V. OFFICERS

The officers of the Association shall be a President, a Secretary, and a Treasurer. The same person may serve in the combined roles of Secretary and Treasurer. The officers will serve the Association without compensation.

The officers shall be elected at the annual meetings of the Association for a term of one year or until his/her successor is chosen.

The officers are eligible for reelection to multiple terms.

#### VI. EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the President, immediate Past-President, Secretary, Treasurer, and other members in good standing selected by the president. The other members selected by the president will serve a term of one year. Those members are eligible to serve multiple terms at the discretion of the president.

#### VII. MEETINGS

The Association shall hold an annual meeting, the date and place to be determined by the Executive Committee. The Executive Committee is required to call a special meeting of the Association when requested in writing to do so by one-third of the active member institutions. Notice of a special meeting shall be sent out electronically at least ten days in advance of the convening date.

Meetings of the Executive Committee may be conducted electronically.

## VIII. QUORUM

The presence at any meeting of an official representative from a majority of the active and associate members of the Association in attendance shall contribute a quorum for the transaction of Business.

## IX. POWERS

All acts of the Association pertaining to questions of policy and administration on the part of the members are assumed to be of an advisory nature.

## X. FINANCES

To meet the expenses of the Association, each active and associate member shall be assessed annual dues, the amount to be determined by the Executive Committee.

Any active or associate member that fails to pay the annual dues will temporarily lose their membership in the Association

## XI. AMENDMENTS

The Constitution may be amended only by a majority vote of all active and associate members of the Association in attendance at the Annual Meeting.

Notice of a proposed amendment must be given through the Secretary to all active member institutions at least ten days before the annual meeting.

## **BYLAWS**

### I. Committees

*Committee on Nominations.* A temporary committee, consisting of three or more members, whose duty it shall be to nominate officers and members of the Executive Committee for the ensuing year.

*Committee on Resolutions.* A temporary committee whose duty it shall be to draft resolutions on such matters as may be specifically referred to it by the Association.

*Committee on Auditing the Treasurer's Accounts.* A temporary committee, consisting of three or more members, whose duties shall be to audit the report of the Secretary-Treasurer.

## II. REPORTS

All committee reports shall be in writing. For the assistance of the Secretary, all motions and resolutions, when requested shall be presented in writing by the person who made the motion or resolution.

## III. PUBLICITY

Institutions that hold membership in the Tennessee College Association may publish this fact in their catalog and other publicity materials distributed to the public. However, if a member institution does publish such information, it should make clear in its publicity materials that the affiliation is simply one of the membership in an organization working for the betterment of education in this state, and not a token or proof of accreditation by the Tennessee College Association.

## IV. AMENDMENTS

These Bylaws may be amended only by a majority vote of all active and associate members of the Association in attendance at the Annual Meeting.