

## Commission for Two Year Colleges (C2YC) Bylaws



*Adopted on 7/21/25*

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### Article I: Name & Purpose

#### Section 1: Name

The official name of the commission shall be **Commission for Two Year Colleges**, hereinafter referred to as "the Commission."

#### Section 2: History

Commissions were created in 1961 to serve three basic purposes:

- 1) to establish an organizational framework which would involve ACPA's members more directly in policy formation and professional development.
- 2) to distribute responsibility among a greater number of individuals interested in specific areas of the profession; and
- 3) to provide for broader based participation in the planning and management of the Association.

The following mission statement for Commissions was adopted in 1978:

ACPA Commissions provide a framework for involving individual professionals in the work of the Association. Commissions are organized around specific student affairs functions offered in institutions of post-secondary education. Some Commissions focus on the professional work of the Association members. Other Commissions focus on the nature of the student population served by Association members. These alternative foci enable the Commissions to deal more specifically (through policy formulation and professional development) with professional issues which reflect the interests and concerns of the various members of ACPA.

There have been two major changes in the goals of Commissions since 1961. These changes reflect the evolving needs of our profession and of ACPA's members.

The first change was the expansion of the scope and the responsibilities of the Commissions. Originally, participation in the annual convention through the sponsorship of programs was the major activity of each Commission. Through the years, Commissions have expanded their goals and objectives by sponsoring regional workshops, research projects, recognition programs, task force groups which focus on special issues, and a variety of publications (e.g., newsletters, monographs, position papers, and directories).

To coordinate all of these activities and to aid Commission Chairs in their leadership, the Vice President for Commissions position (a two year term) was created in 1973. The Vice President for Commissions represents the interests and concerns of Commissions as a voting member of the Executive Council. The Vice President for Commissions-Elect position was created in 1986; this person serves a two-year term of office as Elect prior to assuming the Vice President for Commission position. The duties are to prepare for the Vice President for Commissions' responsibilities and to share the leadership role with the Vice President.

The second major change involving Commissions was the adoption of open membership. In 1973, the Executive Council and the Commission Chairs agreed that all members of ACPA would be eligible to join any or all Commissions, including nominating and voting for colleagues who would provide leadership by serving on Commission directorates. This membership opportunity was proposed as a method to increase active involvement in the Association and to recognize members' multiple areas of special interest and expertise.

### **Section 3: Purpose**

The Commission for Two-Year Colleges is directly concerned with issues relevant to student development programs at two-year institutions. Additionally, it is designed to promote the improvement of student development programs; enhance the professional development of student development personnel; and serve as an advocate for student development programs at two-year institutions.

The Commission Two-Year Colleges enhances your work with students by:

- Providing professional development opportunities through sponsored programs at ACPA's annual convention, commission-sponsored regional workshops, and co-sponsored programs with other national student development in two-year college focused organizations.
- Affording opportunities for you to network with other student development professionals via social media, conferences, and workshops.
- Providing current information and resources about student affairs issues relevant to two-year colleges as well as general updates in ACPA by leveraging communication resources, including: ACPA Chatter, Facebook, and Instagram.
- Connecting you to job placement opportunities through ACPA's placement services.
- Facilitating annual Commission Awards to recognize the great contributions of two-year college professionals to the field.
- Providing opportunities for you to dialogue with other college student development professionals from diverse cultures and backgrounds.

The Commission for Two-Year Colleges affirms ACPA's commitment to the following Core Values:

- Learning and growth for the whole student
- Cultural humility, inclusion, and human dignity
- Inclusiveness in and access to association-wide involvement and decision-making
- Open exchange of ideas in a context of mutual respect, reciprocity, and care
- Advancement and sharing of knowledge relevant to enhancing the effectiveness of student affairs and student services professionals, institutions of higher education, and in service of college students and their learning

- Continuous professional development and personal growth of student affairs and student services professionals that centers and furthers equity and social justice
- Intentional reflection and organizational transformation to better serve members and the higher education community
- Active engagement with issues of inequity within higher education, as well as within the Association, in order to better serve our membership
- Outreach and advocacy on issues of concern to students, student affairs and student services professionals, and the higher and tertiary education community

We also affirm the ACPA Strategic Imperative for Racial Justice and Decolonization, reflecting our commitment to centering racial justice in higher education and student affairs, with a focus on challenging systems of oppression and advancing equity through an intersectional and intentional lens.

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## **Article II: Membership**

### **Section 1: Eligibility**

Any member of ACPA - College Student Educators International may become a member-at-large of the Commission. To become a Directorate Board member, interested parties must have been an active member of ACPA for at least one year.

### **Section 2: How to Become a Member**

Any member of ACPA - College Student Educators International can become a member-at-large through selecting the Commission for Two Year Colleges on the Member365 portal. Prospective Directorate Board members must go through the official election process.

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## **Article III: Leadership Structure**

### **Section 1: Governing Body**

The Commission shall be governed by a Directorate Board of 10 members, which oversees the operations and policies of the Commission.

As written in [the ACPA Standard Operating Procedures](#), the Commission receives operational support from throughout the Association, with specific ties to a Coordinator, who serves on the Leadership Council: the Commissions Coordinator.

### **Section 2: Composition and Terms**

The governing body shall consist of 1 Chair, 1 Chair-Elect, 1 Scholar-in-Residence, 1 Mentorship Coordinator, 1 Community Conversations Coordinator, 1 Web Content Coordinator, 1 Social Media Coordinator, 1 Belonging and Advocacy Coordinator, 1 Entity Collaboration Coordinator, and 1 Leadership and Professional Development Coordinator. The Past Chair will serve as a Coordinator in one of these areas after their term is complete. Chair, Chair-Elect, and Past Chair will serve a two year term. Coordinator and Directorate Board member roles are not term specific, but are based on need and are subject to change.

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## **Article IV: Duties & Responsibilities of Officers**

### **Section 1: Chair**

#### **The Chair shall be responsible for...**

1. Administering all activities of the Commission.
2. Supervising the elected and appointed Officers of the Commission.
3. Making all necessary appointments of Commission and Directorate members to projects and committees, in accordance with ACPA and Commission rules.
4. Representing the Commission to ACPA, to ACPA leadership including the Director of Commissions, and to other outside organizations.
5. Managing the Commission finances.
6. Chairing all meetings of the Directorate and the Commission.
7. Training new Directorate members.
8. Ensuring that the Commission follows all relevant ACPA guidelines
9. Attending all meetings for Commission Chairs at ACPA Conventions and Summer Leadership Meetings.

### **Section 2: Past Chair/Chair Elect**

#### **The Past Chair / Chair Elect shall be responsible for...**

1. Chairing the Awards Committee.
  2. Ensuring that all Commission elections are held in accordance with ACPA and Commission guidelines; overseeing election processes.
  3. Assisting the Chair in the performance of the Chair's responsibilities.
  4. Work with the Chair to provide orderly transitions between officers and Directorate classes.
  5. Completing any other tasks assigned by the Chair or by vote of the Directorate.
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## **Article V: Duties & Responsibilities of Directorate Board Members**

#### **Directorate Board Members shall be responsible for...**

1. Attending all ACPA conferences during their term, if funding permits.
2. Attending all Commission activities at the Conference.
3. Recognizing that the Commission is a year-round responsibility, not just conference activities.
4. Working on, and completing in a timely manner, assigned projects, including engaging in Directorate discussions via e-mail, telephone, etc.
5. Taking a proactive approach to Commission activities.
6. Assuming leadership for projects as assigned.
7. Making the Commission a priority for their ACPA and professional involvement.

## **LEADERSHIP ASSIGNMENTS WITHIN THE DIRECTORATE**

### **Section 1: Mentorship Program Coordinator**

Purpose: To foster professional growth and connection by facilitating mentoring relationships between seasoned and emerging two-year college professionals.

Responsibilities:

- Design and promote an annual mentorship program.
- Recruit and match mentors and mentees based on interests, goals, and experience.
- Develop resources, timelines, and prompts to guide mentorship interactions.
- Check in periodically with participants to assess progress and satisfaction.
- Collect and share testimonials or outcomes for future promotion.

## **Section 2: Community Conversations Coordinator**

Purpose: To promote ongoing professional dialogue around key issues in the two-year college setting by coordinating virtual community conversations.

### Responsibilities:

- Plan and facilitate monthly virtual conversations or roundtables.
- Select relevant themes/topics aligned with current trends or needs (e.g., equity, transfer, student engagement).
- Recruit facilitators, panelists, or guest speakers.
- Promote events in collaboration with the social media and web content coordinators.
- Gather feedback to inform future conversations.

## **Section 3: Social Media Coordinator**

Purpose: To increase awareness, engagement, and visibility of the Community for Two-Year Colleges through strategic use of social media platforms.

### Responsibilities:

- Manage and regularly update the community's social media accounts (e.g., Facebook, Instagram).
- Promote events, professional development opportunities, and highlights from the field.
- Develop graphics, spotlights, or campaigns in coordination with other board members.
- Engage with followers and ACPA partners to amplify content.
- Analyze engagement metrics to inform future strategies.

## **Section 4: Web Content Coordinator**

Purpose: To maintain a dynamic and informative web presence that reflects the mission, values, and work of the Community for Two-Year Colleges.

### Responsibilities:

- Regularly update the ACPA Community for Two-Year Colleges webpage with current initiatives, events, and resources.
- Collaborate with board members to publish blog posts, spotlights, and announcements.
- Ensure web content is accessible, accurate, and aligned with ACPA branding.
- Archive past events and materials for ongoing reference.
- Support digital integration of mentorship, conversations, and social media initiatives.

## **Section 5: Leadership and Professional Development Coordinator**

Purpose: To provide accessible, equity-centered leadership development and professional learning opportunities tailored to professionals in two-year college settings.

Responsibilities:

- Plan and implement webinars, workshops, or learning series focused on leadership development.
- Collaborate with other ACPA entities to co-host professional development events.
- Identify and share resources, articles, and tools relevant to two-year college educators.
- Support the promotion of ACPA leadership pathways for two-year professionals.
- Evaluate participant feedback to improve future offerings.

## **Section 6: Scholar-In-Residence**

Purpose: To bridge research and practice by promoting scholarship focused on two-year colleges and supporting scholarly engagement among community members.

Responsibilities:

- Share relevant research and scholarship on two-year college issues through blogs, webinars, or spotlights.
- Lead initiatives that highlight the role of scholarship in informing practice (e.g., reading groups, research roundtables).
- Mentor members interested in publishing or presenting scholarly work.
- Collaborate with the Web Content and Social Media Coordinators to disseminate findings or resources.
- Represent the community in conversations around research and assessment within ACPA.

## **Section 7: Belonging and Advocacy Coordinator**

Purpose: To cultivate a strong, inclusive sense of community by fostering belonging, recognizing member contributions, and advancing advocacy for two-year college professionals.

Responsibilities:

- Recruit, welcome and onboard new members to the community.
- Develop initiatives that affirm members' identities, voices, and experiences.
- Coordinate member spotlights and appreciation efforts.
- Promote equitable practices within the community and advocate for the needs of two-year college professionals within ACPA.
- Monitor and assess member engagement trends and recommend strategies to deepen inclusion.

## **Section 8: Entity Collaboration Coordinator**

Purpose: To strengthen partnerships across ACPA by coordinating collaborative efforts with other communities, commissions, and coalitions.

Responsibilities:

- Identify opportunities for co-hosted programs or shared initiatives with other ACPA entities.
  - Represent the Commission for Two-Year Colleges in entity meetings and cross-functional planning groups.
  - Support the alignment of community goals with broader ACPA strategic priorities.
  - Support collaboration between board members and external partners by coordinating joint programming efforts and promoting shared content across ACPA entity groups.
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## **Article VI: Elections and Removal for Officers**

### **Section 1: Election Process**

Elections shall be conducted on a 2 year basis, or as needed, to fill vacant officer positions. The election process shall be overseen by the Chair.

### **Section 2: Nominations**

Nominations for positions shall be submitted to the Chair by eligible members of the Directorate Board, as the need to fill vacant positions arises.

#### **The qualifications to be nominated for Chair-Elect are...**

1. Must be a current member of ACPA and the Commission.
2. Must have served on the Commission Directorate since the previous Chair-Elect election.
3. Must have a strong knowledge of student development as a professional specialty within the two year college.
4. Must be willing to fill the responsibilities of Chair (Chair-Elect for 2 years, Chair for 2 years, and Past Chair for 2 years, including attending all ACPA conferences during their tenure, and all the Summer Leadership Meetings while serving as Chair. This position requires a 6 year commitment.
5. Have demonstrated strong leadership qualities while serving on the Commission Directorate.

### **Section 3: Voting Procedure**

Voting shall take place by electronic voting, and results shall be determined by the majority.

### **Section 4: Tie-Breaking**

In the event of a tie, the winner shall be determined by the acting Chair of the Commission.

### **Section 5: Assumption of Office**

Elected officials shall assume office at the next Annual Convention and shall serve until the next election or until their term ends.

### **Section 6: Removal of Officers**

#### **Grounds for Removal**

Officers may be removed for:

- Failure to perform official duties
- Violation of organizational bylaws or ethical standards
- Misuse of authority or Association resources

- Actions that harm the Association's/Commission's reputation or effectiveness
- Excessive unexcused absences from meetings or responsibilities

### **Removal Process**

1. Initiation
  - A written complaint outlining specific concerns must be submitted to the acting Chair of the Commission.
2. Review
  - The Directorate Board and Chair will review the complaint and may conduct interviews or request documentation.
3. Hearing
  - The officer will have an opportunity to respond at a scheduled hearing.
4. Decision
  - A two-thirds (2/3) vote of the voting body (i.e. Directorate Board) is required for removal. Voting will be conducted by secret ballot.

### **Appeals**

The removed officer may appeal in writing to the acting Chair of the Commission within 10 business days. The decision on the appeal is final.

### **Vacancy**

Any resulting vacancy will be filled in accordance with the Commission's bylaws.

### **Amendment**

This policy may be amended by a two-thirds (2/3) vote of the governing body i.e. Directorate Board.

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## **Article VII: Elections and Removal for Directorate Board Members**

### **Section 1: Election Process**

Elections shall be conducted annually, or as needed, to fill vacant Directorate Board member positions. The election process shall be overseen by the Chair.

### **Section 2: Nominations**

Nominations for positions shall be submitted to the Chair by eligible members of the Commission and/or Directorate Board, as the need to fill vacant positions arises.

### **The qualifications to be nominated for Directorate Board Member are...**

1. Must be a current member of ACPA and the Commission.
2. Must have a strong knowledge of student development within two year colleges as a professional or graduate student.
3. Must be willing to participate in student development related activities and presentations at the ACPA conference and at other related events.
4. Must be willing to fill the responsibilities of a Directorate Board Member, including attending all ACPA conferences during their tenure, working on Commission activities at the conferences, and working on year- round projects for the Commission.
5. Have strong leadership qualities.



### **Section 3: Voting Procedure**

Voting shall take place by electronic voting, and results shall be determined by the majority.

### **Section 4: Tie-Breaking**

In the event of a tie, the winner shall be determined by the acting Chair of the Commission.

### **Section 5: Assumption of Office**

Elected Directorate Board members shall assume office immediately and shall serve until they are no longer fit or able to do so. Directorate Board members do not serve a set term.

### **Section 6: Removal of Officers**

#### **Grounds for Removal**

Directorate Board members may be removed for:

- Failure to perform official duties
- Violation of organizational bylaws or ethical standards
- Misuse of authority or Association resources
- Actions that harm the Association's/Commission's reputation or effectiveness
- Excessive unexcused absences from meetings or responsibilities

#### **Removal Process**

5. Initiation
  - A written complaint outlining specific concerns must be submitted to the acting Chair of the Commission.
6. Review
  - The Chair will review the complaint and may conduct interviews or request documentation.
7. Hearing
  - The Directorate Board member in question will have an opportunity to respond at a scheduled hearing.
8. Decision
  - Once a full inquiry and review has been conducted, the Chair will provide their decision to the affected party, as well as the Directorate Board at large.

#### **Appeals**

The removed Directorate Board member may appeal in writing to the Chair of the Commission within 10 business days. Appeals will be subject to review by the Chair-Elect and Past Chair, and a decision will be made within one week of the appeal being received. The decision on the appeal is final.

#### **Vacancy**

Any resulting vacancy will be filled in accordance with the Commission's bylaws.

#### **Amendment**

This policy may be amended by a two-thirds (2/3) vote of the governing body i.e. Directorate Board.

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## **Article VIII: Meetings**

### **Section 1: Frequency**

Directorate Board Meetings shall be held monthly. Additional sub-committee meetings may be scheduled in addition to these monthly meetings, as needed. It is the responsibility of all Directorate Board members to be in attendance.

### **Section 2: Quorum**

A quorum shall be defined as a minimum of  $\frac{2}{3}$  filled seats of the Directorate Board. Quorum must be reached in order to conduct official voting.

### **Section 3: Special Meetings**

Special meetings may be called by the Chair and/or Chair-Elect with at least 72 hours notice. Special meetings are reserved for urgent matters that require more immediate Directorate Board input. Utmost discretion should be used when scheduling a special meeting.

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## **Article IX: Decision-Making & Voting**

### **Section 1: Voting Procedures**

Decisions shall be made by a  $\frac{2}{3}$  vote of the Directorate Board.

### **Section 2: Tie-Breaking**

In the event of a tie, the final decision shall be determined by the acting Chair of the Commission.

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## **Article X: Committees (ad hoc)**

### **Section 1: Standing Committees**

Standing committees shall include:

- Awards Committee
  - Responsible for overseeing the nomination, selection, and recognition processes for organizational awards. This committee ensures fairness, transparency, and alignment with established criteria to celebrate outstanding contributions and achievements.
    - Reporting Requirements
      - Submit a report to the Commission Chair, post awards selection, including:
        - Number of nominations received per award category.
        - Summary of selection process and any conflicts of interest addressed.
        - Recommendations for future improvements to the process.

- Provide a list of award recipients and justification for selections (confidential internal use only).
  - Submit any updates to award criteria or nomination processes for Commission approval.
- Bylaws Committee
  - Charged with reviewing, updating, and interpreting the organization's bylaws. This committee ensures governance documents remain current, compliant, and reflective of the organization's mission and practices.
    - Reporting Requirements
      - Conduct an annual bylaws review and present a summary report to the Commission Chair.
      - Submit proposed amendments with rationale, including alignment with ACPA policies and mission.
      - Provide meeting notes and documentation of discussions around bylaw interpretations or revisions.
      - Maintain version history and archive of all past and current bylaws.

## **Section 2: Special Committees**

Special committees may be formed as needed by the Chair.

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## **Article XI: Finances**

### **Section 1: Fiscal Year**

The fiscal year of the Commission shall begin on January 1 and end on December 31, which aligns with the Association's fiscal year.

### **Section 2: Financial Oversight**

The ACPA International Office tracks all income and expenses on behalf of entity groups in a view-only ledger on Google Drive. The Commission's ledger is shared with and accessible via the ACPA Commission Gmail account, so login there to access and review it. The ledger Google Sheet can be found in *Entity Leadership Files > Financials > Group Folder > Entity Sheet*. Ledgers are updated on a monthly basis, but entities can contact the Director of Entity Relations, Training & Development from the ACPA International Office with any questions about potential discrepancies.

The Commission shall maintain an operating budget throughout the year overseen by the Chair. The Chair shall communicate budget request guidelines and deadlines. All spending and budget requests should be under the advisement of the Chair. Prior to purchases being made, requests should be brought to the Directorate Board during a monthly meeting to be discussed with the group. Fundraising dollars that are generated should be calculated and submitted to the International Office by the Chair.

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## **Article XII: Amendments & Revisions**

**Section 1: Proposal of Amendments**

Amendments may be proposed by any active member of the Commission Directorate Board.

**Section 2: Approval Process**

Amendments shall be approved by a  $\frac{2}{3}$  vote of the Directorate Board.

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*These bylaws were adopted on 7/21/25 and finalized on 9/8/25. They may be amended as needed, as outlined in Article XII.*