CONSTITUTION AND BYLAWS OF THE CASPER COLLEGE TRI-ALLIANCE

CONSTITUTION

ARTICLE I – Name
The name of this organization shall be the Casper College Tri-Alliance (formerly known as the Casper College Association). Hereinafter the alliance will be designated as CCT-A.

ARTICLE II — Objectives and Purpose
Section A: To promote professional practices; to encourage the active participation of all in the solution of school problems; and to arouse allegiance to a genuine spirit of professional ethics.

Section B: To encourage high qualifications among Casper College employees; to aid in securing and maintaining such things as adequate salaries and sound retirement systems; to support legislation for the betterment of public education; to encourage such other improvements as will enable Casper College employees to function properly as a vital factor in the progress of education at Casper College; and show recognition for retirement and meritorious service.

Section C: To establish and encourage a program of communication, coordination and cooperation both within our own institution and among the institutions of higher learning in Wyoming.

Section D: To cooperate with civic bodies having educational objectives; to aid in interpreting to the public the problems, functions, and directions of public education; to identify the role of the community college in response to changing societal needs; and to encourage programs designed to accommodate these needs.

Section E: To encourage Casper College employees to exercise their rights and privileges as citizens and to accept leadership in civic affairs.

ARTICLE III — Membership
Section A. CLASS OF MEMBERSHIP
1. Membership shall be three classes – full, associate, and honorary. Full-time or part-time benefited Casper College employees are full members of the CCT-A. Each full member shall be eligible to participate in all the rights and privileges of the CCT-A.

2. Part-time Casper College employees, defined as those who do not receive benefits, retirees, and those who are employed by the UW at Casper are associate members of the CCT-A. They shall have no voting power, but they shall be entitled to all rights and privileges of the CCT-A.

3. Honorary membership may be instituted by vote of the CCT-A Council. Honorary members shall have no voting power in the CCT-A, but they shall be entitled to all other rights and privileges of the CCT-A.
Section B. MEMBERSHIP STRUCTURE
1. The CCT-A will be comprised of three alliances, one each for staff, faculty, and administrative personnel
2. All Casper College employees will be members of an alliance based upon their position descriptions. The CCT-A Council will serve as the final arbiter in cases of alliance membership dispute. There will be no mandatory dues charged to belong to any alliance, but each alliance may raise money as it sees fit (such as collecting voluntary dues).
3. The CCT-A will be comprised of the chair and vice chair of the staff, faculty and administrative alliances. The six members will meet at least three times a year: once in the summer, once in the fall semester, and once in the spring semester.

ARTICLE IV - Amendments
An amendment to this Constitution and By-laws shall be submitted to a vote of the membership of all three alliances and passed by a two-thirds majority of those casting votes, provided, however, that such an amendment must first have been submitted in writing to the voting membership at least ten days prior to the time of voting.

BY LAWS

ARTICLE I - Council
Section A. PURPOSE
The Council shall facilitate cooperation between and efforts of alliances, serve as a vehicle for communication among all elements of the college, and perform such other duties as are specified in these by-laws.

Section B. MEMBERSHIP
The Council shall consist of the chairs and vice chairs of each alliance.

Section C. OFFICERS
During its meeting in the summer, the CCT-A shall select a council chair, a vice chair, and a secretary. Ideally, the chair will rotate among the three alliances.

Section D. TERMS OF OFFICERS AND OF COUNCIL MEMBERS
Officers and other council members shall take office as of June 1 of the college year in which they are elected and serve for a period of one year. A vacancy of the Council shall be filled by the appropriate alliance in a timely manner. A vacancy in any Council office shall be filled by Council action.

Section E. DUTIES OF OFFICERS
1. Office of the Chair:
   a. To preside at all meetings of the CCT-A
   b. To be an ex-officio member of all CCT-A committees
   c. To establish ad hoc committees and appoint members thereto
   d. To ensure that the Council meets at least every semester (three times a year)

2. Office of the Vice-Chair
   a. To assume all the duties of the chair in the absence of the Chair
3. Office of the Secretary
   a. To keep and preserve an accurate record of all proceedings of all meetings of the CCT-A Council and to maintain the permanent files
   b. To prepare all correspondence for the CCT-A Council

ARTICLE II - Committees
Section A. ACTIVITIES COMMITTEE
The Casper College Activities Committee shall be the only standing committee and shall function under the constitution and bylaws of the CCT-A Council.
1. The duties of this committee shall be as follow:
   a. Elect a Chair
   b. Plan activities for college personnel and their families
   c. Prepare and maintain a budget for said activities
   d. Annually review the outline of its duties and responsibilities
2. The composition of this committee shall consist of three (3) elected representatives from each alliance. Anyone who is interested in assisting with events sponsored by the Activities Committee is encouraged and welcome to volunteer on an ad hoc basis.
3. By no later than April 30 for all alliances, these groups shall nominate and elect three (3) representatives to the Activities Committee.
4. Committee members shall take office the month after elected, and they shall serve for a term of two years. A vacancy on this committee shall be filled by the appropriate alliance in a timely manner.

Section B. AD HOC COMMITTEES
Officers of CCT-A have the option of forming any additional sub-committees of the CCT-A as needed.

ARTICLE III – Quorum
COUNCIL AND ALL COMMITTEES
A majority of the total membership of the body in question shall constitute a quorum.

ARTICLE IV – Parliamentary Authority
Procedure will be set at CCT-A meetings by the members of the council or respective committees. The Revised Robert’s Rules of Order shall be final authority in case of parliamentary dispute.