



Good...Better...Best!

**Texas Association of
Community College Foundations**

2013 Annual Conference

**February 18 - 19, 2013
Renaissance Austin Hotel
Austin, Texas**



Texas Association of Community College Foundations

Officers and Directors

President: Pam Warford, Lee College (Term: 2013-2015)

Vice President: Brent Baker, Weatherford College (Term: 2013-2015)

Secretary: Michelle Alexander, Vernon College (Term: 2013-2015)

Treasurer: Debbie Sharp, North Central Texas College (Term: 2013-2015)

Past President: Stephanie Dempsey, Austin Community College (Term: 2013-2015)

Board Members:

Serena Andrews, Brazosport College (Term: 2013-2014)

Jan Foresyth, Howard College (Term: 2013-2014)

Harry Harelik, McLennan Community College (Term: 2013-2014)

Dr. Joe McIntosh, Tarrant County College District (Term: 2013-2014)

Van Patterson, Panola College (Term: 2013-2014)

Texas Association of Community College Foundations



Annual Meeting
Monday, February 18, 2013

1:00 p.m.	Call to Order	Stephanie Dempsey President
1:05 p.m.	Minutes	Michelle Alexander Board Member
1:10 p.m.	Financial Statement	Pam Warford Secretary
1:15 p.m.	New Business Revision of Bylaws	Harry Harelik Board Member
1:20 p.m.	Election of Directors	Brent Baker
1:30 p.m.	Adjourn	

**Texas Association of Community College Foundations
Annual Meeting
February 27, 2012**

Minutes

Stephanie Dempsey called the meeting to order at 1:30 p.m.

Minutes

Ms. Dempsey presented the minutes from the January 31, 2011 TACCF Annual Meeting for approval. Brent Baker moved and Van Patterson seconded the motion to approve the minutes. The motion passed by a unanimous vote.

Financial Position

Bank Reconciliation

Pam Warford presented the bank reconciliation for January 29, 2011 – February 23, 2012. As of February 23, 2012 the balance of the TACCF account is \$13,177.34. In addition, TACCF holds two certificates of deposit – one for \$11,377.90 and one for \$10,343.55.

Income and Expense Report

Ms. Warford presented the Income and Expense Report for the 2012 TACCF Conference. Net income from the conference is **(\$431.58)**

Harry Harelik moved and Serena Andrews seconded the motion to approve the January 29, 2011 – February 23, 2012 bank reconciliation and the 2012 Income and Expense Report. The motion passed by a unanimous vote.

Open Position on TACCF Board

Ms. Dempsey reported there is an opening on the board of the TACCF and invited anyone interested in serving to contact her or another board member. The board primarily works on organizing the annual meeting.

Discussion

An evaluation would be provided to attendees at the end of the conference. Everyone was asked to provide feedback and suggestions on future conferences. It was noted that the TACCTA conference that was previously held in conjunction with the TACCF conference had moved from January to October and had changed its location from Austin to Dallas.

Ms. Warford invited the group to encourage attendance at future annual meetings and membership with TACCF.

**2013 TACCF
Income and Expense Report**

Income:	Income	Sub-totals	Total
Institution Membership Early Bird (16 @ \$100)	\$ 1,600.00		
Institution Membership (7 @ \$150)	\$ 1,050.00		
Conference Participant Fee (31 x \$100)	\$ 3,100.00		
Late Fee (4 @ \$25)	\$ 100.00		
		\$ 5,850.00	
Total Income			\$ 5,850.00
Expenses:	Expense	Sub-totals	Total
Renaissance Austin Hotel			
Food and Beverage	\$ 4,348.08		
Renaissance AV fees	\$ 280.60		
Less: Cargill lunch sponsorship	\$ (1,500.00)		
Less: Blackbaud breakfast sponsorship	\$ (1,000.00)		
Hotel expense		\$ 2,128.68	
Scholarships			
2 scholarships	\$ 500.00		
Scholarship expense		\$ 500.00	
Other			
Notebooks/Nametags/Signs/Stamps	\$ 226.49		
Recognitions	\$ 142.94		
Other expenses		\$ 369.43	
Guest Speakers			
Greenlights (from Austin area)	\$ 1,000.00		
Corey James Social Media			
Hotel (hotel last yr. \$124.20/night)	\$ 124.20		
Travel	\$ 175.00		
Perry Hammock			
Hotel 2 nights	\$ 248.40		
Travel	\$ 460.80		
Meals for speakers	\$ 100.00		
Speaker expenses		\$ 2,108.40	
Expense Totals			\$ 6,317.76
Net Income (Expense) from 2013 Conference			\$ (467.76)

Texas Association of Community College Foundations

Bank Reconciliation

February 23, 2012 - February 14, 2013

	<u>Date of Transaction</u>	<u>Deposits/ Credits</u>	<u>Checks/ Debits</u>	<u>Running Balance</u>
Bank Balance 2/23/2012		\$ 13,177.34		\$ 13,177.34
<u>Deposits</u>				
2012 Conference				
Dues & Registrations	3/21/2012	\$ 375.00		
	6/13/2012	\$ 100.00		
2013 Conference				
Dues & Registrations	11/1/2012	\$ 800.00		
	11/5/2012	\$ 100.00		
	11/6/2012	\$ 400.00		
	11/20/2012	\$ 1,350.00		
	11/29/2012	\$ 300.00		
	12/13/2012	\$ 1,050.00		
	1/8/2013	\$ 450.00		
	1/11/2013	\$ 350.00		
	2/13/2013	\$ 100.00		\$ 5,375.00
<u>Debits</u>				
2012 Conference				
1016 Victoria College	2/27/2012		\$ (500.00)	
1017 Perry Hammock	2/27/2012		\$ (460.80)	
1018 Mary Brumbach	2/27/2012		\$ (220.50)	
1019 Austin Community College	2/28/2012		\$ (199.35)	
1020 Stephanie Dempsey	2/28/2012		\$ (228.03)	
1021 Pam Warford	2/28/2012		\$ (55.34)	
1022 Renaissance Hotel	3/6/2012		\$ (741.78)	
1023 Brazosport College	9/28/2012		\$ (24.95)	
1024 Stephanie Dempsey	9/28/2012		\$ (64.95)	
2013 Conference				
1025 Renaissance Hotel	10/18/2012		\$ (990.49)	
1026 Renaissance Hotel	12/13/2012		\$ (990.49)	
1027 Renaissance Hotel	1/22/2013		\$ (1,980.98)	\$ (6,457.66)
Bank Balance 2/14/2013				<u>\$ 12,094.68</u>
Scholarship CD		\$ 11,220.00		
Interest earned		\$ 223.53		<u>\$ 11,443.53</u>
Reserve CD		\$ 10,200.00		
Interest earned		\$ 203.21		<u>\$ 10,403.21</u>

BYLAWS

TEXAS ASSOCIATION OF COMMUNITY COLLEGE FOUNDATIONS, INC.

ARTICLE I

Name

The name of this association shall be Texas Association of Community College Foundations, Inc. (TACCF).

ARTICLE II

Principal Office

The principal office of the association is fixed annually at the office of the President then in tenure.

ARTICLE III

Purposes

The Principle purposes of the Texas Association of Community College Foundations, Inc. are as follows:

- The adoption of standards and ethical practices;
- The professionalization of boards of directors, committees, volunteers, and other individuals working to enhance the foundation for the benefit of institutional advancement and community colleges;
- The exchange of information and fellowship;
- The education of foundation staff, college personnel, board of directors, and volunteers working for the enrichment and enhancement of Community Colleges and their communities and the public at large; and
- The advancing of Community Colleges mission and articulation to others across the state and nation.

ARTICLE IV
Membership

Section 1: Types of membership

- A. **Institutional membership** shall be open to any Texas Community College Foundation or any Texas Community College or College District with a fund development program. Each institutional members shall designate one official representative; however. The institution is not limited as to the number of its individual participants in Texas Association of Community College Foundation, Inc. activities.
- B. **Associate** membership shall be extended to individuals who are associated with a community college district and have responsibilities in one of the following categories:
- | | |
|----------------|---------------------|
| Administration | Finance |
| Trustees | Community Relations |
| Marketing | Public Relations |
| Volunteers | |
- C. **Affiliate** membership shall be open. Subject to the approval of the Executive Committee, to foundations not directly related to a community college, to individual professional consultants, professional fundraising firms or those whose responsibilities encompass the establishment of development programs and policies. No more than one member per organization shall be designated an affiliate member. Affiliate members shall not be entitled to vote or hold office in the association. Dues for affiliate members shall be established by the Executive Committee.
- D. **Honorary membership** shall be conferred to individuals who have made a noteworthy contribution to the association or to the general field of community college development. Honorary members shall be nominated by the Executive Committee and approved by a majority of the membership present and voting at any regular scheduled meeting.
- E. All classes of members except honorary shall pay dues. All members will be considered in good standing during the year in which their dues are current.
- F. **Duration of membership and resignation** may terminate by voluntary withdrawal as herein provided, or otherwise in pursuance of these bylaws. All rights, privileges, and interest of a member in or to the association shall cease on the termination of membership. Such notice shall be presented to the Board of

Directors at the next succeeding meeting of the Board of Directors. Withdrawals shall be effective upon fulfillment of all obligations to the date of withdrawal. (Provision is sometimes made that all obligations for the fiscal year shall be fulfilled and that action on resignation is withheld until the close of such fiscal period.)

Section 2: Responsibility of Members

- A. Dues shall be assessed in conjunction with the registration for the annual symposium to all but honorary members. The amount of the dues shall be set by the Executive Committee.
- B. Members who fail to pay their dues within thirty (30) days from the time the same become due shall be notified by the Secretary, and , if payment is not made within the next succeeding thirty (30) days shall, without further notice and without hearing, be dropped from the rolls and thereupon forfeit all rights and privileges of membership; provided that the Board of Directors may by rule prescribe procedures for extending the time for payment of dues and continuation of membership privileges upon request of a member and for good cause shown.
- C. Membership shall give strict adherence to ethics and standards set forth by the association Code of Ethics. (See Attachment A) Violation of such ethics and standards are cause of removal from membership, after review and recommendation by the Executive Committee, the ratification by a majority of those members present and voting at any regularly scheduled meeting.

Section 3: Privileges of Members

The following privileges are extended to all members in good standing:

- A. Attendance at all meetings, seminars, special workshops, and social events. Notice of all meetings, seminars, workshops, or social events shall be mailed or emailed to members two (2) weeks in advance of all such general meetings.
- B. An Institutional member shall have one vote on all matters that come before the annual meeting including the election of directors.
- C. Non-members attending the annual symposium or workshop will be assessed a higher registration fee than members.

ARTICLE V

Board of Directors

Section 1:

There shall be a maximum of the (10) Directors with two groups of up to 5 board members each serving staggered terms so that not all board members rotate off at one time. The terms of office for all positions on the Board of Directors shall be two years. Members shall be elected to the board at the annual meeting. The Board of Directors shall fill any vacancies that develop prior to the end of a board member's term. Those appointments are for the remainder of the position's term.

Section 2:

Members elected to the Board of Directors may serve up to a maximum of three consecutive two-year terms after which they must rotate off the board for a minimum of two years.

ARTICLE VI

Executive Committee

Section 1:

The Board of Directors shall have an Executive Committee which is empowered to act on behalf of the Board of Directors between meetings of the Board. The Executive Committee shall be comprised of the organization's President, past-President, Vice President, Treasurer, Secretary, and Board of Directors. The Executive Committee shall be chaired by the association's President.

ARTICLE VII

Officers

Section 1:

The officers of the TACCF shall be a President, past President, Vice President, Treasurer, and Secretary. All officers must be members of the Board of Directors. The membership shall elect the organization's officers and Board of Directors at a board meeting immediately following the annual membership meeting. All officers shall serve a term of two years following their election.

Section 2: Term of Office

All officers shall be elected for the term of two years but they may be re-elected.

Section 3: Office Vacancies

In the event the presidency becomes vacant, the vice-President shall immediately assume that position. Vacancies in the other offices shall be filled by the President.

Section 4: President

The President shall serve as the Chief Executive Officer of the association. He/she shall preside at regular meetings and at the annual meeting. He/she shall appoint chairpersons to the standing committees and coordinate their activities and reports. The President shall also be empowered to appoint ad hoc committees as deemed necessary to serve during the President's term of office.

Section 5: Vice President

The Vice President shall be responsible for developing the TACCF's professional development program at the symposium. He/she shall act and preside in the absence of the President or in the event the President is unable or unwilling to act.

Section 6: Secretary

The Secretary shall be responsible for keeping the official minute book and the official copy of the association's current bylaws. The Secretary shall maintain a viable list of addresses of those volunteers, administrators, trustees, and professional staff to which the newsletter should be sent. The secretary shall prepare and mail the association's newsletter and other mass mailings.

Section 7: Treasurer

The Treasurer shall be responsible for sending dues notices to the members in conjunction with the symposium registration and receiving and depositing membership dues and meeting fees in a bank designated by the Executive Committee. The Treasurer shall be responsible for the disbursement of funds for meetings and other purposes as authorized by the President. The Treasurer shall provide regular accounting and financial reports to the Board of Directors in accordance with generally accepted accounting principles and file all reports annually required by state or federal regulations.

Section 8: Past President

The past President will serve as a resource for the current President to ensure a smooth transition, provide an orientation, and past files to the new President.

ARTICLE VIII

Committees

The association shall have a Nominating Committee, a Membership Committee, and such other committees as deemed necessary by the Board of Directors.

ARTICLE IX

Meetings

Section 1: Meetings of the Membership

The Annual Meeting of the membership shall be held as part of the symposium. The Board of Directors may call a special meeting of the membership at any time providing 30 days advance written notice is given. The Board of Directors may also conduct an email and/or mail ballot of the membership in specific issues.

Section 2: Meetings of the Board of Directors

The Association's Board of Directors shall meet as often as necessary but at least once annually either face to face or by phone conference ~~biannually~~. The Executive Committee may call a special meeting at any time as long as appropriate notice is given.

Section 3: Quorum.

Membership present at any meeting of the association shall constitute a quorum. A majority of the members of the Executive Committee present shall constitute a quorum.

Section 4: The Order of Business

The order of business for the Annual Meeting shall be as follows:

1. Call to Order
2. Reading of Minutes of previous meeting
3. Financial Statement
4. Reports
5. Unfinished Business
6. New Business
7. Election of Directors
8. Announcements
9. Adjournment

ARTICLE X

Code of Ethics

Each member of the association shall be expected to abide by the TACCF Code of Ethics governing his/her individual and corporate conduct. The Code of Ethics shall be recommended and approved by the Executive Committee. The Code of Ethics shall be attached to these bylaws and shall be distributed to all classes of members.

ARTICLE XI

Disposition of Assets

In the event this organization does not, will not, or is unable to pursue its intended purposes, all remaining assets will be equally divided as a contribution to the non-profit member organizations in good standing.

ARTICLE XII

Amendments to Bylaws

These bylaws may be amended by a two-thirds vote of the Board of Directors attending any regular Board of Directors meeting providing a quorum of the Board of Directors is present and revision of the bylaws has been listed as an agenda item for that board meeting. The bylaws may be amended by a majority of the institutional members at any annual or special meeting called to discuss bylaw amendments or by mail or email ballot of the institutional members.

ARTICLE XIII

Miscellaneous

Section 1: The fiscal year of the Texas Association of Community College Foundations shall be January 1 to December 31.

Attachment A
CODE OF ETHICS

Each member of the Texas Association of Community College Foundations, Inc. shall:

- I. Pursue individual and corporate conduct which shall demonstrate and enhance competence and integrity in all relationships with the public.
- II. Advance ethical concepts, methods and skills for development and related activities that contribute to the well-being and financial success of the institution served.
- III. Strive consistently to increase and perfect professional knowledge and skills through active participation in the association and related organizations whose objectives are for the improvement of the profession.
- IV. Encourage and support educational and training programs for development and related activities and actively participate or provide instruction when and wherever appropriate.
- V. Encourage and participate in continuing efforts to develop innovative methods and techniques to share this knowledge with others within the Association.
- VI. Respect the confidentiality of information gained in the process and pursuit of the profession.
- VII. Assist, support, and provide leadership in the civic development of the community and to cooperate with other education, health, and cultural institutions.
- VIII. Advise prospective donors inly with in professional parameters and actively endeavor to prevent malpractice wherever it may appear in the field of community college development.
- IX. Members refuse to accept or offer a position on the basis of a percentage of funds raised; or to have any affiliation or other relationships with firms or organizations who offer commissions, rebates, gifts, or other favors which might imply or create an obligation or conflict of interest.
- X. Avoid engaging in activities that may damage the professional reputation of another member, another institution or organization in the development field.
- XI. Avoid engaging in activities that may bring discredit to the profession or the association or exploiting the association or the activities of colleagues for personal gain.
- XII. Pledge adherence to this Code and assist in the enforcement of its provisions throughout the membership
- XIII. Respect that the **TEXAS ASSOCIATION OF COMMUNITY COLLEGE FOUNDATIONS** is a forum of individual/institutional members and this forum shall not be used as a means for solicitation for professional services.

Texas Association of Community College Foundations
2013 Annual Conference

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Breakfast sponsored by

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