



GREAT LAKES  
PROCESS TECHNOLOGY  
ALLIANCE BYLAWS

**ARTICLE I. PURPOSE**

*Section I. Member:* The Great Lakes Process Technology Alliance (GLPTA) is a not-for-profit member organization comprised of education providers, regional businesses, process industries, and community advisors who work toward shared goals, including developing a qualified workforce and improving global competitiveness for the process industry.

*Section II. Purpose:* The purpose of the Alliance is to increase the ability of its members to deliver quality education services to all stakeholders including, but not limited to Industry, Education and Community. The Alliance shall establish standards for Process Technology education and strive to collectively reach or exceed those standards.

### *Section III. Objectives, Methods and Means:*

#### **I. Educational Development**

##### **A. Objectives**

- *Provide a standard core process technology curriculum*
- *Use quality instructional materials*
- *Deliver curricula through qualified instructors*
- *Promote high standards for process technician education programs*
- *Develop specialized process technology courses for incumbent workers based on industry partner needs*

##### **B. Methods and Means**

- *Share instructional materials*
- *Incorporate core process technology courses*
- *Provide collective professional development for staff and faculty*
- *Identify and develop qualified instructors*

#### **II. Marketing Support**

##### **A. Objectives**

- *Market the process technology industry*
- *Market process technology as a career choice*

- *Promote education for process technicians*

*B. Methods and Means*

- *Develop coordinated promotional campaigns*

**III. Partnerships**

**A. Objectives**

- *Build strong partnerships between K-16 education providers, industry, community and government*
- *Place Process Technology graduates on successful career paths*

*B. Methods and Means*

- *Design shared development projects*
- *Create shared development projects*
- *Share equipment and facilities between members*
- *Develop collaborative graduate placement efforts*
- *Identify opportunities for collaborative grant applications and resource development*
- *Use “strength in numbers” to overcome obstacles*

## ARTICLE II. ORGANIZATIONAL STRUCTURE AND FUNCTION

*Section 1.* The Great Lakes Process Technology Alliance shall consist of the Steering Committee, Executive Committee, Associated colleges and individuals, Executive Director and staff.

*Section 2.* The purpose of the Steering Committee and its Executive Committee is to guide the activities of the Alliance. To this end, they shall establish policies, make decisions, and select and direct staff as needed.

*Section 3.* The purpose of the Alliance's Executive Director and Staff is to guide, support, and coordinate activities according to the policies, directions, and decisions of the Executive Committee.

*Section 4.* "Endorsed" colleges (see Article III, Section 1) within the defined boundaries of the Alliance shall be represented on the Steering Committee as follows:

- One (1) education member selected by the college.

- Two (2) industry members selected by the process technology advisory committee for that college. NOTE: These individuals must either be or become Alliance members to serve in this position.

*Section 5.* “Associated” colleges (see Article III, Section 5) and Associate individual members may be part of the Alliance, but shall not be a functioning part of the Steering Committee.

*Section 6.* The operating/fiscal year of the GLPTA shall be July 1 through June 30.

*Section 7.* The regional boundaries of the Alliance shall include provinces in Canada and States along the United States Great Lakes in which Process Technology programs and their advisory committees exist.

### **ARTICLE III. COLLEGE MEMBERSHIP**

*Section 1.* To be an “Endorsed” GLPTA member college, the following criteria must be met:

- Hold an Associate Degree in Process Technology program approved by the appropriate state or local governing agency or body.
- Have an active industry advisory committee and provide minutes and membership information to the Standards & Quality Committee. Advisory committee meetings shall be held biannually or more often if deemed necessary by the college or its industry advisory committee.
- Include the outcomes and objectives contained in the eight core technical courses developed by CAPT (Center for the Advancement of Process Technology, [www.capttech.org](http://www.capttech.org))
- Align instructional material with the GLPTA learning objectives adopted by the Curriculum & Education Committee of the GLPTA.
- Conduct an internal audit to ensure that requirements of the GLPTA are being met. Audits shall be conducted every three years or more often if deemed necessary by the college or its industry advisory committee.  
  
Audits shall be conducted by a qualified third party.
- Pioneer institutions (those institutions on the list of attendees as of June 24, 2005) will be granted a grace period of one year to become endorsed.  
  
New colleges may become pioneer institutions through June 24, 2006

based on the recommendation of the Curriculum & Education Committee.

A listing of pioneer institutions is enclosed as Exhibit A.

*Section 2.* Endorsement of a college shall be for a period of one year, renewable annually by continuing to meet the criteria of the Alliance.

*Section 3.* Representatives from Endorsed colleges shall have voting rights during Alliance business meetings. The exception to this will be Endorsed colleges located outside the defined boundaries of the Alliance.

*Section 4.* Endorsed colleges shall be recognized as such in appropriate Alliance literature, and the Alliance shall show preference to those colleges during public events such as career days and other efforts to recruit students into Process Technology programs.

*Section 5.* A college that is unable to meet all of the requirements for being an Endorsed college shall be considered an “Associated” college.

*Section 6.* Associated colleges shall not be recognized in Alliance literature.

*Section 7.* Representatives from Associated colleges shall not be allowed to vote during Alliance business meetings.

## **ARTICLE IV. INDIVIDUAL MEMBERSHIP**

### **Voting Members**

*Section 1.* Steering Committee membership shall be determined by each college's process technology program advisory committee (see Article II, Section 4). These members, along with officers, committee co-chairs, and State PTEC Coordinators (see Article V, Section 3) shall constitute the Alliance voting membership.

*Section 2.* New members shall be voted on by the Steering Committee at a biannual meeting. A majority vote of the Steering Committee members present is required for membership approval.

### **Non-Voting Members**

*Section 2.* Associate (non-voting) membership.

- Associate Members within the regional boundaries of the GLPTA may include education, industry, business, and community representatives with an interest in Process Technology. Associate members may attend Alliance meetings and participate on committees.
- Education, industry, business and community representatives outside the regional boundaries of the GLPTA may also apply for Associate Membership.
- Those requesting Associate Membership shall submit an application to the Executive Director for review and development of a recommendation, which shall then be voted on by the Steering Committee.

## **ARTICLE V. MANAGEMENT STRUCTURE**

*Section 1.* The officers of the Alliance shall include a President, Secretary and Treasurer. All officers must be active or retired industry representatives. (Note: Retired industry members who are employed full time by educational institutions shall be considered Education representatives and retired industry members who are employed by vendor companies shall not be eligible to hold officer positions.)

*Section 2.* Standing Committees shall be established as needed by the Executive Committee to function under their direction. Standing Committees may include, but are not limited to Organization and Bylaws, Funding, Public Relations, Curriculum and Education, and Standards and Quality. One industry member and one education member, acting in concert shall chair these committees. These co-chairs shall be selected by the respective committee members, or appointed by the president if committee members cannot reach agreement, and approved by the Executive Committee. The remaining committee membership will be on a balanced volunteer basis as determined by the co-chairs.

*Section 3.* The Executive Committee shall include the officers of the Alliance, Standing Committee Chairpersons, State PTEC Coordinators (where they exist), and the Executive Director.

*Section 4.* Focus Team shall be established as needed by the Executive Committee. The structure of these teams shall be the same as for standing committees (see Article V, Section 2.)

*Section 5.* The Executive Director and Staff members shall be Alliance employees and cannot hold office, preside over Standing Committees, or vote, with the following exception: The Executive Director shall cast the tie-breaking vote in Executive Committee and Steering Committee meetings.

*Section 6.* The Executive Director shall be selected by and serve under the direction of the Executive Committee.

Section 7. The Administrative Assistant and other Staff members shall be selected by the Executive Committee and serve under the direction of the Executive Director.

## **ARTICLE VI. ELECTION, TERMS, AND DUTIES**

*Section 1.* Nominations for officers shall be accepted at the last Steering Committee meeting of the calendar year in which the term of office expires.

*Section 2.* The President and Treasurer shall be elected at the last Steering Committee Meeting of each odd-numbered calendar year.

*Section 3.* The Secretary shall be elected at the last Steering Committee meeting of each even-numbered calendar year.

*Section 4.* Officers shall be elected by a majority vote of the Steering Committee. Normal term of office shall be two years. All officers shall serve until their resignation, expiration of their term of office, or they are removed by a majority vote of the Steering Committee.

*Section 5.* Officers may be elected for successive terms.

*Section 6.* A vacancy occurring in an officer position prior to the end of the normal term shall be filled by a majority vote of the Executive Committee.

*Section 7.* The President shall have responsibility for the general management of the affairs of the Alliance, shall preside at all meetings of the Alliance, shall

see that orders and resolutions are carried into effect, and shall have such other powers and duties as may be designated by the Bylaws of the Alliance, by the Steering Committee, or the Executive Committee.

*Section 8.* The Secretary shall have responsibility for minutes of the Steering Committee and Executive Committee meetings. Minutes of Steering Committee meetings shall be submitted to the full Steering Committee for approval, and the approved document made available to members in a timely manner thereafter.

*Section 9.* The Treasurer shall have responsibility for the collection and disbursement of funds and accounting for the finances of the GLPTA. This responsibility shall include the management of the fiscal agent. Actual collection and disbursement of funds shall be done by the Alliance representatives designated by the Executive Committee.

*Section 10.* The Executive Committee shall have responsibility for conducting the affairs of the Great Lakes Process Technology Alliance as needed between Steering Committee meetings.

## **ARTICLE VII. MEETINGS**

*Section 1.* Regularly scheduled meetings of the Alliance shall be held at a minimum of two times per year. The Executive Committee shall determine meeting dates.

*Section 2.* Notice of regular meetings of the Alliance shall be given at least (30 days prior to the meeting via email with delivery notification or through the U.S. postal service.

*Section 3.* Special meetings of the Alliance may be called by the President, Executive Committee, or any five (5) voting members of the Steering Committee.

*Section 4.* Notice of any special meeting of the Alliance shall be given at least thirty (30) days prior to the meeting.

*Section 5.* The Steering Committee shall operate under Robert's Rules of Order except where in conflict with the Bylaws, in which case the Bylaws shall take precedent.

## **ARTICLE VIII. ATTENDANCE REQUIREMENTS**

*Section 1.* If a regional Steering Committee member is absent from two consecutive meetings without appointment of a designated alternate, the membership status of that member shall be considered for termination by the Executive Committee. Out of region members shall be exempt from this requirement.

*Section 2.* A member of the Steering Committee may designate an alternate from the same industry or college membership category who may attend a meeting in the member's stead and vote on all action items. Either the college Advisory Committee or the Executive Committee may terminate a designated alternate's position at any time.

## ARTICLE IX. VOTING RULES

*Section 1.* The officers, committee co-chairs, State PTEC Coordinators, and representatives of in-region Endorsed colleges shall be voting members of the Alliance.

Section 2. Associate members shall be non-voting members.

*Section 3.* The decision of a majority of the members present and voting at a scheduled meeting in which a quorum (defined as 40% of the current voting membership) is present shall be the action of the Alliance, unless the act of a greater number is required by these Bylaws.

Section 4. Absentee Voting: Members may vote for officers by absentee ballot. The Executive Director shall mail absentee ballots at least 3 weeks prior to the meeting date during which an election is to take place. Absentee votes may be received via email or by telephone prior to the beginning of the scheduled meeting.

**ARTICLE X. APPROVING AMENDMENTS TO BYLAWS**

The executive committee shall develop and present to the membership at large (voting and non-voting) any revisions to these by-laws. The Steering Committee shall approve revisions to these Bylaws by two-thirds (2/3) vote of the membership.

*Date Approved by Steering Committee: TBD*

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