ASSOCIATION FOR THEATRE IN HIGHER EDUCATION
Two-Year College Program Focus Group

MISSION STATEMENT
The mission of the Two-Year College Program is to facilitate communication and interaction between theatre personnel in two-year college theatre programs; to provide means for collecting, interpreting, and disseminating information of particular importance to members; to serve as a forum for the discussion of basic issues, specific problems, and unique challenges relating to Theatre programs in two-year institutions; to promote standards and goal-achievement in curricula, degree programs, and productions with students at the beginning level of training; to encourage members to improve academic and artistic quality in all of their efforts.

BY LAWS
ARTICLE 1 – NAME
The name of this organization is the Two-Year College Program Focus Group, a program of the Association for Theatre in Higher Education (ATHE).

ARTICLE 2 – PURPOSE
The purpose of the Two-Year College Program Focus Group is to:
1. Serve as a program unit for the Association for Theatre in Higher Education.
2. Facilitate communication and interaction between theatre personnel in two-year college theatre programs.
3. Provide means for collecting, interpreting, and disseminating information of particular importance to the members.
4. Advise ATHE on guidelines for ethical standards in the field especially as related to two-year college programs.
5. Advise ATHE on standards for retention, tenure and promotion especially as related to two-year college programs.
6. Foster new research in the field especially as related to two-year college programs.
7. Serve as a forum for the discussion of basic issues, specific problems, and unique challenges relating to Theatre programs in two-year institutions.
8. Provide programs for the annual ATHE conference that offer quality scholarship, pedagogy and practice in the field especially as related to two-year college programs.
9. Promote standards and goal-achievement in curricula, degree programs, and productions with students at the beginning level of training.
10. Encourage members to improve academic and artistic quality in all of their efforts.

ARTICLE 3 – MEMBERSHIP
Membership in the Two-Year College Program Focus Group is open to all members of the Association for Theatre in Higher Education for no fee.

ARTICLE 4 – GOVERNING BODY
The leadership of the Two-Year College Program Focus Group shall consist of three officers: the Focus Group Representative, the Focus Group Conference Planner, and the Focus Group Communications
Officer. The Focus Group Representative and the Focus Group Conference Planner and the Focus Group Communications Officer make up the TYCP Focus Group Executive Board. In addition to the responsibilities listed below, all offers should attend all conferences and focus group meetings. Also, at least one TYCP Focus Group officer should be present at the ATHE Conference Business Meeting, and the ATHE Conference Keynote Address. All officers are expected to promote the TYCP Focus Group and to recruit new Focus Group Members.

4.1) The duties and responsibilities of the Focus Group Representative are as follows:
   a) Representing the membership within the larger context of ATHE and acting as a liaison to the Governing Council.
   b) Conducting the business meetings at the annual conference and serving as the primary coordinator of any of the business of the Focus Group.
   c) Attending any business meetings required by ATHE or the Governing Council.
   d) Submitting information and news to ATHE news.
   e) Submitting an annual report to ATHE on the activities of the Focus Group.
   f) Applying and distributing grants given to the Focus Group with the Focus Group Conference Planner.
   g) Serving on one of the following ATHE committees: Advocacy, Professional Development, Web Technology, Finance, Marketing and Membership or the Conference Committee.
   h) Interacting with the Conference Planner to develop and submit Conference Panel submissions.
   i) Serving as spokesperson for the Focus Group, when required.
   j) Keeping minutes of all meetings, including the annual MT/D Focus Group business meeting, and distributing minutes to all officers.
   k) Recruiting and Assigning Regional Communications Officers.

4.2) The duties of the Focus Group Conference Planner are as follows:
   a) Developing and negotiating conference programming in agreement with the guidelines established by ATHE’s Conference Committee and coordinating all panels, participants and materials for the annual conference.
   b) Serving as a liaison with other ATHE focus Groups to develop innovative panels.
   c) Soliciting and encouraging members to participate in offering and developing programing for the annual conference and explaining to members conference deadline and submission processes.
   d) Bringing individual panelists together and organizing submissions into larger panels.
   e) Meeting all panel submission deadlines for the Focus Group.
   f) Serving as liaison between the Conference Committee and the Focus Group.
   g) Attending any meetings required by ATHE, the Governing Council or the Conference Committee.
   h) Applying and distributing grants given to the Focus Group, with the aid of the Focus Group Representative.

4.3) The duties of the Focus Group Communications Officer are as follows:
   a) Keep and distribute minutes of the TYCP business meetings.
   b) Keep a current list of TYCP member contact information.
   c) Post relevant information to the TYCP web page.
   d) Serve at the pleasure of the Focus Group Representative.
Recruit and Assign Regional Communications Officers.

4.4) Regional Communications Officers are appointed by the Focus Group Representative and the Focus Group Communications Officer for 1-year terms. The duties of Focus Group Regional Communications Officers are as follows:

a) Assist in identifying two-year college theatre faculty members within their college’s regional area.

b) Communicate with two-year college theatre faculty members within their college’s regional area, and encourage participation in ATHE, by visiting and contributing to ATHE’s Two-Year College Program webpage and/or attending and participating in ATHE’s annual conference.

c) Regularly contribute content to ATHE’s Two-Year College webpage, such as blog and forum postings.

ARTICLE 5 – ELECTIONS

5.1) ELIGIBILITY: All members are eligible for election. Members may serve consecutive terms. Members may serve in only one office at a time.

5.2) VOTING: All members are eligible to vote on all issues presented to the membership at the yearly TYCP Focus Group meeting. Voting will occur only when a quorum is present. A quorum shall consist of no less than seven (7) members. In the event of a tie vote, the Focus Group Representative shall cast the deciding vote.

5.3) NOMINATIONS: Nominations for the elections of officers shall be taken from the floor at the time of the election.

5.4) TERMS: Elected officers serve one year as an officer elect and two years in office, to ensure stability and experience within the governing body. Officers begin serving as officer elect immediately upon their election. Officers officially take office at the close of the convention one year after their election. Officers hold their offices for the next two conferences. Officer elections are held as follows:

   Even years: Elect Focus Group Representative and Communications Officer.
   Odd years: Elect Focus Group Conference Planner

5.5) OFFICER VACANCY: In the event of a vacancy, a focus group member will be elected at the next TYCP Focus Group Business Meeting to fill the vacancy and serve the remainder of the term. In the case of a mid-year vacancy, the TYCP executive board may appoint a replacement to serve until the next TYCP business meeting.

ARTICLE 6 – AMENDMENTS

These by laws may be amended by a vote of simple majority of members attending the annual TYCP Business Meeting. Any emergency actions necessitated by requirements of ATHE or other exigencies for the good of the Focus Group may be taken by the Executive Board and then voted upon by the membership at the next TYCP Business Meeting. Outside of the TYCP Business Meeting and the regular conference meeting time, items and by laws may be amended via an electronic vote by a majority of active members.

Last edited – 8/2/2015