GUIDELINES FOR TYCA-SE REPRESENTATIVE TO NATIONAL TYCA

The TYCA-SE Representative to National TYCA serves as the liaison between the regional and National TYCA. The TYCA-SE Representative is nominated by the REC and must have served as an elected member of the REC to be eligible for the position. The TYCA-SE Representative is elected during the regular voting process for REC members during the annual conference. The term of office is three years, with two consecutive terms allowed. After staying out a year, one may choose to run again for the position. This position requires travel to one national conference. If the TYCA-SE Representative’s college does not pay for such travel, TYCA-SE will cover the cost as specified in its travel guidelines and as approved by the REC.

FEBRUARY

 The National Rep shall attend a virtual National TYCA Executive Council (EC) meeting as specified by National TYCA.

At the Annual Conference, the TYCA-SE Representative to National TYCA shall:

1. Attend the TYCA-SE Conference and present a report at the pre-conference REC

 meeting to inform the REC of current initiatives, issues, problems, or concerns

 expressed by the national organization.

 2. Make a similar report to the general membership at the conference’s closing plenary

 session.

 3. Attend the REC business meeting and other specially-called REC meetings during the

 conference.

 A newly elected TYCA-SE Representative to National TYCA shall assume the listed responsibilities immediately following election at the TYCA-SE conference. The outgoing Representative will be a valuable resource if the two can meet during the conference for shared information.

Send names and addresses of new REC officers and information on next year’s annual meetings to NCTE headquarters. Include meeting location, dates, hotel, names and addresses of program chair and local arrangements chair (LAC).

Make sure the NCTE Executive Director receives annually the following items from the REC Chair: a. The minutes of all regional business meetings, b. The official call for proposals, publicity, and program of the regional conference, c. The results of all elections and balloting on amendments to the bylaws, d. The regional supplement to the national newsletter and any other publications, e. A brief annual report concerning the year’s activities, f. Copies of all resolutions passed by the regional membership. g. Results of the regional account audit. h. The names of at least two REC officers who are signatories on all financial accounts for the region.

MARCH/APRIL

 The Rep. to National TYCA shall represent TYCA-SE at the National TYCA Executive Committee meetings incorporated into the scheduled CCCC conference. If a National TYCA conference is held, the Rep. to National TYCA should attend that one-day event if possible.

 The National TYCA representative is reimbursed for travel to the CCCC convention and the National TYCA Executive Committee (EC) meeting. Reimbursement is for the full cost of travel. Driving mileage is reimbursed at the rate of $.62 a mile as of 2023. (Because TYCA-SE is incorporated in Tennessee, it uses the Tennessee mileage rate to reimburse Board members. This information can be found on the tn.gov website.) Meal reimbursement is at the per diem rate of $59 a day and 75% of that rate on travel days or $44.25. The per diem rate includes the cost of any parking. Transportation (airline) and hotel costs are reimbursed separately and fully. (The per diem rate used is the most common meal and incidentals county rate found on the Tennessee CONUS Per Diem Rate chart found as gsa.gov.) Important Note: In September 2008, the REC voted to limit reimbursement for National TYCA Rep travel to $2500 a year.

This responsibility includes discussing, offering input, and voting on issues that affect the welfare of the two-year college English instructor as well as the pertinent aspects of the teaching of the curriculum offered. The Rep. to National TYCA is the voice of the TYCA-SE region and should be mindful of representing this membership.

In addition, the Rep. to National TYCA will serve on any committees appointed by the National Executive Committee.

Prior to the March EC meeting, the National Rep. will submit a report providing information required by National TYCA. This information will be requested from the Secretary of National TYCA and includes the names and positions of the members of the REC and other pertinent information

The National Rep. shall submit an article to the TYCA Blog & Archive (https://tycaarchive.wordpress.com/)—on the subject assigned by the Chair of the TYCA To You committee. Deadline information will be provided by National TYCA. The March article is usually a conference review.

MAY

 The National Rep. shall submit an article to the TYCA Blog & Archive on the subject assigned by the Chair of the “TYCA To You” committee. Deadline information will be provided by National TYCA.

SEPTEMBER

 REC Meeting: The National Rep. shall attend the fall REC meeting and report on any information disseminated by National TYCA.

 The National Rep shall attend a virtual National TYCA EC meeting as specified by National TYCA.

The National Rep. shall submit an article to the TYCA Blog & Archiveon the subject assigned by the Chair of the “TYCA To You” committee. Deadline information will be provided by National TYCA.

NOVEMBER

 The National Rep. shall represent TYCA-SE at the National TYCA Executive Committee meetings scheduled during the NCTE conference. This is currently a virtual meeting. (Note: If this meeting becomes in-person in the future, travel reimbursement would follow the same guidelines as described for the CCCC travel in March/April.) The Rep. shall submit a report providing the requested information by the required deadline to be included in the official record of the meeting. The same responsibilities required at the TYCA EC meeting at CCCC conferences are required at the EC meetings at NCTE.

DECEMBER

 The National Rep. shall submit an article to the TYCA Blog & Archiveon the subject assigned by the Chair of the “TYCA To You” committee. Deadline information will be provided by National TYCA.

Revised May 2022 by

Beverly Fatherree, Historian

Susan Slavicz, Nominating Committee Chair

Charles Smires, Treasurer

Updated March 2023 by

Tom Geary, TYCA-SE National Rep

Charles Smires, Treasurer