2-Year College Chemistry Consortium (2YC3)

By-Laws

And

Policies and Procedures

18 Dec 2020 BY-LAWS

COMMITTEE ON CHEMISTRY IN THE TWO-YEAR COLLEGE

**MISSION STATEMENT**

The COCTYC is dedicated to furthering the development and awareness of the contribution of chemical sciences in the two-year colleges and the professional advancement of chemistry teachers through:

1. fostering professional development activities for individual chemistry faculty members

2. informing all students of the importance of the chemical sciences

**THE ORGANIZATION**

The organization consists of:

A. The Committee on Chemistry in the Two-Year Colleges (COCTYC, the Executive Committee)

 The COCTYC shall consist minimally of the positions of Chair, Past Chair-CHED Representative, Past Chair-Future Sites Coordinator, Chair-Elect, Treasurer, Industrial Sponsors Chair, Newsletter/Media Editor, Membership & College Sponsors Chair, Webmaster, Workshops Coordinator, Past Chair-Strategic Planning Director and other members as designated by the COCTYC.

 Officers shall be dues paying members of the 2YC3 and the Division of Chemical Education.

B. The Two-Year College Chemistry Consortium (2YC3)

 Membership in the consortium is open to all supporters of chemical education in the two-year college who have paid yearly determined dues. This could include, but not be limited to, university and college professors (both full- and part-time), high-school teachers, college and industrial sponsors, and retired persons.

**PROCEDURE**

1. COCTYC conducts business through:
2. Meetings held in conjunction with the conferences.
3. Conference calls or other forms of electronic communication.
4. Appropriate sub-committees.
5. Questionnaires, surveys and ballots.
6. COCTYC
7. The COCTYC consists of the officers named above in A of the organization.
8. The term for the Chair-Elect-Elect, Chair-Elect and Chair will be one-year beginning January 1. A Chair-Elect-Elect is committed to 6 years of service on COCTYC.
9. A past chair will have a three-year term beginning on January 1 immediately after the year as chair. Duties for the three years after serving as chair will include DivCHED representative, Future Sites Chair, and/or Strategic Planning Director.
10. The terms of Treasurer, Membership & College Sponsors Chair, Industrial Sponsors Chair, Newsletter/Media Editor, Workshop Coordinator, and Webmaster will be 3 years each. The officers filling these positions may repeat for up to two additional terms (maximum of nine years) without a call for nominations with the approval by vote of the COCTYC. The terms of these positions will begin January 1.

1. ELECTION OF COCTYC OFFICERS

The Chair-Elect-Elect, Treasurer, Industrial Sponsors Chair, Newsletter/Media Editor, and Membership & College Sponsors Chair will be elected by the 2YC3 membership using the following procedure:

* 1. A call for applications will be included in the first and second Spring Newsletters.
	2. Applications for all offices must include:
		1. Pertinent personal data such as name, college, job title, address, e-mail address, etc.
		2. Brief statement of pertinent qualifications, signed by the nominee. A statement indicating a willingness to serve signed by the nominee.
		3. A statement of support from an appropriate person in the applicant’s school.
	3. To be eligible to be nominated for any office, an individual must:
		1. Have experience as a two-year college chemistry teacher.
		2. Have been a dues-paying member of 2YC3 for a minimum of three years prior to nomination.
		3. Be a member of the Division of Chemical Education.
		4. In addition, applicants for the office of Chair-Elect-Elect must have demonstrated leadership and organizational ability by serving in one or more of the following capacities:
		5. Served three years on the COCTYC.
		6. Served as Program Chair, Local Arrangements Chair, or Exhibits Chair for a 2YC3 Conference.
		7. Chaired a sub-committee of the COCTYC.
		8. Contributed within the past three years in two or more ways such as:
			1. acted as local industrial sponsor coordinator.
			2. chaired a conference section.
			3. presented a paper at a conference.
			4. moderated a panel at a conference.
			5. other ways an individual has contributed.
	4. Applications should be received by the Chair by October 1. The COCTYC will serve as a nominating/screening committee to generate a slate of candidates.
	5. In the event that a qualified candidate cannot be found for any office, the COCTYC may choose, by majority vote, a qualified individual to serve a one-year interim term in the position. This individual may be a current officer serving in another position.
	6. Each 2YC3 Member shall vote for one nominee per office and the candidate who receives the greater number of votes shall be declared elected.
	7. Ballots must be electronically submitted no later than December 31.
	8. The results of the election will be reported in the first possible newsletter.
	9. The Chair will immediately announce the winner(s) of the COCTYC election and will notify all nominees of the election results.
	10. The Treasurer, Industrial Sponsors Chair, Newsletter/Media Editor, Membership & College Sponsors Chair, and Webmaster are eligible for a second and third consecutive term.
	11. Reappointment to a second or third consecutive term: Fifteen months prior to the expiration of an incumbent's first term, the Chair will inquire if he/she desires to serve another term. If a second or third term is desired, the COCTYC will approve by vote the appointment of the individual to a second or third term.
	12. If the incumbent has served three terms, or does not wish to serve a second or third term, or if the COCTYC does not approve a second or third term, the procedure for electing an individual for the office (Section C items 1-6 of this document) will be followed.
1. If any office becomes vacant, a replacement will be approved by vote of the COCTYC to complete the term.
2. APPOINTED OFFICERS

The position of webmaster, due to the necessity of possessing certain technical skills, shall be a position appointed by majority vote of the COCTYC. Any person appointed should meet the eligibility requirements for elected officers outlined previously and the appointment will be for the terms outlined in the COCTYC membership above.

1. ROBERT'S RULES will be used to conduct COCTYC Meetings.
2. A quorum must be attended by at least fifty (50%) percent of COCTYC members for business transactions to take place and motions to pass.
3. PRIVILEGES OF 2YC3 INDIVIDUAL MEMBERS
	1. Individual memberships are for the fiscal year of the organization.
	2. Individual members will receive all publications without charge.
	3. Individual members can attend 2YC3 Conferences and vote in the year in which their membership is current.
	4. If an individual is not a member or his or her membership has lapsed, new memberships and membership renewals paid as part of a conference registration shall apply for the current fiscal year.
	5. New memberships and membership renewals received after the last conference of the year shall apply to the following fiscal year and not the current fiscal year. An individual may count the membership in the current fiscal year at his or her request.
	6. The fee for each individual membership is set by the COCTYC.
4. PRIVILEGES OF 2YC3 COLLEGE SPONSORS
	1. College sponsorships are for the fiscal year of the organization.
	2. College sponsorships and sponsorships renewals received after the last conference of the year shall apply to the following fiscal year and not the current fiscal year. A college sponsor may count the sponsorship in the current fiscal year at his or her request.
	3. College sponsors will receive all publications without charge.
	4. The fee for college sponsorships is set by the COCTYC.
5. PRIVILEGES OF 2YC3 INDUSTRIAL SPONSORS
	1. Industrial sponsorships are for a period of one year from the date received.
	2. Industrial sponsors will receive all publications and are entitled to exhibit at each of the 2YC3 Conferences without charge.
	3. The fee for industrial sponsorships is set by the COCTYC.
6. REVISIONS

This document can be revised by a simple majority of the votes cast by the COCTYC.

**GLOSSARY**

ACS American Chemical Society

BCC Biennial Conference Committee (a DivCHED Committee)

COCTYC Committee on Chemistry in the Two-Year Colleges (a DivCHED Committee)

DivCHED Division of Chemical Education

TAB Task Advisory Board

2YC3 Two-Year College Chemistry Consortium

**RESPONSIBILITIES OF THE CHAIR**

1. Leadership
	1. Provide overall leadership for the COCTYC and Two-Year College Chemistry Consortium (2YC3)
	2. Provide coordination of the COCTYC with DivCHED, Office of Two-Year Colleges (ACS), and other relevant groups.
2. Serve as a conference mentor for the Conference Planning Committees (Program Chair, Local Arrangements Chair and Exhibits Coordinator) of the meetings to be held the year of her/his chairmanship.
3. Preside at the COCTYC and 2YC3 General Membership Meetings.
4. Newsletter

Continue to collaborate with the Newsletter Editor in maintaining editorial policy and tone for the Newsletter.

* 1. Write "Notes from the Chair" and submit to Newsletter Editor in accordance with established publication schedule.
1. Meeting Agendas
	1. Prepare agendas for the COCTYC meeting and the General Membership meeting.
	2. Send agenda and minutes from the previous meeting to the COCTY
	3. Send 2YC3 General Membership meeting agenda and previous minutes to COCTYC and the program chair to include in the next meeting packet.
2. Conduct elections for the COCTYC officers in accordance with rules given in the Policies and Procedures Manual, sections C and D. The Chair will fully inform all candidates of the progress and results of the election.
3. Approve current expenditures up to $500 per annum total. Larger amounts must be approved by the COCTYC.
4. Keep the COCTYC informed of all significant problems and developments.
5. Division of Chemical Education
	1. Prepare a semi-annual report for the Fall and Spring DivCHED Business meetings. Send reports to DivCHED Chair with copies to the COCTYC, the 2YC3 Newsletter Editor, and DivCHED Secretary.
	2. Submit the COCTYC/2YC3 news article for DivCHED Newsletter.
6. Write letters of appreciation to appropriate individuals (conference planners, college president, etc.) as soon as possible after each conference.
7. Provide to the Chair-Elect
	1. Copies of all correspondence regarding COCTYC/2YC3 business.
	2. Copies of all relevant COCTYC/2YC3 files and records.
8. Perform all other duties necessary to implement and promote the mission of 2YC3.
9. Attend all 2YC3 Conferences and COCTYC meetings during the year.

**RESPONSIBILITIES OF THE CHAIR-ELECT/RECORDING SECRETARY**

1. Attend 2YC3 Conferences in order to:
	1. Become fully acquainted with the routine activities of the organization.
	2. Learn what responsibilities he/she must assume as Chair.
	3. Act as Recording Secretary for the COCTYC Meetings and activities and 2YC3 Membership Meetings.
2. Submit minutes from the COCTYC Meeting and the 2YC3 Membership Meeting to Chair in good time to be distributed with the agenda for the next COCTYC Meeting and the next 2YC3 Membership meetings.
3. Serve as a conference mentor for the Conference Planning Committees (Program Chair, Local Arrangements Chair and Exhibits Coordinator) of the meetings to be held the year of her/his chairmanship. Send conference planners notification of due dates for submission of conference data for Newsletter.
4. Newsletter: Set, in collaboration with the Editor, editorial policy and tone for the Newsletters to be published during term as Chair.
5. In December write "Notes from the Chair" for the 1st Newsletter of the year you will be Chair and submit them along with an electronic photo to the Newsletter Editor in accordance with the schedule established by the Newsletter Editor for the year he or she is chair.
6. In the absence of the Chair, preside at COCTYC Meeting, 2YC3 Membership Meeting, and 2YC3 Conference.
7. Send relevant correspondence generated as Chair-Elect-Elect to incoming Chair-Elect upon notification of election results.
8. Provide newly elected Chair-Elect-Elect with support and job training as needed.
9. Assume other duties as requested by the Chair and COCTYC.
10. Attend at least one 2YC3 conference and COCTYC meeting during the year as well as other COCTYC meetings electronically.

**RESPONSIBILITIES OF THE CHAIR-ELECT-ELECT**

1. Attend 2YC3 conferences as a non-voting member in order to:
	1. Become fully acquainted with the routine activities of the organization.
	2. Learn what responsibilities he/she must assume as Chair-elect.
2. Attend at least one 2YC3 conference and COCTYC meeting during the year.

**RESPONSIBILITIES OF THE PAST-CHAIR FOR FUTURE SITES (3 Year Term)**

1. Provide encouragement, advice, and support to the Chair.
2. Produce a one page Future Sites Report which includes sites selected, tentative sites, and unfilled sites, the 3 site chairs, site mentor, dates of conference, and other relevant information for each conference for present and succeeding 3 years and submit this Report to the Chair for the Agenda at COCTYC Meetings.

1. Arrange (with input from other COCTYC members) for sites and conference personnel for future meetings. It is the intent that sites and dates be planned three years into the future.
	1. Webmaster and Newsletter editor informed of all additions and changes in conference information.
2. Assume the position and duties of the Chair in the event the Chair cannot fulfill the duties of the position.
3. Provide incoming Past Chair for Future Sites with copies of all relevant COCTYC/2YC3 files and records as well as support and job training as needed.
4. Assume other duties as requested by the Chair and the COCTYC.
5. Attend at least one 2YC3 conference and COCTYC meeting during the year as well as other COCTYC meetings electronically.

**RESPONSIBILITIES OF THE PAST CHAIR FOR DivCHED REPRESENTATIVE (3-Year Term)**

1. Provide encouragement, advice and support to the Chair
2. Attend the Spring and Fall DivCHED Executive Committee Meetings at National ACS Meeting and present the COCTYC/2YC3 Reports (prepared by 2YC3 Chair.)
3. Attend the Spring and Fall DivCHED BCC (Biennial Conference Committee) Meeting at National ACS Meetings and during the summer at the BCCE to represent 2YC3.
4. Prepare reports on DivCHED and BCC activities relevant to 2YC3 for COCTYC Meetings and 2YC3 Membership Meetings
5. Prepare an article for the Newsletter following each DivCHED or BCC Meeting.
6. Provide incoming Past-Chair for DivCHED Representation with copies of all relevant COCTYC/2YC3 files and records as well as support and job training as needed.
7. Assume other duties as requested by the Chair and the COCTYC.
8. Attend at least one 2YC3 conference and COCTYC meeting during the year as well as other COCTYC meetings electronically.

**RESPONSIBILITIES OF THE PAST-CHAIR FOR STRATEGIC PLANNING DIRECTOR (3-Year Term)**

1. Work with the current chair and chair elect to develop, maintain, and evaluate the organization’s 3-year strategic plan.
2. Plan a yearly retreat meeting to develop and refine the strategic plan.
3. Assume other duties as requested by the Chair and the COCTYC.
4. Attend at least one 2YC3 conference and COCTYC meeting during the year and other COCTYC meetings electronically.

**RESPONSIBILITIES OF THE NEWSLETTER/MEDIA EDITOR**

1. Prepare, produce, and distribute the 2YC3 Newsletter three or four times per year.
2. Collaborate with the Chair to establish an editorial tone for the Newsletter which is in accordance with the COCTYC policy. Provide needed space in the Newsletter for "Notes from the Chair" and other material submitted by the Chair.
3. Prepare a working annual calendar for the production and distribution of the Newsletter. Distribute the calendar to all members of COCTYC.
4. Work with the COCTYC to ensure that all regular features (i.e., lists of sponsors, call for nominations, etc.) are included in the appropriate Newsletter.
5. Work with Industrial Sponsors Chair to include advertisement space in the Newsletter.
6. Work with the Industrial Sponsor Chair and Treasurer to issue advertisement invoices and collect and deposit advertising income.
7. Send ~~additional copies of~~ the Newsletter to ~~each of the following:~~ the Conference Program Chair ~~(75).~~
8. Submit electronic copy of Newsletter to the Webmaster for webpage and electronic archive.
9. Work with each Conference Program Chair to obtain abstracts of papers to be presented at the conference so that they may be published as part of a Newsletter.
10. Produce a report, which includes relevant information from your areas of responsibilities for each conference.

1. Provide articles and information about future meeting sites, dates, and contact personnel to DivCHED. Work with the DivCHED Newsletter Editor.
2. Keep C&E News, The Journal of Chemical Education, Journal of College Science Teaching, Chronicle of Higher Education, Chemunity News, and other relevant publications informed concerning future conference dates and sites.
3. Submit specific articles to C&E News to inform the chemical community of the activities of the 2YC3.
4. Respond to issues arising from the COCTYC, and the long range planning efforts.
5. Provide incoming Editor with:
	1. Copies of all correspondence regarding COCTYC/2YC3 business that was either sent or received during current term.
	2. Copies of all files, records, and other data relating to COCTYC/2YC3.
	3. Support and job training as needed.
6. Maintain Facebook and Twitter 2YC3 accounts with periodic announcements of upcoming events.

1. Take or collect photos from conferences and events to post on the Facebook page.

2. Post information about upcoming conferences (speakers, travel information, lodging) in a timely fashion.

3. Post information about educational and professional development opportunities for both two-year college faculty and students.

1. Attend at least one 2YC3 conference and COCTYC meeting during the year as well as other COCTYC meetings electronically.

**RESPONSIBILITIES OF THE TREASURER**

1. Maintain accurate records of all aspects of the finances of COCTYC/2YC3.
2. Receive and maintain records of all funds received from all sources including dues from 2YC3 members, college sponsors, industrial sponsors, newsletter advertisements, and the DivCHED allocation.
3. Work with the Newsletter Editor and Industrial Sponsor Chair to collect, record, and deposit advertising income.
4. Request the annual DivCHED monetary allotment from the DivCHED Treasurer by January 31.
5. Deposit funds in checking and savings accounts as appropriate and manage them in accordance with guidance from the COCTYC.
6. Disburse funds to pay for budgeted expenditures incurred in the normal activities of COCTYC/2YC3. If funds are requested for expenditures that are not a part of the yearly budget, the Chair may approve amounts up to $500 total per year. COCTYC must approve amounts above $500 total.
7. Prior to each Conference Provide Local Arrangements Chair a Conference Income Statement template and clarify dues collection procedures and, at the beginning of the conference, check with the registration desk (or have designee do so) to insure that proper procedures are followed.
8. Request a completed Conference Income Statement from the Local Arrangements Chair for each Conference held during the year.
9. Provide financial information to the Chair and/or the COCTYC any time it is requested.
10. Maintain financial records within the DivCHED financial system.
11. Work with the Chair in preparing the budget for the next year and presenting at the second fall COCTYC Meeting.
12. Produce the Treasurer’s Report for each Conference and submit to Chair to include in the agenda.
13. Attend at least one 2YC3 conference and COCTYC meeting during the year as well as other COCTYC meetings electronically.

**RESPONSIBILITIES OF THE MEMBERSHIP & COLLEGE SPONSORS CHAIR**

1. Duties related to INDIVIDUAL MEMBERSHIPS.
2. Maintain an accurate mailing list of all 2YC3 members, and all two-year colleges.
3. Send communications to 2YC3 members on behalf of 2YC3 officers, conference planners, and other associated individuals as requested.
4. Send renewal dues notices for the upcoming year to all individual members of 2YC3 by December 31. Send reminders as needed.
5. Contact Local Arrangements Chair prior to each conference to clarify registration record keeping procedures and, at the beginning of the conference, check with the registration desk (or have designee do so) to insure that registration is performed properly.
6. Record the receipt of dues payments in the database.
7. Periodically communicate membership status to the Treasurer.
8. Maintain an up to date directory of two-year college chemistry faculty.
9. Submit Membership Report to the Chair for inclusion in the COCTYC Meeting Minutes and Membership Minute.
10. Duties related to COLLEGE SPONSORSHIPS.
11. Maintain an accurate list of college sponsors, including the date payment was received from each, mailing address, contact person, phone number, email address, and number of years as College Sponsor.
12. Produce the College Sponsor Chair Report including number of college sponsors and college name for each conference and submit to Chair to include in the agenda.
13. Send out an invoice to college sponsors by December 31 reminding them to renew their college sponsorship. Send reminders as needed.
14. Prepare and mail yearly certificates to college sponsors.
15. Regularly solicit non-sponsoring colleges to become sponsors, using conference participant lists to identify contact persons at prospective colleges.
16. Provide the Newsletter Editor a current listing of College Sponsors by July 15 for annual publication in the 4th Newsletter.
17. Use correspondence with sponsoring colleges as a means of publicizing the activities of 2YC3.
18. Provide newly elected Membership & College Sponsor Chair with copies of all relevant COCTYC/2YC3 files and records as well as support and job training as needed.
19. Attend at least one 2YC3 conference and COCTYC meeting during the year as well as other COCTYC meetings electronically.

**RESPONSIBILITIES OF INDUSTRIAL SPONSORS CHAIR**

1. Maintain a complete and accurate record of each sponsor, including renewal date, whether payment has been received and when the last invoice was sent, name of contact person, contact information, and other pertinent data.
2. Maintain a complete and accurate record of each newsletter advertiser, including the issue in which the ad appeared, the size of the ad, and whether payment has been received, the amount received, and whether the check was forwarded to the treasurer.
3. Maintain a file containing the communications with each sponsor and advertiser, including invoices sent, reminder emails, etc.
4. Deposit all checks promptly using the For Deposit Only stamp provided by the treasurer. Send Treasurer an email list of each check pertinent data.
5. Send sponsorship billing invoices and advertiser billing invoices to sponsors and advertisers respectively in a timely fashion and follow up if payment has not been received in a reasonable amount of time.
6. Provide pertinent sponsor information to the Webmaster in a timely fashion.
7. Work with the Newsletter Editor to solicit advertisers for the newsletter and also to provide relevant information, such as cost and deadlines, to potential advertisers. Provide any other assistance the Newsletter Editor may need.
8. Produce two Industrial Sponsor Reports for each 2YC3 conference, one for the General Membership Meeting with the appropriate information for that audience, and one for the COCTYC meeting, again with the appropriate information, make a sufficient number of copies of each, and assure that these are distributed at these meetings.
9. Work with the Newsletter Editor to publish the list of industrial sponsors, including contact information, in one issue of the newsletter each year.
10. Send ~~Mail~~ newsletters to industrial sponsors, especially the one annual issue in which the list of industrial sponsors appears.
11. Communicate with the Exhibits Coordinator for each 2YC3 conference well ahead of each conference (in the spring of the year for both fall conferences), so that they are fully aware of their responsibilities and 2YC3 policies regarding new sponsors and fees.

1. Encourage local Exhibit Coordinators to find new sponsors, noting that their college keeps 50% of the sponsor fee to help with expenses.
2. Prepare a “packet” of materials for each local Exhibits Coordinator. This should include a generic Exhibits Request Form that they can modify for their needs, up-to-date contact information for each sponsor including email addresses, and any other information that will help guide them in their responsibilities (refer to the Conference Planning Manual).
3. Send notices of upcoming 2YC3 conferences to the industrial sponsors well ahead of each conference and give them the name and contact information for the local Exhibits Coordinator. Perhaps include the Exhibit Request Form prepared by local coordinator, which would include the deadline for returning the form, etc.
4. Be fully aware of the special provisions for exhibiting at biennial conferences and joint 2YC3/regional ACS meetings, as well as any other “special” meetings, and communicate these to the industrial sponsors well ahead of the event.
5. Provide a newly-elected Industrial Sponsor Chair with all relevant files and records and support them in their new role.
6. Constantly be on the look-out for new industrial sponsors. Possible sources of new sponsors include exhibition halls at national and regional conferences of other organizations, such as ACS, NSTA, Pittconn, etc., advertisers in the Journal of Chemical Education and other scientific journals, etc., and organizations that peddle their products to college instructors via email and the postal service.
7. Solicit the help of conference attendees, COCTYC members, regional advisory boards, and local Exhibit Coordinators in recruiting new sponsors.
8. Be an assertive sales representative for 2YC3 and assist others in maintaining 2YC3 as a useful and relevant organization for two-year college faculty. This may include such things as assisting in planning conferences, finding sites for conferences, and communicating to nonmembers the benefits of 2YC3 membership, etc.
9. Attend at least one 2YC3 conference and COCTYC meeting during the year as well as other COCTYC meetings electronically.

**RESPONSIBILITIES OF THE WEBMASTER**

1. Make the 2YC3 website a dynamic interactive medium for chemical education in two-year colleges. Ensure that its design is efficient, simple, and attractive.
2. Keep the www.2yc3.org homepage updated with current important announcements (or links to those announcements), including ACS, DivCHED, 2YC3, or COCTYC initiatives, surveys, calls for officers, or other important information. Also, photos from recent conferences should be regularly updated on the website.
3. Coordinate with appropriate COCTYC members to keep all information on the website as current as possible, and make updates to the website as soon as possible when new information is provided.
	1. Coordinate with the Membership & College Sponsor Chair to maintain and process requests from the online membership enrollment form and maintain the list of active members.
	2. Coordinate with the Future Sites Chair to establish dates and locations of future 2YC3 conferences and names of future conference chairs to be listed on the Meetings page.
	3. Coordinate with the Membership & College Sponsors Chair to maintain a list of current and past college sponsors and to provide information about becoming a college sponsor.
	4. Coordinate with the Industrial Sponsors Chair to maintain a list of current and past industrial sponsors and to provide information about becoming an industrial sponsor.
	5. Coordinate with the Newsletter Editor to provide links to current and past newsletters.
4. Work with the future conference chairs to establish links to registration forms, program information, lodging, and other conference information to be included on the Meetings page.
5. Work with the Program Chairs of future conferences to prepare an online registration form approximately 6 months prior to each meeting and to regularly update the Program Chair with a current list of registrants.
6. Archive information from previous meetings on the website, including photos, programs, minutes, and reports.
7. Attend at least one 2YC3 conference and COCTYC meeting during the year as well as other COCTYC meetings electronically.

**RESPONSIBILITIES OF THE WORKSHOPS COORDINATOR**

1. Attend at least one 2YC3 conference and COCTYC meeting during the year as well as other COCTYC meetings electronically.