

# **TEXAS ASSOCIATION OF CERTIFICATION OFFICERS BY-LAWS**

## **Section I PURPOSE**

The purposes of this organization shall be to:

1. Provide a forum for sharing ideas and common concerns among the educator preparation programs of the State of Texas.
2. Provide an organizational framework for cooperative action toward improving the quality of teacher and administrator certification by interacting with various organizations, institutions, and agencies; and by representing the organization on other educational organizations board such as CSOTTE.
3. Provide a communication network through which members may act quickly and in concert on issues relating to teacher and administrator certification issues.

## **Section II MEMBERSHIP**

The organization shall be composed of those individuals in public and private educational institutions in the State of Texas who are responsible for certification of teachers and administrators and who pay the annual dues assessed by the organization.

## **Section III ORGANIZATION**

3.1 The governance structure of this organization shall consist of the membership acting as a body. Each member shall have one vote and a majority vote shall represent the views and actions of the organization. The vote shall be made by email ballot in the event a regularly scheduled summer meeting does not convene.

3.2 The organization shall meet in regular session twice each year. A special session of the organization may be called upon request of the president, executive committee and/or a majority of the members.

3.3 The offices of this organization shall consist of a president, president-elect, immediate past president, treasurer/membership chair, and secretary elected annually. Terms of new offices shall begin at the time of the election. A nominating committee consisting of three shall be appointed by the Executive Committee, and shall submit to the members a slate of officers.

A. President. The president shall be the presiding officer and perform the duties usually assigned to that office. The president may appoint committees authorized by these by-laws and/or by the organization and shall report to the organization or other organizations, agencies, and institutions as the organization may

direct. He/She shall be responsible for planning, in concert with other members and the wishes of the organization, the programs for the two regular annual meetings.

B. President-Elect. The president-elect shall become president upon expiration of the president's term of office or in the event of a vacancy in the presidency. He/She shall assist the president in appropriate ways when requested to do so by the president or organization.

C. Secretary. The secretary shall keep an accurate record of the meeting and proceedings of the organization and shall distribute such minutes to the membership. The secretary will also maintain communication with the membership through email.

D. Treasurer/Membership Chair. The treasurer/membership chair shall keep an account of all receipts and disbursements of funds related to the organization and shall report all such transactions to the organization at each regular meeting.

#### **Section IV EXECUTIVE COMMITTEE**

There shall be an executive committee comprised of the president, president-elect, immediate past president, treasurer/membership chair, and secretary. The executive committee shall be authorized to act in behalf of the organization between regular meetings, prepare and recommend an annual budget, participate in the activities of such organizations, and recommend the amount of dues necessary to fund approved organization activities. The executive committee shall meet at each regular meeting of the organization and at such other times as deemed necessary by its members or the organization.

#### **Section V AMENDMENTS**

These by-laws may be altered, amended, or repealed, or new by-laws may be adopted at any regular meeting provided that notice of the proposed change(s) has been distributed to the membership. A majority of the members present and voting must approve the proposed change(s).

Adopted June 1995. Revised June 1997. Revised June 2012.