

CONSTITUTION AND BYLAWS

(Adopted 9/18/98)
(Revised 5/23/2007)
(Revised 2/22/2013)
(Revised 9/13/2013)
(Revised 5/24/2016)
(Revised 5/22/2018)
(Revised 1/29/21)
(Revised 1/31/2023)

Article I: NAME

The name of this organization shall be the **Consortium of State Organizations for Texas Teacher Education**, a non-profit organization, hereinafter referred to as “CSOTTE.”

Article II: PURPOSES

CSOTTE is dedicated to the support and refinement of professional preparation and development programs for all certified school personnel in Texas. CSOTTE will

- A.** Serve as a coordinating consortium of organizations for educator preparation and development through which the member groups may
1. Conduct continuing collaborative study of professional developments, concerns, problems, and issues of special significance to their members,
 2. Engage in productive dialogue regarding matters of common interest,
 3. Cooperate in such services as publications, meetings, research, and administration,
 4. Devise common professional positions and joint strategies for their implementation, and
 5. Undertake collective action with other organizations, associations, and governmental entities.
- B.** Function as an umbrella organization for the promotion of quality programs in the preparation and development of all educators by
1. Preparing and disseminating ideas, practices, and programs,
 2. Encouraging, supporting, initiating, conducting, and reporting programs of development and research,
 3. Providing leadership through
 - o Speaking out in support of education and educators,
 - o Developing preparation, certification, and continued professional development guidelines for educators, and
 - o Working with official policy-making groups and individuals to frame and promote professionally sound legislation, rules, regulations, and structures for education in Texas,
 4. Promoting the integration of individual educators and the education community into full-fledged membership and status in the profession, and

5. Maintaining close communication with and, when requested to do so, acting in an advisory capacity to the Texas Education Agency, the State Board for Educator Certification, the State Board of Education, and the Texas Higher Education Coordinating Board.

Article III: MEMBERSHIP

Organizations concerned with the professional preparation and development of educators in Texas may become members of CSOTTE by meeting the stipulated conditions for membership.

A. Conditions for Admission to Membership

1. Submit an application prepared by the President of the non-member organization which includes the following:
 - A request for membership supported by official action of the governing body of that organization,
 - A statement of the organization's purposes, eligibility for membership requirements, and a copy of the organization's constitution and/or by-laws,
 - A brief description of the organization's recent activities related to the preparation and development of educators, and
 - Assurance for the annual payment of membership dues in a timely fashion, full participation in CSOTTE activities, and meeting all other membership requirements which may be established by the Board.
2. The application must be received by the Chair of CSOTTE at least thirty (30) days prior to the meeting at which it is to be considered by the CSOTTE Board.
3. CSOTTE membership is granted to the organization by a majority vote of members of the CSOTTE Board present and voting in an official meeting.
Director

B. An organization maintains continued membership in CSOTTE by

1. Annually providing the CSOTTE Executive Director with the names and contact information of the two organizational representatives who will be serving on the CSOTTE Board,
2. Paying annual membership dues as scheduled and adopted by the Board,
3. Having organizational representatives begin attending the CSOTTE Board meetings once their term of office begins, and
4. Meeting all other membership responsibilities which may be established by the Board.

C. The editor of **TxEP: Texas Educator Preparation shall be an ex-officio member of the CSOTTE Board.**

Article IV: OFFICERS

The elected officers shall include a Chair, Chair-Elect, Secretary, Treasurer, and Advisor. The Executive Director is appointed by the CSOTTE Board; the officers comprise the Executive Board.

A. Each year prior to the spring meeting, a nominating committee consisting of two members plus the Advisor shall be appointed by the Chair. In selecting a slate of officers, the following criteria shall be considered:

1. Willingness to serve as an officer,
2. Contributions to and participation in the work of CSOTTE,
3. Leadership ability,
4. Vision for the profession, and
5. Length of time since the nominee's organization has been represented as chair.

B. A slate of officers shall be presented at the spring meeting of the CSOTTE Board. The slate shall include the Chair, Chair-Elect, Secretary, Treasurer, and Advisor. Additional officers may be added with Board approval.

C. Officers shall be elected at the same meeting and shall take office at the May CSOTTE Retreat.

D. Each succeeding year the Chair-Elect shall advance to the position of Chair and the current Chair shall advance to the position of Advisor.

1. The Chair, Chair-elect, Advisor, and Executive Director (ex-officio) will comprise a Chair Council to help ensure the smooth operation of the organization, and
2. The Chair Council will have no decision-making authority

E. The Executive Director shall be selected by the CSOTTE Board at such time as the position becomes vacant; nominees shall be solicited and vetted by the Executive Board and presented to the CSOTTE Board.

F. Should the President of a member organization be replaced during the CSOTTE year, the replacement shall complete the term of CSOTTE office of the predecessor – Chair-Elect, Secretary, or Treasurer.

G. If for any reason the Chair of CSOTTE should be unable to continue in that office, the Chair-Elect shall assume the position of Chair for the remainder of that year and the following year, the latter being the term s/he would have ordinarily served as Chair.

H. If the position of Chair-Elect should become vacant, the Chair shall select a nominating committee of two members plus the Advisor to present a candidate or candidates for election at the next board meeting. If the position of Advisor should become vacant, it shall remain so until the beginning of the next year.

I. Should the Chair and/or Advisor fail to maintain membership in good standing in their respective organization, those positions shall be declared vacant.

J. The duties of the officers shall be such as their titles imply as stipulated in this document and as directed by the Board.

Article V: THE BOARD

Each member organization shall have two (2) representatives on the CSOTTE Board. The representatives should be the President and Vice President, or designee(s). The Chair and Advisor shall also be members of the CSOTTE Board. The Executive Director and TxEP Managing Editor shall be ex-officio (without vote) members.

A. The Board shall

1. Serve as the policy-making body of CSOTTE,
2. Authorize the Chair to appoint or dissolve committees, task forces, and commissions as deemed necessary,
3. Admit to CSOTTE membership those organizations that meet the requirements for membership specified in Article III, remove from membership those organizations that no longer meet those requirements, and accept requests from organizations who wish to withdraw from CSOTTE membership,
4. Plan and coordinate conferences on teacher education, along with other workshops which the Board may approve, and
5. Take action, alone and in concert with other organizations, as necessary to improve the quality and status of the education profession.

B. The Board shall operate in accordance with the rules of parliamentary procedure contained in Robert's Rules of Order (latest version).

1. Each member of the Board shall have one vote, with the Chair voting only in the event of a tie. Ex-officio members serve without a vote.
2. The number required for a quorum shall be one more than half of those eligible to vote, including the Chair.
3. If there is no quorum for an officially called meeting, those present may act as an official body in considering agenda items and make recommendations or motions which shall be presented to the entire Board by mail or electronic ballot. Votes shall be tabulated by the Executive Director. Any motion or recommendation approved by a majority of the Board shall be an official action of the body.

Article VI: CSOTTE-AFFILIATED PUBLICATIONS

- A. Publication Description: TxEP: Texas Education is the official journal of the CSOTTE. Established in 2017, the purpose of TxEP is to provide a venue for discussion and analysis of Texas educator preparation issues. The journal serves to disseminate research, best practices, and professional application. Articles may have a research, practitioner, or professional focus. Included manuscripts undergo a double-blind review process and are published under the copyright of CSOTTE. TxEP is registered with the U.S. Center at the Library of Congress under ISSN: 2474-3976. The journal is published annually online on the CSOTTE webpage. As the publishing agent, CSOTTE will maintain publishing records.

B. Editorial Board: The Editorial Board of TxEP is comprised of a Managing Editor, Associate Editor, and Assistant Editor. Service on the editorial board is a three-year commitment. Each year, an Assistant Editor is selected by the CSOTTE Board prior to the deadline established on the call for manuscripts. The Assistant Editor progresses to the Associate Editor (year two) and then to the Managing Editor (year three). The Managing Editor serves as an ex-officio (non-voting) member of the CSOTTE Board and is expected to attend all CSOTTE Board meetings.

Article VII: CSOTTE CONFERENCE TECHNOLOGY

A. Conference Website: <https://www.csottetxconference.com> is the official website of the annual CSOTTE conference. The purpose of the website is to provide a format which makes available an online program, including timely information pertaining to the upcoming conference and a repository of past conferences. The conference website is updated annually online and is linked from the main CSOTTE website (www.csotte.com). As the website license holder, CSOTTE maintains the development of the site.

B. CSOTTE Technology Liaison: The Technology Liaison shall be selected by the CSOTTE Board at such time as the position becomes vacant; nominees shall be solicited and vetted by the Executive Board and presented to the CSOTTE Board. The Technology Liaison serves as an ex-officio board member collaborating with the CSOTTE Board and the Executive Director in the development of the site. The Technology Liaison's responsibilities include, but are not limited to developing, maintaining, and publishing the conference website; developing and managing resources for the conference's general session (e.g., slide decks, social media, awards presentations, etc.); and providing general technical support to the CSOTTE board and presenters.

Article VIII: FINANCES AND ASSETS

The annual dues, registration, charges for publications, and charges for other services shall be determined by the Board. At the first meeting of the year, the Chair shall present a proposed budget for the Board's approval. At each meeting the Board shall receive a clear and complete report of CSOTTE's fiscal status. The Chair shall appoint, with Board approval, an audit committee for an annual review of the financial records.

Any financial matter arising between regularly scheduled meetings can be acted upon with the Board members approving via electronic means. Travel for the Chair and Executive Director for Board meetings and any other Board approved travel will be reimbursed, including mileage, at the current state approved rate.

Article IX: MEETINGS

Meetings of the CSOTTE Board shall include a fall meeting, a spring meeting, a planning retreat in May, and others as determined by the Board or at the call of the Chair.

Article X: FISCAL AND MEMBERSHIP YEARS

The fiscal year shall extend from May 1 through April 30 of the following year. The membership year shall coincide with the fiscal year of the organization.

Article XI: AMENDMENTS

This Constitution may be amended by a two-thirds vote of the members present and voting at a regularly scheduled business meeting of the Board, provided that a copy of the proposed amendment(s) has been sent to all members of the Board at least sixty (60) days prior to the date of the meeting.

**Adopted 9/18/1998; Revised 5/23/2007; Revised 2/22/2013; Revised 9/13/2013; Revised 5/24/2016; Revised 5/22/2018, Revised 1/29/2021, Revised 1/31/2023*