

**TEXAS COORDINATORS FOR TEACHER CERTIFICATION TESTING**

**CONSTITUTION**

**Article I**

Affiliation and Name

The Texas organization for coordinators involved in testing for Texas teacher certification, a non-profit organization, shall hereinafter be called Texas Coordinators for Teacher Certification Testing (TCTCT).

**Article II**

Exemption Status

Texas Coordinators for Teacher Certification Testing is organized exclusively for educational purposes.

**Article III**

Purpose

The purpose of Texas Coordinators for Teacher Certification Testing shall be to actively promote communication regarding the testing procedures for licensure of Texas teachers. Further, members shall be encouraged to share information to facilitate teacher education entities in maintaining their certification capacity. The organization shall promote excellence in teaching in addition to attaining passing test rates. TCTCT shall maintain close contact with state-level organizations involved in Texas teacher certification and shall seek to inform and influence these organizations for the benefit of Texas children, Texas school, Texas colleges and universities (and their students), and those involved in alternative certification programs.

**Article IV**

Membership

Section 1. Any professional educator, regardless of race, creed, color, national origin, gender, or professional position, may become a member of this organization by paying the stipulated annual dues, and shall be entitled to all privileges of the organization.

Section 2. Membership is for, though not limited to, those whose teacher education entities have appointed them as coordinators for Texas certification testing. Membership may be extended to others who are involved or interested in Texas certification testing.

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**Article V**

**Officers**

- Section 1. The officers shall be a President, President-Elect, Secretary, Treasurer, and Immediate Past President.
- Section 2. The President shall:
- a. serve as the organization's official representative at all functions.
  - b. preside over all business meetings of the organization and the Executive Committee;
  - c. recommend appointment and dismissal of any needed committees and/or their chairs;
  - d. serve as an ex-officio member of all committees;
  - e. send copies of all correspondence originating with the President to the secretary;
  - f. perform all other duties incident to the office of President;
  - g. serve as representative to CSOTTE.
- Section 3. The President-Elect shall:
- a. serve as representative to CSOTTE.
  - b. assume the duties and responsibilities of the President in that person's absence;
  - d. perform other duties authorized by the President.
- Section 4. The Secretary shall:
- a. keep minutes of all business meetings and the Executive Committee;
  - b. serve as the Membership Chair, working to maintain membership for teacher education entities in Texas and keep accurate records;
  - c. send minutes and announcements to all members via email;
  - d. be responsible for maintenance of the website and listserv.

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- Section 5. The Treasurer shall:
- a. receive all funds collected in the name of the organization;
  - b. disburse monies as authorized by the Executive Committee;
  - c. keep a complete record of all deposits and disbursements;
  - d. supply a Treasurer's report at each business meeting of the organization and the Executive Committee by giving the amounts received and paid out during the period since the last meeting and the present balance;
  - e. open the financial records of audit at the end of each fiscal year.
- Section 6. The President-Elect shall attend all business and Executive Committee meetings in the year prior to serving as President.
- Section 7. The Immediate Past President shall:
- a. provide past organizational history and procedures with the President and other members of the Executive Committee.
  - b. Serve as a representative to CSOTTE should the President and President-Elect not be able to attend.

**Article VI**

**Executive Committee**

- Section 1. The Executive Committee shall consist of the following offices:
- a. President
  - b. President-Elect
  - c. Secretary
  - d. Treasurer
  - e. Immediate Past President
- Section 2. The members of the Executive Committee shall be members in good standing of the Texas Coordinators for Teacher Certification Testing (TCTCT).

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- Section 3. The Executive Committee shall:
- a. be the governing body of the organization;
  - b. act upon recommendations for appointments and dismissals by the President;
  - c. prepare and adopt an annual budget;
  - d. audit the accounts of the organization annually;
  - e. determine a schedule of meeting dates and places for the annual business meeting, other meetings of the organization, and the meetings of the Executive Committee;
  - f. serve as a Committee to receive nominations.
- Section 4. The number required for a quorum of the Executive Committee shall be three members.
- If there is no quorum for an officially called meeting, those present may act as an official body in considering problems and/or issues and make recommendations and/or motions which shall be presented to the entire Executive Committee by mail ballot and be tabulated by the President. Any motion and/or recommendation so approved by a majority of the Executive Committee shall be an official act of the Executive Committee.
- Section 5. The Executive Committee shall meet in such special sessions as may be called by the President or by written request of any three members of the Executive Committee.
- Section 6. All meetings of the Executive Committee shall be open to all members.

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**Article VII**

**Nominations**

- Section 1. Nominations:
- a. The Executive Committee shall prepare and present at **every year** of the annual Business meeting of the organization a slate of nominees for the offices of President-Elect, **Secretary, and Treasurer;**
  - b. The presiding officer shall call for nominations from current members with one-year minimum membership.
  - c. All nominees for elected office shall be members in good standing of the organization.
- Section 2. Voting shall be by members in good standing, by either a show of hands or use of a virtual platform as deemed necessary.
- Section 3. Terms of office shall begin immediately following the election
- Section 4. **Tenure**
- a. The terms of office shall be two years for Secretary and Treasurer
  - b. The terms of office for President, President-Elect, and Immediate Past President shall serve a one-year term.
- Section 5. Vacancies
- a. Should the presidency become vacant, the President-Elect shall become President for the remainder of the term.
  - b. A vacancy in the office of President-Elect, Secretary, or Treasurer shall be filled by the Executive Committee upon recommendations by the President. The appointed officer shall serve until the office is filled by election at the next business meeting of the organization.
  - c. Inability to serve or failure to attend two consecutive meetings of the Executive Committee may cause the seat to be declared vacant. Such vacancy shall be filled by appointment by the President with the approval of the Executive Committee.

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**Article VIII**

Committees

- Section 1. Committees may be created and dissolved by the Executive Committee upon recommendation by the President.
- Section 2. The President shall be an ex-officio member of all committees.

**Article IX**

Dues and Fees

- Section 1. The dues for the members of the organization shall:
- a. be set by majority action of the members present and voting at a business meeting upon the recommendation of the Executive Committee.
  - b. be great enough to cover CSOTTE membership dues which shall be paid annually.

**Article X**

Participation with Other Organizations

- Section 1. This organization shall participate in the activities of the Consortium of State Organizations for Texas Teacher Education (CSOTTE).
- Section 2. This organization shall participate in the activities of such educational organizations as approved by the Executive Committee.
- a. Call for nominations to fill requested participant role(s)
  - b. Requiring approval of current membership
- Section 3. The organization shall not affiliate with any organization that limits membership and/or participation on the basis of race, color, creed, national origin, or gender.

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**Article XI**

Fiscal and Membership Years

Section 1. The fiscal year shall extend from October 1 through September 30 of the following year.

Section 2. The membership year shall coincide with the fiscal year of the organization.

**Article XII**

Amendments

This constitution may be amended (1) by a two-thirds vote of the members present and voting, at a regularly scheduled business meeting, provided that a copy of the proposed amendment(s) has been sent to all members at least (30) days prior to the date of the meeting; or (2) by a majority vote of the membership returning a mail or email ballot.

**Article XIII**

Assets on Liquidation

Section 1. Upon the dissolution of the organization, the Executive Board shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all the assets of the organization to charitable or educational organizations.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the organization be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes set forth in Article III hereof.

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**BYLAWS**

**Meetings**

- Section 1. There shall be an annual meeting of the organization and such other meetings as the Executive Committee may approve. The time and place shall be determined by the Executive Committee.
- Section 2. Regular meetings of the Executive Committee shall be determined by the President.
- Section 3. Special business meetings of the organization may be called by the President or by petition by three members of the Executive Committee.
- Section 4. Matters requiring a decision during a business or Executive Committee meeting shall be decided by a majority of those members present and voting.
- Section 5. All business meetings shall be conducted according to the latest edition of Robert's Rules of Order provided that such rules do not conflict with any part of this Constitution.