



Associate and Assistant Deans and Directors of Texas Constitution

First Adopted: April 2018

Last Revised: October 13, 2024

Article I. Affiliation and Name

The name of this organization shall be the Associate and Assistant Deans and Directors of Texas (ADoT), hereinafter referred to as ADoT. ADoT is a member organization of the Consortium of State Organizations for Texas Teacher Education (CSOTTE).

Article II. Purpose

Associate and Assistant Deans and Directors of Texas (ADoT) is a professional organization that provides support and development for new and continuing leaders in colleges of education and advocates for quality educator preparation in the state of Texas.

The purposes of ADoT are the following:

- Provide a forum for sharing ideas, expertise, and common concerns.
- Engage in advocacy and action to improve the quality of educator preparation in Texas.
- Maintain a communication network for member support.
- Facilitate leadership development opportunities.

Article III. Membership

The ADoT organization membership of new and continuing leaders in the state of Texas in colleges of education shall include:

- Associate Deans
- Assistant Deans
- Directors
- Department Heads/Chairs who serve in the same capacity as associate or assistant deans or directors

Individuals can join the group by submitting the membership application and paying the annual dues. ADoT charges dues for membership and has an annual eLevate conference fee to be determined by the Board of Directors. Individuals may participate in ADoT while serving in the roles listed above. Contact information for ADoT officers can be found on the CSOTTE website, ADoT webpage: <https://www.csotte.com/adot>.

Article IV. Officers

The following elected officer positions will serve for a period of one year, not to exceed three consecutive terms in the same role. The office of Treasurer will be appointed by the Executive Council and may serve extended terms at the discretion of the President. The terms of the following officer positions will vary as outlined below. Each position is followed by a list of the major responsibilities for that office.

Officers serving in the role of President-Elect, President, and Past President will serve an interrelated three-year cycle:

- **Year One:** The President-Elect shall serve in the role and will assume the office of President the following year.
- **Year Two:** The President will serve a one-year term.
- **Year Three:** The Past-President will serve as a mentor to the President for one year following their term of service as President.

President

- Organize meetings and events
- Organize and lead board meetings
- Oversee and implement nominations and elections for officers
- Liaison with CSOTTE

President-Elect

- Support the President
- Organize annual leadership academy
- Liaison with the annual leadership academy host university

Past President

- Support current leadership
- Provide context for decision-making

Officers serving in the roles of Secretary & Membership Officer, Technology & Communications Officer, and Treasurer will be elected to three-year terms.

Secretary and Membership Officer

- Maintain meeting minutes and make submissions to the Technology Officer for posting to the website
- Receive nominations for officers in addition to the President
- Maintain, update, and provide current membership roster to Executive Council members as needed to meet the purposes of the organization
- Verify membership eligibility
- Work with the president and other Executive Council members to design and initiate membership retention and recruitment events

Technology and Communications Officer

- Maintain the ADoT webpage on the CSOTTE website
- Maintain social media
- Maintain document repository
- Maintain email listserv or other communications
- Work directly with the president and other Executive Council members to create and distribute internal communications
- Coordinate communication between the organization and CSOTTE Executive Director

Treasurer

- Maintain and report financial records
- Collect and document dues and other associated fees
- File required tax documents

Article V: Executive Council

The Executive Council shall include the slate of officers listed in Article IV and two at-large representatives who will also be elected to three-year terms.

The Executive Council shall:

1. Serve as the governing body for the ADoT organization with the exception of changes to this constitution or bylaws which will be voted on by all members (see Article X).
2. The President will appoint a member to serve as an interim officer and complete any portion of one year of a term for an officer who resigns prior to the completion of their three-year term. At the conclusion of the year, an election will be held for the position, and the elected officer will complete a full three-year term.
3. In the event that the President resigns prior to the completion of their term, the remaining portion of the term of president will be fulfilled by the current president-elect.
4. Review financial status and approve major expenditures.
5. Determine the schedule for meeting dates for membership and business meetings.
6. Conduct all other business necessary for the operation of the organization except changes to this constitution or the organization's bylaws

Article VI: Business Meetings

The Executive Council will be the decision-making body that meets during a called business meeting during the October CSOTTE conference each year. Additional business meetings may be held in the spring or summer of each year, with a minimum of a 15-day notice to all the members of the Executive Council. In addition, the Executive Council may make decisions between face-to-face business meetings via an email vote that requires a simple majority approval of the elected officers and two at large members.

Article VII: Quorum

For all face-to-face meetings of the Executive Council, a quorum will be defined as a majority of the elected officers and at-large members listed in Articles IV & V. In the absence of a quorum, the members present for a scheduled business meeting can deliberate and generate recommendations to be presented to the entire Executive Council for an electronic vote.

Article VIII: Nominations

Nominations will be taken from the floor during the summer meeting often scheduled for June. If no summer meeting occurs for a given year, nominations may be gathered electronically following an email call for nominations.

Article IX: Officer Elections

The president will oversee an online voting process to elect new officers and at-large members. Voting will be conducted electronically, by active members, by the end of September each year. Election results will be announced prior to the October CSOTTE meeting. The newly elected slate of officers will assume their positions at the conclusion of the general meeting for ADoT at CSOTTE each year.

Article X: Constitutional and Bylaw Revisions

Changes to the ADoT constitution and bylaws can only be made during a face-to-face meeting of the membership at the fall CSOTTE meeting. Notification of a meeting to revise the constitution or bylaws must be provided to all members a minimum of 30 days prior to the meeting. A revision meeting can be called only by a majority vote of the Executive Council. No quorum requirements will be imposed on the membership for the meeting, but a quorum of the combination of elected officers and at large members must be present for the membership to take action on revision of the constitution or bylaws. A majority of these elected representatives must participate to meet quorum requirements. All actions concerning revision of the constitution and bylaws must be approved by a 2/3 majority of the members present at the meeting. In extreme circumstances, an off-site member may participate by electronic means in the voting process with the approval of the President. Technical difficulties with the remote communication will not delay the proceedings for more than 10 minutes. Voting can and should occur with the on-site participants even if communication with a remote participant has failed.

Associate and Assistant Deans and Directors of Texas (ADoT)

Bylaws

Section 1: ADoT will have a membership meeting each year during the October CSOTTE conference.

Section 2: ADoT will hold a second meeting on a host campus in Texas comprised of the eLevate Leadership Academy followed by a membership meeting. The dates for these meetings will be determined by the Executive Council or their designee.

Section 3: ADoT requires annual membership dues and other associated fees to be determined and reviewed annually by the board of directors.

Section 4: Payment of the CSOTTE organizational fees will be arranged by the President each year.

Section 5: Matters requiring a decision during an Executive Council business meeting shall be decided by a majority vote of those Executive Council members present.

Section 6: All business meetings and constitution/bylaw revision member meetings will be conducted using Robert's Rules of Order provided those rules do not conflict with any part of the ADoT Constitution.