

Associate and Assistant Deans and Directors of Texas (ADoT)

Constitution

First Adopted: April 2018

Last Revised: April 2018

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). [pending approval by 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 for the improvement of quality of teacher educator preparation in Texas
- Maintain a communication network for member support

Article III. Membership

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

- Associate Deans
- Assistant Deans
- Directors
- Department Heads/Chairs

Individuals can join the group by contacting an officer to express interest. Contact information can be found on the ADoT website: adot.info

Article IV. Officers

The following elected officer positions will serve for a period of one year. Each position is followed by a list of the major responsibilities for that office.

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 leadership academies
- Liaison with leadership academies' host universities

Past President

- Support current leadership
- Provide context for decision-making

Secretary

- Maintain meeting minutes and make submissions to technology officer for website
- Receive nominations for officers along with the president

Communications / Membership Officer

- Maintains membership list
- Maintains email listserv or other communications

Technology officer

- Maintains website
- Maintains social media
- Maintains document repository

Article V: Executive Council

The Executive Council shall be comprised of the slate of officers listed in Article IV and two at large representatives who will also be elected for one year terms.

The Executive Council shall:

1. Serve as the governing body for the ADoT organization with exception of changes to this constitution or bylaws which will be voted on by all members - see Article X.
2. Appoint interim officers to complete terms for individuals who resign with the exception that the remaining portion of the term of president will be fulfilled by the current president elect.
3. Review financial status and approve major expenditures.

4. Determine the schedule for meeting dates for membership and business meetings.
5. Conduct all other business necessary for 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. An additional business meeting 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 a vote via email.

Article VIII: Nominations

In August of each year, the current president will send out a call via email to ask for nominations for officers and at large representatives. The president shall establish a deadline date during the month of August for the receipt of those nominations. An individual may self-nominate. Nominations must be sent to the president and the secretary.

Article IX: Officer Elections

The president will oversee an online voting process to elect new officers and at large members to serve from the end of the October meeting at CSOTTE to the same time the next year. The voting must be completed before the end of September and the results announced prior to the CSOTTE October meeting.

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. 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 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.

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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 is a dues-free organization

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.

Section 7: The first slate of ADoT officers elected in January 2018 will serve until the end of the CSOTTE conference in October of 2019.