

**CONSTITUTION
TEXAS DIRECTORS OF FIELD EXPERIENCES
(TDFE)**

Article I

Affiliation and Name

The name of this organization shall be the Texas Directors of Field Experiences, a non-profit organization, hereinafter referred to as "TDFE."

Article II

Exemption Status

Texas Directors of Field Experiences is organized exclusively for educational purposes.

Article III

Purpose

The purpose of Texas Directors of Field Experiences organization is as follows:

- 1) Provide a forum for sharing ideas and common concerns among the directors of educational field experiences in the colleges and universities of the State of Texas;
- 2) Provide an organizational framework for cooperative action toward improving the quality of educational field experiences by interacting with various organizations, institutions, and agencies; and,
- 3) Provide a communication network through which members may act quickly and in concert on issues relating to educational field experiences.

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 individuals in public and private institutions in the State of Texas who are responsible for administration and coordination of the program of educational field experiences in their respective institutions.

Article V

Officers

- Section 1.** The officers shall be a President, President Elect, Secretary, and Treasurer.
- 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 of the Executive Committee;
 - c. Recommend appointment and dismissal of any needed committees and/or their chairs;
 - d. Serve as 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;
 - c. Perform other duties authorized by the President.
- Section 4.** The Secretary shall:
- a. Keep minutes of all business meetings and meetings of the Executive Committee;
 - b. Send minutes and announcements to all members via email;
 - c. Maintain the organization's website.
- 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 reporting the amounts received and paid out during the period since the last meeting as well as the present balance;
 - e. Open the financial records for audit at the end of each fiscal year;
 - f. Serve as the Membership Chair, working to maintain membership for teacher education entities in Texas and keep accurate records pertaining to membership for the organization.

Article VI

Executive Committee

- Section 1.** The Executive Committee shall consist of the following offices:
- a. President
 - b. President Elect
 - c. Secretary
 - d. Treasurer
- Section 2.** The members of the Executive Committee shall be members in good standing of the Texas Directors of Field Experiences (TDFE).
- 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.
- 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 or electronic ballot and be tabulated by the Secretary. 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 meeting of the Executive Committee shall be open to all members.

Article VII

Nominations

- Section 1.** Nominations
- a. Every other year the President shall appoint a nomination committee consisting of the President Elect and two other committee members. The committee shall present a slate of nominees for the offices of President Elect, Secretary, and Treasurer. The slate shall be presented at the annual fall business meeting.
 - b. The presiding officer shall call for nominations from the floor.
 - c. All nominees for elected office shall be members in good standing of the organization.
- Section 2.** Voting shall be by means of a show of hands by members present.
- Section 3.** Terms of office shall begin at the Brown Bag meeting.
- Section 4.** Tenure – The term of office shall be two years for President, President Elect, Secretary, and Treasurer.
- 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.

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

- Section 1.** A Student Teacher of the Year committee will consist of three members appointed for a three year term, serving in their first, second, or third year of service. The member in his/her third year will serve as chair before rotating off the committee. Vacancies in the committee will be filled by appointment in order to maintain the above committee structure. Members serve one year as chair.
- Section 2.** The organization may present Student Teacher of the Year Awards. Two awards may be presented each year in open categories. Each recipient will receive a monetary award and recognition by the organization. The awards will be funded by TDFE. The chair of the Student Teacher of the Year Committee will oversee the award presentation and arrangements.

Article XI

- 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.
- Section 3.** This organization shall not affiliate with any organization that limits membership and/or participation on the basis of race, color, creed, national origin, or gender.

Article XII

Fiscal and Membership Years

- Section 1.** The fiscal year shall extend from October 1 through September 30 of the following year. (Revised in 2002-2003)
- Section 2.** The membership year shall coincide with the fiscal year of the organization.

Article XIII

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 membership returning a mail or email ballot.

Article XIV

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 Three hereof.

BYLAWS

Meetings

- Section 1.** There shall be two annual meetings 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.