

CONSTITUTION AND BYLAWS

TEXAS ASSOCIATION OF TEACHER EDUCATORS

**Revised December 2015
Approved by TxATE Membership**

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TEXAS ASSOCIATION OF TEACHER EDUCATORS

Revised August 2013
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Article I

Name and Affiliation

The Texas Unit of the Association of Teacher Educators (ATE), a non-profit organization, shall hereinafter be called Texas Association of Teacher Educators (TxATE).

Article II

Exemption Status

Texas Association of Teacher Educators is organized exclusively for educational purposes, including making distributions to organizations that qualify for exempt organizations under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Article III

Purpose

- Section 1. The purpose of TxATE shall be to actively promote high standards for the professional preparation of teachers and inservice development. TxATE assumes that teacher education programs should be undergirded by strong academic foundations and be characterized by adequate specialization. TxATE also requires professional education preparation of such scope and sequence that the result will be teachers with high personal and professional qualities that characterize members of any profession.
- Section 2. The members of the organization shall be encouraged individually and collectively to engage in research in teacher education and to incorporate the findings of research in their respective programs. The organization may initiate new research projects and may actively seek the cooperation of individuals, agencies, and foundations to assist in such research undertakings.

Section 3. The organization shall strive to maintain a high professional fellowship among its members in its endeavor to stimulate and encourage the highest type of intellectual and professional development of teachers and other staff members in the field of education. The organization shall promote and encourage the development of collegial relationships among all members of the teaching profession.

Section 4. The organization shall work collaboratively with ATE, its authorized units, and other organizations, agencies, institutions, and individuals to study and improve teacher education and to maintain a strong voice in teacher education.

Article IV

Membership

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

Section 1. Educator Membership: All persons employed as professional educators may become Educator Members by paying the stipulated annual dues designated for this category by the organization. Educator Members shall have the privilege of holding office and serving as a member of the Executive Committee as determined by position held.

Section 2. Student Membership: All persons enrolled as full-time students in undergraduate or graduate programs may become student members of the organization by paying the stipulated annual dues designated for this category by the organization, providing that in every case payment is accompanied by the membership form. Student members shall have the right to receive such services as the organization shall determine except the right to hold office or become a member of the Executive Committee.

Section 3. Retired Educator Membership: Persons who have retired from full-time active professional employment may elect retired membership by paying the stipulated annual dues designated for this category by the organization. They shall be entitled to all privileges of the organization except the right to hold office or become a member of the Executive Committee.

Article V

Officers

- Section 1. The officers shall be a President, First Vice President, Second Vice President, Immediate Past President, Secretary, Treasurer, and Executive Director. The officers shall be members in good standing of TxATE and ATE.
- 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 the chairs and members of all committees, except those whose election/selection is otherwise specified in this Constitution, to the Executive Committee for action;
 - d. recommend to the Executive Committee for approval the appointment of Alternates for elected Delegates;
 - e. serve as ex-officio member of all committees of the organization, except the Nominations and Elections Committee;
 - f. coordinate the activities of all committees and task forces, except the Nominations and Elections Committee, and ensure that regular reports of their progress are received by the Executive Committee and the TxATE Executive Director;
 - g. send copies of all correspondence originating with the President to the Secretary and Executive Director;
 - h. perform all other duties incident to the office of Chair;
 - i. serve as a representative on the CSOTTE Board.
- Section 3. The First Vice President shall:
- a. be the President-elect;
 - b. serve as a representative on the CSOTTE Board;
 - c. serve as chair of all recognition and awards committees;
 - d. assume the duties and responsibilities of the President in that person's absence;
 - e. perform other duties authorized by the Executive Committee or the President.
- Section 4. The Second Vice President shall:
- a. serve as the Membership Chair, working in concert with the Executive Director;
 - b. promote membership in and recruit members for the organization and the Association of teacher Educators (ATE);
 - c. maintain communication efforts with membership (i.e. newsletter, updates) detailing efforts and events of the organization;
 - d. perform other duties authorized by the Executive Committee or the President.

- Section 5. The Immediate Past President shall:
- a. share personal knowledge of organization history and procedures with the President and other members of the Executive Committee;
 - b. chair the Nominations and Elections Committee;
 - c. perform other duties authorized by the Executive Committee.
- Section 6. The Secretary shall:
- a. keep minutes of all business meetings and Executive Committee meetings;
 - b. produce and distribute official electronic and printed copy communications and documents of the organization;
 - c. work with Executive Director in documenting the history of meetings and activities of the organization;
 - d. perform other duties authorized by the Executive Committee.
- Section 7. 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 including providing a Treasurer's report at each business meeting of the organization and the Executive Committee meetings giving the amounts received and paid out during the period since last meeting and the present balance;
 - d. maintain and file required IRS correspondence and reports;
 - e. open the financial records for audit at the end of each fiscal year.
 - f. serve as an ex-officio member (without vote) of the Executive Committee;
 - g. perform other duties authorized by the Executive Committee.
- Section 8. The Executive Director shall:
- a. act as liaison to the Association of Teacher Educators, the Southeast Region Association of Teacher Educators, the Mid-America Association of Teacher Educators, state agencies, and with other state organizations;
 - b. notify the national ATE office of the names of newly elected officers, delegates and their alternates to the Delegate Assembly;
 - c. prepare an annual report of all meetings and activities of the organization and send it, along with a copy of all organization publications for the year, to the national office;
 - d. assist officers and delegates in maintaining activities on schedule for state, regional, and national responsibilities;
 - e. serve as an ex-officio member (without vote) of the Executive Committee and other committees within the organization;
 - f. maintain up-to-date records pertaining to membership and recruitment;
 - g. receive and maintain records of membership, budgets, meetings, and activities for historical documentation;
 - e. assist in communication activities to ensure efficient communication with membership (i.e. coordination with webmaster);
 - g. perform other duties authorized by the Executive Committee.

Article VI

Executive Committee

- Section 1. The Executive Committee shall consist of the following offices:
- a. President
 - b. First Vice President
 - c. Second Vice President
 - d. Immediate Past President
 - e. Secretary
 - f. At Large Board Member (Higher Education or K-12 Representative)
- Section 2. The Executive Director, the Treasurer, and Conference Liaison shall be appointed by the Executive Committee and shall serve as ex-officio Executive Committee members without vote.
- Section 3. The members of the Executive Committee shall be members in good standing of the Association of Teacher Educators and TxATE.
- Section 4. The Executive Committee shall:
- a. be the governing body of the organization;
 - b. act on the recommendations for appointments and dismissals, made by the President;
 - c. prepare and adopt the annual budget;
 - d. have the accounts of the organization audited annually;
 - e. determine a schedule of meeting dates and places for the business meetings, conferences, other meetings of the organization, and the meetings of the Executive Committee.
 - f. appoint Delegates and designate additional Delegates to the Delegate Assembly if the organization is entitled to such additional representation;
 - g. designate the Alternate for each Delegate to the Delegate Assembly of the Association of Teacher Educators;
 - h. serve as a committee to receive nominations and select the recipients of the awards given by the organization;
 - i. appoint the Executive Director, Treasurer, Conference Liaison, and Journal Editors.
 - j. formulate and present recommended policies, procedures, activities, and membership dues to the organization for action;
 - k. represent the interests of the TxATE, the authorized units, and ATE.
- Section 5. The number required for a quorum of the Executive Committee shall be a majority of the voting 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 electronic mail ballot and be tabulated by the Executive Director. Any motion and/or recommendation so approved by a majority of the Executive Committee shall be an official act of the Executive Committee.

- Section 6. The Executive Committee shall meet in such special meetings as may be called by the President or by written request of any five (5) of its members (voting and/or ex-officio).
- Section 7. Chairs of all committees and Alternates to the Delegate Assembly may be invited to attend and participate in Executive Committee meetings without vote.

Article VII

Delegates to the ATE Delegate Assembly

- Section 1. The Delegates to the Delegate Assembly of the Association of Teacher Educators shall be in the number specified by ATE. An Alternate shall be provided for each delegate to serve in the Delegate Assembly when, for valid reasons, the certified Delegate is unable to attend. Either the President or the First Vice President will serve as one of the organization's delegates.
- Section 2. The Delegates and Alternates shall be members in good standing of ATE and TxATE. Delegates and Alternates will serve a three-year term but may serve more than one term.
- Section 3. The Delegates shall:
- a. represent the organization in the Delegate Assembly of the Association of Teacher Educators at the annual ATE meeting;
 - b. jointly prepare a report of the Delegate Assembly actions and activities and present it to the Executive Committee;
 - c. jointly prepare and present a report of the Delegate Assembly actions and activities and present it to TxATE members at a business meeting.

Article VIII

Nominations, Elections, Terms of Office, Vacancies

- Section 1. Nominations:
- a. The First Vice President shall automatically become President.
 - b. The Second Vice President shall automatically become the First Vice President.
 - c. The Nominations and Elections Committee shall prepare and present at the fall business meeting of the organization a slate of nominees for:
 1. the offices of Second Vice President, Secretary and At-Large Executive Board Member;
 2. the positions on the Executive Committee if a vacancy occurs

- d. The Executive Director, the Treasurer, and the Conference Liaison shall be appointed by the Executive Committee. The Immediate Past President, as Chair of the Nominations and Elections Committee, shall call for nominations from the floor.
- e. All nominees for elected office shall be members in good standing of TxATE.

Section 2. Voting shall be by means of a ballot prepared by the Nominations and Elections Committee and provided to the entire membership for voting. The votes shall be counted by the Nominations and Elections Committee and the results announced following the business meeting.

Section 3. Terms of Office:

- a. Officer terms shall begin at the June meeting following election.
- b. The Executive Director, Treasurer, and Conference Liaison will be reviewed annually and may be reappointed.

Section 4. Tenure:

- a. The First Vice President shall be President-Elect.
- b. The Second Vice President shall be First Vice President.
- c. The term of office shall be one year for the President, First Vice President, Second Vice President, and Secretary.
- d. Elected members of the Executive Committee may serve no more than two consecutive terms in that position, unless voted on by the membership.

Section 5. Vacancies:

- a. Should the presidency become vacant, the First Vice President shall become President for the remainder of the term and for the following term.
- b. A vacancy in the office of First Vice President, Second Vice President, or Secretary shall be filled by the Executive Committee upon recommendation by the President. The appointed officer shall serve until the office is filled by election at the next business meeting of the organization.
- c. A vacancy in the appointed offices of Treasurer, Conference Liaison, or Executive Director shall be appointed by the Executive Committee.
- d. 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 as explained in the aforementioned statements.
- e. In the event that a Delegate to the Delegate Assembly of the Association of Teacher Educators is unable to serve, the Executive Committee shall select a successor upon the recommendation of the President. Whenever possible, the Alternate will be called to serve as the Delegate.

Article IX

Committees

- Section 1. Standing Committees:
As the organization's needs dictate, there shall be a Membership Committee, a Nomination and Elections Committee, a Publications Committee, a Legislative Committee, a Research Committee, an Awards Committee, an Issues Committee, a Public Relations Committee, a Professional Development Committee, and an Organizational Affairs Committee. Members shall be appointed for a term of one year and may be reappointed.
- Section 2. Ad Hoc Committees:
Ad Hoc Committees may be created and dissolved by the Executive Committee upon recommendation by the President.
- Section 3: The Executive Director and the President shall be ex-officio members of all committees except the Nominations and Elections Committee.
- Section 4. Copies of all reports and materials resulting from the work of any committee or task force shall be forwarded to the President and the Executive Director.
- Section 5. Each ad hoc committee or task force shall submit an annual progress report to the President and the Executive Director prior to the next business meeting and a summative report within thirty (30) days of completing their task.

Article X

Dues and Fees

- Section 1. The dues for the members of the organization shall be set by majority action of the members present and voting at a business meeting upon recommendation of the Executive Committee.
- Section 2. Fees may be charged persons participating in events and activities, other than business meetings, sponsored by the organization. Such fees shall be set by the Executive Committee.

Article XI

Participation with Other Organizations

- Section 1. The organization shall participate in the activities of the Association of Teacher Education. As an autonomous State Unit, this organization shall promote and urge membership in the Association of Teacher Education.
- Section 2. The organization shall participate in the activities of the Consortium of State Organizations for Texas Teacher Education (CSOTTE).

Section 3. The organization shall participate in the activities of such educational organizations as approved by the Executive Committee.

Section 4. 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.

Article XII

Meetings

Section 1. The organization shall hold at least two (2) business meetings annually as well as such other meetings as the Executive Committee may approve. The time and place of the latter shall be determined by the Executive Committee.

Section 2. The President shall determine the number, times, and sites of the Executive Committee meetings, of which there shall be a minimum of three (3) each year.

Section 3. All business meetings shall be conducted according to the latest edition of Robert's Rules of Order if such rules do not conflict with any part of this Constitution.

Article XIII

Fiscal and Membership Years

Section 1. The fiscal year shall extend from June 1 through May 31 of the following year.

Section 2. The membership year shall begin with the June summer conference.

Article XIV

Awards

Section 1. The organization may present the Ted Booker Memorial Award to one person each year. The award shall be made to an individual who has made a significant contribution to policy in teacher education.

Section 2. The organization may present the Ben E. Coody Distinguished Service Award to one person each year. The Award shall be made to an individual who has made a significant contribution to the field of teacher education.

Section 3. The organization may present the Distinguished Clinician Award to one person each year. This award is presented to a public school teacher who has demonstrated exemplary service in the field, and in assisting in the supervision of student teachers and/or interns.

- Section 4. The Executive Committee shall receive nominations and serve as the Selection Committee for each of the awards.

Article XV

Professional Journal

- Section 1. The *Texas Association of Teacher Educators' (TxATE) Forum* (Formerly *The Forum*) is the official publication of the Texas Association of Teacher Educators. The journal (ISSN 2166-0190) is published once annually.
- Section 2. The journal editorial board will be appointed by the Executive Committee. The editorial board will be TxATE members in good standing.

Article XVI

Amendments

This Constitution may be amended (1) by a two-thirds vote of TxATE members present and voting at a regularly scheduled business meeting, provided that a copy of the proposed amendments has been sent to all members at least thirty (30) days prior to the date of the meeting; or (2) by a majority vote of the membership returning a ballot they received in conjunction with a copy of the proposed amendments.

Article XVII

Assets on Liquidation

- Section 1. Upon the dissolution of the organization, the Executive Committee shall, after paying or making provision for the payment of all liabilities of the organization, transfer all assets of the organization to an organization with federal tax exemption under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), for charitable and educational uses and purposes similar to those of TxATE. Which exempt organization shall be designated by the final Executive Committee of the Texas Association of Teacher Educators.
- Section 2. No part of the net income, revenue, and grants of the organization, shall inure to the benefit of any member, officer, or private individual (except that reasonable compensation may be paid for services rendered in connection with one or more of its purposes), and no member, officer, or private individual shall be entitled to share in the distribution of any part of the assets of the organization, on its dissolution or liquidation.