

# **Associate and Assistant Deans and Directors of Texas (ADoT)**

## **Constitution**

First Adopted: April 2018

Last Revised: October 27, 2019

### **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 for the improvement of 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 ADoT website: [adot.info](http://adot.info)

## **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. 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 annual leadership academy
- Liaison with annual leadership academy host university

### **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 in addition to the president

### **Communications / Membership Officer**

- Maintain membership list
- Verify membership eligibility
- Maintain email listserv or other communications

### **Technology officer**

- Maintain website
- Maintain social media
- Maintain document repository

### **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 for one-year terms, not to exceed three consecutive terms in the same role

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. 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.