

Constitution and By-Laws

Article I – Name

The name of this organization is the Texas Association of Community College Teacher Education Programs (TACCTEP), which will be the first state chapter of the National Association of Community College Teacher Education Programs (NACCTEP).

Article II – Purposes

The purpose of the Texas Association of Community College Teacher Education Programs (TACCTEP) is to:

- A. Uphold the mission, purpose, and by-laws of the National Association of Community College Teacher Education Programs (NACCTEP) and the Consortium of State Organizations for Texas Teacher Education (CSOTTE), and serve as a partner in advancing quality community college teacher education programs in Texas;
- B. Create a cohesive affiliation of Texas community college teacher education programs and disseminate current information on pertinent data, exemplar programs and strategies for partnership in teacher preparation among community colleges, local school districts, and four-year institutions;
- C. Support equity and access to postsecondary education for students in Texas by promoting the community college role in the recruitment and preparation of teachers;
- D. Assist in developing seamless pathways from community college programs to Texas Educator Preparation Programs at Institutions of Higher Education, as one strategy for addressing state teacher shortages;
- E. Provide leadership for sound policy for educator preparation in Texas by forging strong relationships with Texas Educator Preparation Programs and maintaining close communication with the Consortium of State Organizations for Texas Teacher Education (CSOTTE), Texas Education Agency (TEA), the State Board for Educator Certification (SBEC), the Texas Higher Education Coordinating Board (THECB), the State Board of Education (SBOE), Texas Association of Future Educators (TAFE) and other official policy-making groups and individuals; and
- F. Seek external funding for projects with member institutions that would improve the effectiveness of programs at preparing graduates for high-need teaching certifications.

Article III – Membership

- A. **Eligibility:** Any person who is involved in or committed to community college teacher education, may become a member upon payment of such membership dues as the Board Members may establish.

- B. Voting: All current dues paying members are eligible to vote. The membership year will be July 1 to June 30 of each year. Only current members of TACCTEP may hold office or serve on official committees.
- C. Term: Annual Membership will coincide with the fiscal year, which will be July 1 to June 30.
- D. Dues: Dues will be determined by majority vote of the Board Members.

Article IV – Officers/TACCTEP Board

A. Election Process

1. Elections for the Board Members will be held in the spring. Officers will begin serving on May 1 following the election.
2. The nominating committee will put forth a slate of candidates for vacant positions. Nominations for members will be made to the Vice President or Past President at any time. Any positions running unopposed can be approved by the board without an election.
3. The Vice President will succeed the President at the end of the current term.
4. Board Members will serve in two year staggered terms with the exception of the Vice President.
5. If a current Member-at-Large runs for an Officer position, they forfeit their Member-at-Large position, and if elected, will serve the entirety of the newly elected position.

B. Vacancies

Should the President's office become vacant, the Vice President shall become President for the remainder of the term. A vacancy in the office of Vice President, Secretary, or Treasurer shall be filled by the TACCTEP Board, considering recommendations by the President, for the remainder of the term until the next election.

C. Officers and Duties

1. The elected officers that form the TACCTEP Board shall include a President, Vice President, Past President, Secretary, Treasurer, Members-At-Large and invited Members-at-Large, who are not community college affiliates.
2. The Officers comprise the TACCTEP Board.
3. The President and Vice President, or their designees, will serve as NACCTEP representatives and TACCTEP representatives on the CSOTTE Board.
 - i. CSOTTE Board responsibilities include planning and coordinating conferences on teacher education, along with other workshops the CSOTTE Board may approve,

- and take action, alone and in concert with other organizations, as necessary to improve the quality and status of the education profession.
- ii. Meetings of the CSOTTE Board shall include a fall meeting, a spring meeting, a planning retreat in May, and others as determined by the Board or at the call of the President.
4. The TACCTEP Board will meet a minimum of twice annually, along with regularly scheduled meetings via face-to-face and/or video conferencing.
 5. To be nominated to run for the President or Vice President position, the candidate must have a paid membership unless a vacancy occurs (see Vacancies, Article IV).
 6. Officers shall be elected in the spring and will take office on May 1.

D. Board Member Responsibilities and Terms:

1. **President** term is 1 year, and can be re-elected with a 2 term limit. The President will:
 - i. Be present at all meetings of TACCTEP, serve as Chairperson of the TACCTEP Board, and participate on the CSOTTE Board.
 - ii. Act as ex-officio member of all committees.
 - iii. Perform all other duties that regularly pertain to the office.
 - iv. Serve as a voting member of the TACCTEP Board.
 - v. Serve as the official representative of NACCTEP.
2. **President Elect term is a 3 year term, first year as Vice President, second year President, and third year Past President.** The President Elect will:
 - i. Serve as a member of the Nominating Committee.
 - ii. Perform the duties of the President when the President cannot perform the duties.
 - iii. Serve as a voting member of the TACCTEP Board.
 - iv. Serve as a parliamentarian.
 - v. Perform other duties as assigned by the President.
3. **Past President** Term is 1 year. The Past President will:
 - i. Serve as Chair of the Nominating Committee.
 - ii. Serve as a voting member of the TACCTEP Board.
 - iii. Perform other duties as assigned by the President.
 - iv. Assist with research and data collection.
4. **Treasurer** term is 4 years and can be re-elected with a 2-term limit. The Treasurer will:
 - i. Maintain and report financial records of TACCTEP.
 - ii. Prepare an annual report, reviewed by the TACCTEP Board.
 - iii. Serve as a voting member of the TACCTEP Board.
5. **Secretary** term is 2 years and can be re-elected with a 2-term limit. The Secretary will:
 - i. Record the minutes of the meetings and report activities of TACCTEP to the
 - ii. membership.
 - iii. Update TACCTEP website(s) and social media sites.
 - iv. Serve as a voting member of the TACCTEP Board.

6. **Members-at-Large** term is 2 years and can be re-elected with a 2-term limit. Members at Large will:
 - i. Promote and coordinate the activities of the organization.
 - ii. Serve as a voting member of the TACCTEP Board.

7. **Invited Members-at-Large** term is 2 years and can be re-invited with another 2-term limit. Invited Members-at-Large will come from 4-year institutions, organizations, district officials, or other associations that would benefit community college teacher education.
 - i. Promote communication with community college teacher education programs
 - ii. Provide relevant information
 - iii. Attend board meetings
 - iv. Participate with initiatives

Article VI – Finances

- A. The annual dues, registration, and charges for other services shall be determined by the Board. All funds of the organization will be deposited in accounts held and managed by TACCTEP.

- B. The fiscal year of TACCTEP will be July 1 to June 30 of each year.

Article VII – Meetings

Meetings of the TACCTEP Board shall include a Fall meeting, a Spring meeting, and additional electronic/in person meetings as determined by the Board.

Article VIII – Amendments

Amendment of the Constitution and By-Laws:

- A. Upon the recommendation of two-thirds (2/3) of the vote of the members present, proposed amendments to these operating procedures will be submitted to the general membership for approval.

- B. Written notice will be given to the members prior to the general meeting at which the amendments will be considered.

- C. An affirmative vote of the majority of members voting on the operating procedures is required for adoption.

Article IX – Status of Non-Profit Corporation

- A. Articles of Incorporation of the undersigned, a majority of whom are citizens of the United States, desiring to form a Non-Profit Corporation under the Non-Profit Corporation Law of TACCTEP, do hereby certify:

- B. Texas Association of Community College Teacher Education Programs (TACCTEP) as the name of the organization.
- C. The place in this state where the principal office of the Corporation is to be located is the City of , Houston, Texas, Harris County.
- D. TACCTEP is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- E. The names and addresses of the persons who are the initial trustees of the corporation are as follows:
Lisa Hill, Lone Star College-University Park, 20515 TX-249, Houston, Texas 77070
Fay Lee, Lone Star College-CyFair, 9191 Barker Cypress Road, Cypress, Texas 77433
- F. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 9.C hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- G. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In witness whereof, we have hereunto subscribed our names on this day of December 1, 2017. (need official date when we approved our constitution for the first time.)