

# TEXAS ASSOCIATION OF COLLEGE TECHNICAL EDUCATORS

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CONSTITUTION AND BYLAWS

October 31, 2015

**CONSTITUTION  
TEXAS ASSOCIATION OF COLLEGE  
TECHNICAL EDUCATORS**

(As amended October 1, 1999; October 10, 2003; March 30, 2007;  
September 7, 2007; April 8, 2011; April 5, 2012)

**ARTICLE I**

**Name**

The name of this Association shall be the TEXAS ASSOCIATION OF COLLEGE TECHNICAL EDUCATORS (TACTE).

**ARTICLE II**

**Mission, Purpose, Objectives**

**Section 1**

The mission of TACTE is to be a vital resource for Texas workforce education.

**Section 2**

The purpose of TACTE is to offer activities and services that promote sound and effective workforce education in Texas community and technical colleges.

**Section 3**

The Mission and Purpose of the Association will be accomplished by:

1. Providing cohesive and comprehensive leadership advice to the Texas Higher Education Coordinating Board (THECB) and other organizations, e.g., Texas Association of Community Colleges (TACC) and Texas Workforce Commission (TWC) regarding workforce education issues of concern to Texas community and technical colleges.
2. Identifying workforce education leadership needs in Texas community and technical colleges.
3. Providing a variety of opportunities for workforce education leaders in Texas community and technical colleges to enhance skills.
4. Providing an efficient and effective structure for articulating and responding to workforce education leadership needs.
5. Attracting as many Texas workforce education leaders as possible to participate in Association activities.
6. Providing recognition for exemplary workforce education programs and disseminating them for other colleges to emulate.

**ARTICLE III**  
**Membership**

**Section 1**

Membership shall consist of professionals engaged in or who promote community/technical college workforce education in Texas.

**Section 2**

There will be five classifications of membership in the Association: Voting Membership; Associate Membership; Retiree Membership; Honorary Membership; and Business Membership.

**ARTICLE IV**  
**Officers**

**Section 1**

The officers of this Association shall be president, vice president, secretary, and treasurer. Each officer must be a Voting Member of the Association.

**ARTICLE V**  
**Directors**

**Section 1**

The membership shall elect nine (9) Directors who are Voting Members of the Association.

**Section 2**

The Immediate Past President shall also serve as a Director.

**ARTICLE VI**  
**Meetings**

**Section 1**

Business meetings of this Association shall be held at least annually.

**Section 2**

Special meetings of the Association may be called by the President, subject to the approval of the Executive Committee; by the Board of Directors; or upon written petition of a majority of the membership.

**ARTICLE VII**  
**Amendments**

This Constitution may be amended by a vote of a majority of the members responding, provided the proposed amendment has been presented to the membership, in writing or electronically, by the Board, at least thirty (30) days prior to the date of the vote. Any member may propose an amendment at a business meeting of the Association; however, the proposed amendment(s) must be presented in writing. Voting on any amendment(s) presented from the floor at a business meeting cannot take place until after the official 30 days notification has passed and the vote can be processed electronically.

# **BYLAWS**

(As amended April 3, 1998, October 1, 1999,  
April 5, 2002, October 10, 2003, April 2, 2004; October 7, 2005;  
March 30, 2007; September 7, 2007; April 8, 2011; October 7, 2011, October 31, 2015)

## **BYLAWS ARTICLE I**

### **Membership**

#### **Section 1**

Membership shall consist of professionals engaged in leadership roles community/technical college workforce education in Texas and others interested in community/technical college workforce education in Texas as specified below.

#### **Section 2**

**Voting** Membership in this Association shall be limited to persons who are currently employed in community/technical college workforce education in Texas. Voting Members shall be eligible to hold office and shall have the privilege of voting and the right to the floor during Association business meetings (see Constitution, Article VI, Section 1). Voting memberships may be established as either an Individual or Institutional membership.

#### **Section 3**

**Associate** Membership may be held by state agencies or non-profit institutions or their individual employees who are interested in community/technical college workforce education, but not qualified under Section 2, above, for Voting Membership. Associate Memberships will be non-voting, non-office holding. Anyone currently qualified for Voting Membership as identified in Section 2 cannot qualify for membership as an Associate Member.

#### **Section 4**

**Retiree** Membership may be held by any former Voting Member of the Association who is retired from full-time employment in community/technical college workforce education. Retiree members will be non-voting and non-office holding.

#### **Section 5**

**Honorary** Membership may be conferred by the Board of Directors on a former Voting member nominated by a voting member of the Association. Criteria to be considered include years of service, longevity of membership, offices held, committees and/or other services to the Association. Honorary Memberships will be non-voting, non-office holding.

#### **Section 6**

**Business** Membership may be held by any business/industry that is involved in community/technical college workforce education in Texas and supports the Texas Association of College Technical Educators. Business Memberships will be non-voting, non-office holding.

## **BYLAWS ARTICLE II**

### **Officers**

#### **Section 1**

All officers shall be elected during the spring of each odd-numbered year. All officers shall be Voting Members of the Association. Officers shall serve two (2) year terms.

**Section 2**

Should an officer of the Association be unable to complete a term of office, the President shall appoint a replacement from the current Board of Directors to fill the unexpired term.

**BYLAWS ARTICLE III**

**Board of Directors**

**Section 1**

There shall be a Board of Directors consisting of the elected officers, the immediate Past President, and the nine (9) elected Directors. The Board shall be authorized to conduct the business of the Association.

**Section 2**

Three (3) Directors shall be elected each year for three (3) year terms. All Directors shall be Voting Members of the Association.

**Section 3**

When a position for a Director becomes vacant, a replacement to complete the vacated term of office may be appointed by a majority vote of the Board of Directors.

**BYLAWS ARTICLE IV**

**Nomination and Election of Officers and Directors**

**Section 1**

Nominations and elections shall occur during the spring of each year

**Section 2**

During the fall the President shall appoint a Nominations/Election Committee chairperson who is a former member of the Board. The chairperson shall select others who are Voting Members of the Association and who are not members of the current Board to assist with the election process.

**Section 3**

The Nominations/Election Chairperson shall oversee the nominations and election process.

**Section 4**

The Nominations/Election Committee shall secure a written commitment of service from each nominee and present the slate of candidates to the membership.

**Section 5**

Once the Nominations/Election Committee has announced a proposed slate of candidates for any open position, Voting Members of the Association as defined in Article I, Section 2, above, shall have the right to make nominations for the election of officers and directors. Any Voting Member may add a nominee, including themselves, to the slate of candidates, provided they have first consulted with the candidate and secured a written commitment of service from the nominee.

**Section 6**

The candidates receiving the greatest number of votes cast shall be declared elected. In case of a tie, a run-off election shall be conducted.

**Section 7**

The election for all positions shall be by ballot and ballots may be cast electronically.

### **Section 8**

If there are no contested positions for any given election, the slate of nominees shall be elected by acclamation.

### **Section 9**

Officers and Board Members elected shall assume office on May 1 following their election.

## **BYLAWS ARTICLE V** **Duties of Officers and Directors**

### **Section 1**

The duties and responsibilities of the Officers, the Board of Directors, and the Executive Director shall be established by the Board to address the needs of the Association.

### **Section 2**

The Duties and Responsibilities, as established by the Board, shall be posted on the TACTE website.

### **Section 3**

The President and Treasurer will serve as financial agents for the Association including signatories on bank accounts.

## **BYLAWS ARTICLE VI** **Executive Committee**

### **Section 1**

There shall be an Executive Committee consisting of the President, Vice-President, Secretary, Treasurer, and one Director representative. The Director representative shall be selected annually by the Directors to represent them on the Executive Committee.

### **Section 2**

The Executive Committee shall operate between meetings of the Board of Directors and shall act with the voting authority of the Board.

### **Section 3**

A quorum of the Executive Committee shall exist when a minimum of four (4) members participate.

## **BYLAWS ARTICLE VII** **Committees**

### **Section 1**

The President, with advice of the Board of Directors, may appoint committees when deemed necessary to accomplish the goals/initiatives of the Association. The President will provide each newly appointed committee with a statement of purpose.

## **BYLAWS ARTICLE VIII** **Dues**

### **Section 1**

The membership year for Voting, Associate, Retiree and Business Memberships shall begin on September 1 and end on August 31 of the following year. Honorary Membership is a life-time membership

## **Section 2**

The membership dues and any associated privileges shall be determined annually by the Board of Directors.

## **BYLAWS ARTICLE IX**

### **Quorum**

#### **Section 1**

A quorum shall consist of the Voting Members present at any face-to-face or electronic meeting.

## **BYLAWS ARTICLE X**

### **Order of Business**

#### **Section 1**

The following order of business shall be observed in conducting business of the Association except when suspended by unanimous consent:

1. Presentation of the minutes of the previous meeting and their acceptance.
2. Treasurer's report.
3. Report of standing committees.
4. Report of ad hoc committees.
5. Unfinished business.
6. New business.
7. Adjournment.

## **BYLAWS ARTICLE XI**

### **Indemnity**

#### **Section 1**

The Association as Incorporated shall indemnify any person or his heirs, executors, or administrators who is or becomes a party or is threatened to be made part to any threatened or pending action, suit, proceeding, or claim, whether civil, criminal, administrative, or legislative, by reason of the fact that he is or was a director, officer, incorporator, or registered agent of the Corporation or is or was representing the Corporation (i) as a trustee, (ii) partner, joint venture, trustee, or principle in any other enterprise, against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually incurred by him in connection with such action, suit, proceeding, or found, liable for gross negligence or willful misconduct or to have had reasonable cause to believe that his conduct was unlawful. The Corporation shall have the right to intervene in and jointly defend all such actions, suits, proceedings, or claims to which it is not a party. The foregoing indemnification shall be in addition to any other rights or benefits to which such person may now or hereafter be entitled and the opinion of the independent counsel or the termination of any action, suit, proceeding, or claim by judgment, order or settlement shall not preclude such person's right to an adjudication on the issue of gross negligence or willful misconduct or reasonable cause as aforesaid. The right of indemnification granted herein shall not be exercisable by or for the benefit of third parties.

**BYLAWS ARTICLE XII**  
**Rules of Order**

**Section 1**

*Robert's Rules of Order* shall be the authority on all matters of parliamentary practice, except as otherwise provided for in this Constitution and Bylaws.

**BYLAWS ARTICLE XIII**  
**Amendments**

**Section 1**

These Bylaws may be amended by the Association. A majority of the votes cast in any Amendment voting will determine the acceptance or rejection of that Amendment(s). Voting for Amendment(s) may be electronic.

**Section 2**

The proposed Amendment(s) will be distributed by the Board at least ten (10) days prior to the vote.

**Section 3**

Any Voting member may submit a proposed Amendment(s) to the Board of Directors for consideration.