



TEXAS ASSOCIATION OF COLLEGE TECHNICAL EDUCATORS

CONSTITUTION AND BYLAWS

**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,
October 31, 2015, April 2022, May 2025)

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 career and technical education.

Section 2

The purpose of TACTE is to offer activities and services that promote sound and effective career and technical 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 career and technical education issues of concern to Texas community and technical colleges.
2. Identifying career and technical education leadership needs in Texas community and technical colleges.
3. Providing a variety of opportunities for career and technical education leaders in Texas community and technical colleges to enhance skills.
4. Providing an efficient and effective structure for articulating and responding to career and technical education leadership needs.
5. Attracting as many Texas career and technical education leaders as possible to participate in Association activities.
6. Providing recognition for exemplary career and technical 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 career and technical 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

There shall be an Executive Committee consisting of the President, Past President, Vice-President, Secretary, Treasurer, one Director Representative, and Executive Director. The Director Representative shall be selected annually during the summer TACTE Board meeting by the Directors to represent them on the Executive Committee. 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.

Section 3

The Executive Director shall serve on the Board and Executive Committee as a non-voting member.

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(s) has been presented to the membership, in writing or electronically, by the Board, at least sixty (60) days prior to the date of the vote. Any member may propose an amendment during the initial sixty (60) day review period; however, these proposed amendment(s) must be presented in writing at least thirty (30) days prior to the Annual Business Meeting. Voting on any amendment(s) presented during this review period must take place at the Annual Business Meeting and voted on by the membership. The vote can be processed either in-person or 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, April 2022, December 2024, April 2026)

BYLAWS ARTICLE I **Membership**

Section 1

Membership shall consist of professionals engaged in community/technical college career and technical education in Texas and others interested in community/technical college career and technical 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 career and technical 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 career and technical 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 career and technical 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 career and technical education in Texas and supports the Texas Association of College Technical Educators. Business Memberships will be non-voting, non-office holding.

BYLAWS ARTICLE II **Executive Committee**

Section 1

There shall be an Executive Committee consisting of the President, Past President, Vice-President, Secretary, Treasurer, one Director Representative, and Executive Director. The Director Representative shall be selected annually during the summer TACTE Board meeting 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.

Section 4

The Executive Committee shall be selected during the spring of each odd-numbered year. All Executive Committee members shall be Voting Members of the Association. The Executive Committee shall serve two (2) year terms of office.

Section 5

Should an Executive Committee member 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 Executive Committee, the immediate Past President, nine (9) Directors, and the Executive Director. The Board shall be authorized to conduct the business of the Association.

Section 2

A new Board of Directors will be nominated and selected during the spring TACTE business meeting. Any individual in the new class not representing a vacant spot will serve a three (3) year term of office. Board Member Requirements: Five (5) plus years of Higher Education CTE experience and two (2) plus years of recent TACTE membership as a Voting Member. In general, the board should only have one representative per institution and representation across all sizes (small, medium, large, and very-large).

Section 3

Board members are expected to be fully engaged and actively involved in all Board activities. Failure to be actively engaged will be discussed and evaluated by the Executive Committee and may result in a request for resignation.

Section 4

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.

Section 5

The Executive Director acts as the primary contact and liaison for TACTE, overseeing the organization's nonprofit status, managing and updating all components of the TACTE website, and ensuring adherence to all contractual commitments. These duties include, but are not limited to, agreements involving hotels, insurance, conference technology, and other partnerships that support TACTE's mission and the work of its Board of Directors. Additionally, the Executive Director identifies, develops, and pursues grant opportunities that enhance TACTE's programs and advance Career and Technical Education throughout Texas. This role also includes responsibility for administering and ensuring compliance with all awarded grants and contracts.

The Executive Director is a contract position, and compensation is derived from a portion of the surplus generated by the annual conference, not established as a separate budget line item. Specific payment details are outlined in the organization's Standard Operating Procedures (SOPs). Both compensation and continuation in the role are evaluated annually, with payment and reappointment determined each fiscal year through a vote of the Board of Directors.

In the event of a vacancy, the position will be publicly posted on the TACTE website and shared with current members. The Executive Committee is responsible for selecting the candidate and approving the initial employment contract.

When a position for the Executive Director becomes vacant, a replacement may be appointed by a majority vote of the Board of Directors. The Executive Director position has no term limit.

BYLAWS ARTICLE IV

Nomination and Selection of Executive Committee and Board of Directors

Section 1

Nominations and selection for the Board of Directors shall occur during the annual TACTE Business meeting, held during the spring of each year. Individuals interested in being nominated and possibly selected must complete an application by February 1st of each year. Those who meet the required qualifications must agree to participate in an interview process. Individuals can self-nominate.

Section 2

The Past President of the Board of Directors shall serve as the Nominations/Selection Committee Chairperson, and the President serves as the Vice Chair. If either is unable to serve, the Executive Director will serve in their place. Three additional Nomination/Selection Committee members will serve on the Nomination/Selection Committee. These members must be Voting Members of the Association who are not members of the current Board

Section 3

The Nominations/Selection Chairperson shall oversee the nomination process.

Section 4

The Nominations/Selection Committee shall secure a completed application and written commitment of service from each nominee and present the final slate of the following year's TACTE Executive Committee and board members at the spring TACTE membership meeting. Unless a board member is on the Executive Committee, they should serve no more than two (2) consecutive terms to allow others the opportunity to be nominated/selected and participate on the Board.

Section 5

The Executive Committee and Board Members selected to serve shall assume office on June 1 following their selection confirmation.

BYLAWS ARTICLE V

Duties of Executive Committee and Directors

Section 1

The duties and responsibilities of the Executive Committee, 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 Executive Director, President, and Treasurer will serve as financial agents for the Association including signatories on bank accounts.

BYLAWS ARTICLE VI

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 VII

Dues

Section 1

The membership year for Voting, Associate, Retiree, and Business Memberships shall begin on July 1 and end on June 30 of the following year. Honorary Membership is a lifetime membership.

Section 2

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

BYLAWS ARTICLE VIII

Quorum

Section 1

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

BYLAWS ARTICLE IX

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. Committee Reports
5. Unfinished business.
6. New business.
7. Adjournment.

BYLAWS ARTICLE X

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.