

# TEXAS TEACHERS OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES

## REGION V (TexTESOL V)

### BYLAWS

(Revisions Ratified June 25, 2014)

#### 1. **Membership and Dues**

The membership year runs for one calendar year after an individual joins. For those members who attend the annual TexTESOL V Affiliate Conference, the membership renewal fee (\$15.00) will be deducted from the conference registration payment.

- a. Any interested individual who applies for membership and pays the annual dues shall be a member of the association and entitled to one vote. [Dues: \$15.00]
- b. Any interested individual pursuing a full time course of study (nine graduate hours or twelve undergraduate semester hours) shall be considered a student member of the association and shall enjoy all the privileges of individual membership. (Dues: \$10.00)
- c. A membership list will be available at regional conference in order that members can check their individual expiration dates and make address changes.

#### 2. **Nominations and Elections**

The officers of the association shall be nominated by a Nominating Committee and elected by the membership at the Annual Meeting (Fall Conference) for 2-year terms as follows: in alternate years, the Secondary and the Adult/Higher Education Representatives, the Treasurer, the Publications Coordinator, the Technology Coordinator, and the Member-at-Large, or the Elementary Education Representative, Adult Education Representative, the Publications Copy Coordinator, the Secretary, the Advertising Manager, the Advocacy Representative, and the Membership Officer will be elected.

- a) The Chair and Nominating Committee shall consist of the Member-at-Large of the Board and three member elected by and from among the members.
- b) The committee shall prepare a slate of candidates (one nominee per office) as follows:
  - 1) The committee will solicit suggestions for nominees for vacant offices from the membership through the newsletter and other appropriate means.
  - 2) It is the responsibility of the committee to contact each nominee to explain the qualifications for and duties of the office and to confirm that the

candidates are eligible, willing, and able to serve if elected.

3) The committee will strive to assemble a slate that

- i) reflects the geographical distribution of the membership,
  - ii) allows for continuity as well as diversity by including both those who have served previously on the Board and those who have not, and
  - iii) represents a balance of the various professional roles of the membership (e.g. public school vs. college/university, bilingual vs. ESL, administrators vs. classroom teachers, and others as appropriate).
- c) The slate of nominees along with appropriate biographical data on each will be published in the TextESOL V Newsletter prior to the Annual Meeting.
- d) Elections shall take place at the annual meeting. Additional candidates may be placed in nomination from the floor at that time, provided that the nominee is aware of the qualifications for and duties of the position and is eligible, willing, and able to serve if elected. Voting need not be done by secret ballot except for those offices for which additional names have been placed in nomination.
- e) A majority vote shall decide all elected officers.

### 3. **The Executive Board and Board**

The Board shall consist of the Executive Board and the Board. The Executive Board will include the Immediate Past President/Liaison Officer, President, President-Elect, Secretary, and Treasurer. The Executive Board may meet as needed to plan for meetings and advance the work of the organization between full Board meetings. The full Board shall meet at least quarterly throughout the year to direct the work of the association and control its funds. For those meetings, a quorum of the board must be present for voting purposes. Two-thirds of the board members present will constitute a quorum. A majority vote of members present shall be considered binding for Board decisions. Therefore, Board members must make every effort to attend Board meetings. If a Board member misses more than one of the regularly scheduled quarterly meetings without making prior arrangements with the President, President-Elect, or Past President, the President (on behalf of the Board) will send reminders, speak to the member individually, or ask the member to relinquish the Board position, if deemed appropriate by the Executive Board.

- a) The **President-Elect** (1-year term) shall
- 1) be a member of TESOL as well as TextESOL V;
  - 2) have previous TextESOL V Board experience;
  - 3) serve as the program chair for all conferences held by the Association; and in this capacity, shall

- i) authorize any committees needed to assist with such conferences,
    - ii) work with Interest Section Representatives to ensure that the concerns of the Interest Sections are adequately reflected in conference programs,
    - iii) work with the registration conference chair/coordinator,
    - iv) work with the Advertising Manager who coordinates exhibits at the conferences,
    - v) work with the Member-at-Large who coordinates publicity for the conferences, and
    - vi) work with the Technology Coordinator to post conference announcements and materials on the TexTESOL V website.
  - 4) preside in the absence of the President, assist the President in the execution of business, and undertake such duties as the President shall delegate;
  - 5) attend Board meetings regularly; and
  - 6) succeed to the Presidency.
- b) The **President** (1-year term) shall
- 1) be a member of TESOL as well as TexTESOL V;
  - 2) preside at all business meetings of the association and Board meetings;
  - 3) appoint any committees the Board deems necessary;
  - 4) serve as the official liaison to other organizations, particularly the other TESOL affiliates in Texas and the TexTESOL Council of Presidents, and in this capacity, shall attend the annual statewide TexTESOL Conference (At the discretion of the Board, all or a portion of the President's travel expenses may be paid by the association.);
  - 5) represent TexTESOL V in the Affiliate Assembly at the Annual TESOL Convention and Exhibit (If not attending, the Board must designate a delegate. A delegate must attend at least once every two years in order for TexTESOL V to remain in good standing.);
  - 6) serve as Executive Director of the TexTESOL Council of Presidents for one year (in years prior to hosting the TexTESOL State Conference);
  - 7) submit announcements regarding timely information to the Publications Coordinator for the TexTESOL V e-Newsletter and/or post them directly on the website and have the Membership Officer send members a notice;
  - 8) attend Board meetings regularly; and
  - 9) remain on the Board for one year as Immediate Past President/Liaison Officer.
- c) The **Immediate Past President/Liaison Officer** (1-year term) shall
- 1) be a member of TESOL as well as TexTESOL V;
  - 2) be responsible for the timely submission of the "Affiliate Leadership

Update” form, "Affiliate Annual Report" form, and the "Affiliate Assembly Delegate” and “Affiliate Dues" forms to the TESOL Central Office;

- 3) serve in an advisory capacity to other board members;
- 4) assist with membership, publicity, and advertising;
- 5) focus specifically on assisting the Board with succession planning and tasks related to this function; and
- 6) attend Board meetings regularly.

d) The **Secretary** (2-year term) shall

- 1) record the minutes of each official meeting of the association, including the annual business meeting at the Fall Conference and Board and Executive Board meetings;
- 2) make minutes of full Board meetings available to the Board members before the next Board meeting;
- 3) maintain all the association's official documents as Historian;
- 4) collaborate with the Publications Coordinator and Technology Coordinator to post minutes and Treasurer reports in the agreed manner; and
- 5) attend Board meetings regularly.

e) The **Treasurer** (2-year term) shall

- 1) conduct and record all financial business of the association including collecting dues, making disbursements by check, maintaining proper financial records and having these audited annually as directed by the Board, and providing a printed financial report at all full Board meetings and the Annual Membership Meeting;
- 2) actively coordinate with the registration Chair/Coordinator for the Annual Meeting (Fall Conference) and State Conferences;
- 3) submit a financial report for each issue of the TextESOL V e-Newsletter and/or provide it to the Secretary for inclusion in Board Meeting minutes; and
- 4) attend Board meetings regularly.

f) The **Membership Officer** (2-year term) shall

- 1) promote the association by encouraging membership in it;
- 2) work with the Treasurer to maintain appropriate mailing lists;
- 3) encourage members and non-members to attend meetings;
- 4) distribute the Newsletter and any Announcements, as requested by the Publications Coordinator or members of the Executive Board; and
- 5) attend Board meetings regularly.

- g) The **Publications Coordinator** (2-year term) shall
- 1) solicit and receive articles for publication for the newsletter and the website;
  - 2) format articles to conform to editorial and style guidelines for TexTESOL V;
  - 3) prepare articles for publication in an appropriate format.
  - 4) send prepared articles for proofreading to the Publications Copy Coordinator;
  - 5) collaborate with other TexTESOL affiliates and other appropriate organizations to publicize conferences and exchange newsletters;
  - 6) prepare the newsletter with links and, after proofreading, have it e-mailed to members; and
  - 7) attend Board meetings regularly.
- h) The **Publications Copy Coordinator** (2-year term) shall
- 1) assist the Publications Coordinator in gathering news, announcements, book reviews, job notices, and articles for the quarterly newsletter and the website of the association;
  - 2) proofread all articles prepared for publication;
  - 3) proofread the newsletter;
  - 4) assume the duties of the Publications Coordinator when needed; and
  - 5) attend Board meetings regularly.
- i) The **Advertising Manager** (2-year term) shall
- 1) contract with publishers and other commercial organizations to coordinate exhibits at conferences, sell advertising space, and arrange for display/exhibit space at conferences, and
  - 2) attend Board meetings regularly.
- j) The **Member-at-Large** (2-year term) shall
- 1) serve as chair of the Nominating Committee and collaborate with Publications Coordinator to publish the slate of officers;
  - 2) serve as chair of the Scholarship Committee; and
  - 3) attend Board meetings regularly.
- k) The **Advocacy Representative** (2-year term) shall
- 1) serve as the contact for sociopolitical or legislative issues that concern members of TexTESOL V;
  - 2) meet with other TexTESOL Advocacy Representatives;
  - 3) attend meetings pertinent to state and international issues;
  - 4) become a part of the TESOL Affiliate Advocacy Network;

- 5) collaborate with TexTESOL Council of Presidents Advocacy Representative to promote advocacy education and activities statewide; and
- 6) attend Board meetings regularly.

l) The **Technology Coordinator** (2-year term) shall

- 1) receive articles and load them onto the server;
- 2) create links for the articles on the home page and on other pages, as warranted;
- 3) load forms, photographs, and other materials onto the website;
- 4) receive announcements directly from Executive board members and place them on the website;
- 5) support the Publications Coordinator, Publications Copy Coordinator, interest section representatives, and other board members on technical issues;
- 6) assure that the website's stylistic integrity is maintained;
- 7) continue to explore ways in which to use technology appropriately;
- 8) collaborate with President and President-Elect to maintain records and secure usernames/passwords as needed; and
- 9) attend Board meetings regularly.

m) Each **Interest Section Representative** (2-year term) shall

- 1) promote membership in the association by developing networks and direct contacts with the constituency;
- 2) submit the names of candidates for Nominating Committee to the Board;
- 3) preside at all meetings of the Interest Section as needed during the Annual Meeting at the Fall Conference;
- 4) work with the President-Elect to ensure that the concerns of the Interest Section are adequately reflected in conference programs; and
- 5) regularly attend Board meetings.

4. The **Nomination Committee** (1-year term) shall

- a) consist of the Member-at-Large and three members selected by and from the members, and
- b) prepare a slate of candidates (one nominee per office) as follows:
  - 1) solicit suggestions for nominees for vacant offices from the membership through the newsletter and other appropriate means;
  - 2) contact each nominee to explain the qualifications for and duties of the office and to confirm that the candidates are eligible, willing, and able to

- serve if elected;
- 3) strive to assemble a slate that will
    - i) reflect the geographical distribution of the membership,
    - ii) allow for continuity as well as diversity by including both those who have served previously on the Board and those who have not, and
    - iii) represent a balance of the various professional involvement of the membership (e.g. public school vs. college/university, bilingual vs. ESL, administrators vs. classroom teachers, and others as appropriate).
  - 4) publish the slate of nominees along with appropriate biographical data on each in the TextESOL V Newsletter prior to the Annual Meeting.

#### 5. **Interest Sections** (2-year term)

Individual members of TextESOL V, at the time of joining or of renewing membership, shall indicate their level of work or primary area of concern as Elementary Education, Secondary Education, or Adult Education/ Higher Education.

- a) The Interest Sections listed above will each have one representative on the Board. Each Interest Section shall submit to the Nominating Committee names of candidates to the Board. Such nominations may be made during a business meeting of the Interest Section or by e-mail.
- b) The Interest Section shall be authorized to hold meetings and to elect any other officers or committees needed to carry out the purposes of the association among the members of that Section.

#### 6. **Changes in the Bylaws**

Amendments in these bylaws may be proposed by a member of the Board or by members of the association.

- a) Any member of the Board may request the President to place a proposed bylaw amendment on the agenda of the next meeting of the Board.
- b) A bylaw amendment may be proposed by a petition signed by at least 15 members in good standing and submitted to the President.

To become effective, the amendment must either be

- a) ratified by a three fourths majority of the Board, whether votes are cast in person, by e-mail, or by phone; or
- b) approved by a simple majority of the Board, distributed to the membership at least ten days before it is to be voted on, and ratified by a two-thirds majority of

the votes cast, whether cast in person or by e-mail.