

CONSTITUTION AND BY LAWS OF THE NORTH TEXAS TEXTBOOK COORDINATOR'S ASSOCIATION

ARTICLE I. NAME

The name of this organization shall be the North Texas Textbook Coordinator's Association.

ARTICLE II. PURPOSE

The purpose of this organization shall be to promote the efficient use of money, time and resources to improve the textbook accountability and distribution for public and private school districts in Texas. The organization shall encourage the exchange of ideas and cooperation between public school district textbook departments. The organization shall work to improve pupil textbook policies, standards and equipment on the local, state and national levels.

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Eligibility

Membership in the organization shall be open to all public and private school district staff related to the textbook operation in a supervisory or advisory position in Texas. Membership shall also be open to individuals connected to the textbook operation in a supply or technical advisory capacity.

Section 2. Termination

Membership in the organization shall be terminated for non-payment of dues, by resignation, by failure to comply with the requirements for membership or other causes determined by the organization.

Section 3. Dues

The Executive Committee may set and change the amount of the annual dues. Dues shall be payable upon becoming a new member, without proration and in advance on the first day of each fiscal year.

ARTICLE IV. OFFICERS

Section 1. Officers

The officers of the organization shall consist of a president, a president-elect, a secretary and a treasurer. The Executive Committee may create additional officer positions, define the authority and duties of each such position, and elect or appoint persons to fill the positions.

Section 2. Nomination

A nomination committee shall present a slate of names at the April meeting for each office to be filled and will except nominations from the floor by any active member. The nominee's consent must be secured before the nomination is made.

Section 3. Election

Officers shall be elected at the April meeting. A majority vote by active members in attendance shall be required for election to office.

Section 4. Term

Newly elected officers will take their positions at the end of the last meeting of the school year. Each officer will serve a term of two (2) years. No elected officer may serve in the same elected position for more than one (1) consecutive term.

Section 5. Vacancy

In the event of a vacancy between elections, the office shall be filled by the executive committee, except for the office of president. In the event of a vacancy in the office of president, the president-elect shall move into this office and shall serve to the end of the unexpired term as the acting president. The president-elect shall then take his/her position as president at the beginning of the next full term.

Section 6. Duties

Sub-section a. President

The president shall preside at all meetings of the organization and appoint all committees, subject to the review and approval of the Executive Committee. The president shall be an ex-officio member of all committees. The president shall also make arrangements for and have charge of all programs for NTTC meetings.

Sub-section b. President-Elect

The president-elect shall preside in the absence of the president. The president-elect shall serve as the chairperson of the membership and nominating committees and be responsible for securing meeting places and sponsors for refreshments at all meetings.

Sub-section c. Secretary

The secretary shall keep an accurate written record of all meetings of the organization and of all meetings of the executive committee. The secretary shall issue notices of all meetings and negotiate correspondence of the organization.

Sub-section d. Treasurer

The treasurer shall receive all monies of the organization. Shall keep an accurate record of receipts and expenditures and shall pay out funds as authorized by the organization. The treasurer shall present an account of all monies at every meeting of the organization. The treasurer shall make a full financial report at each meeting and keep an up to date roster of the membership.

ARTICLE V. MEETINGS

Section 1. Regular

The organization shall meet in September, November, February and April at a time and place determined by the Executive committee. The Order of business shall include the following: Call to order, reading of minutes and report of the secretary, report of the treasurer, unfinished business, new business and adjournment.

Section 2. Special

Special meetings of the organization may be called by the president or by the executive committee. The president or the executive committee must call a special meeting if they are requested to do so in a written request signed by ten (10) or more of the active members.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. Members

The executive committee shall be comprised of the officers of the organization and the immediate past president who will serve in an advisory capacity.

Section 2. Directors

The past president/s shall serve as directors in an advisory capacity for a two year term after serving as president.

Section 3. Membership Forfeited

A member of the executive committee, by reason of three (3) consecutive absences from executive committee meetings, shall forfeit their membership on the executive committee by a majority vote of the executive committee.

Section 4. Meetings

Executive committee meetings shall be called by the president or by a majority of the executive committee.

Page 3 of 4: AMENDED: 04/25/03

Section 5. Duties

It shall be the duty of the executive committee to act upon matters of business that are to be presented at the meetings of the organization and to fill vacancies that may arise between meetings. The executive committee shall approve all committee appointments made by the president. The executive committee shall conduct (in the interim between organization meetings) the duties and responsibilities and be the final authority for the conduct of the organization in all matters, except as stated otherwise in the constitution and bylaws.

ARTICLE VII. PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order, Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the constitution and bylaws or special rules of order of this organization.

ARTICLE VIII. QUORUM

Ten percent of the members in good standing to include two officers, shall constitute a quorum for the transaction of business.

ARTICLE IX. AMENDMENTS

This constitution and bylaws may be amended at any meeting of the organization by a majority of the active members present.

