

TEXAS ASSOCIATION FOR TRUANCY AND DROPOUT PREVENTION
CONSTITUTION AND BY-LAWS

Approved – June 2014

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CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the Texas Association for Truancy and Dropout Prevention (TATDP).

ARTICLE II - PURPOSE

1. Support and encourage improvements in student attendance.
2. To maintain and improve professional standards of practice for student attendance, promoting the prevention of truancy/dropping out of school as a valid specialty within the field of education.
3. To serve as a resource in the dissemination of information relative to student attendance (administration, attendance and truancy, dropout prevention and recovery).

ARTICLE III – POLICIES. We, the members of the TATDP Association, in order that the Association may serve as the local voice for non-attendance/truancy, advance the cause of education for all students, promote professional excellence among educators on the basic importance of attendance/truancy, and advance their interests and welfare, secure professional autonomy, unite educators to influence positive outcomes for students and families as it relates to attendance and keeping children in school.

ARTICLE IV - MEMBERSHIP

Section 1. Members shall be accorded rights and privileges in the Texas Association for Truancy and Dropout prevention according to their membership classification. These include voting, holding office and participation in the activities of the local conference.

Section 2. Membership in this organization is open to all professionals working with or interested in the concerns of school age children's attendance.

Active Member: An active member in good standing is a member who has met all obligations of the organization. A member is considered active as long as their dues are paid and they attend periodic conferences outlined in the bylaws.

ARTICLE V - OFFICERS

- A. Qualifications and Terms of Office. The officers of this Association shall be the President, Vice-President, Secretary, Treasurer and Parliamentarian.
- B. Elected Officers shall serve a term of office for two years. No member may hold more than one office at a time nor shall a member hold office in the international organization and State (TATDP) at the same time. Officers must attend the annual conference/meetings.

Appointed Officers. The President and Vice president positions may be held by founding members for two years. The elected positions shall be of President, Vice-President, Secretary, Treasurer, and Parliamentarian.

ARTICLE VI - EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice-President, Past-President, Secretary, Treasurer, Parliamentarian, and an at large-member selected from TATDP membership by the Board of Directors.

ARTICLE VII - BOARD OF DIRECTORS

1. The Board of Directors shall consist of the members of the Executive Committee and seven (7) representatives of the Association elected by a majority vote. All members of the association are welcome and encouraged to attend the general Board of Directors meetings held at the annual conference.
2. The officers of the Association shall serve as the officers of the Board of Directors along with other members of the association in good standing.
3. The chair of the Board of Directors shall provide a yearly report at the annual business meeting and will be available to all members attending the meeting. All active members will receive a copy of this report.

ARTICLE VIII - MEETINGS

1. There shall be a membership meeting of the Association to be held at the annual conference.
2. The Board of Directors shall hold at least one meeting during the bi-annual conference.
3. The Executive Committee shall meet bi-annually. There shall be one meeting in the Spring and one in the Fall.

The Executive Committee shall meet on call during the Annual Conference, at the end of the conference, or at a designed time during the conference and at least one other time during the year.

ARTICLE VIII - AMENDMENTS

This Constitution and the By-Laws may be amended at any annual conference. A two-thirds vote of all members present and voting is required on any proposed amendment received by the Secretary on or before March 1st preceding the annual conference and 30 days prior to an opening of an area conference.

BY-LAWS

ARTICLE I - MEMBERSHIP PRIVILEGES

1. All active members in good standing (dues current) are entitled to all rights and privileges and subject to all obligations which membership confers or implies.

ARTICLE II - DUES

1. Dues for active members shall be thirty-five dollars (\$35) per year.

NOMINATING COMMITTEE

ARTICLE III - ELECTION OF OFFICERS

1. The election shall be conducted by a secret written ballot by those present and qualified to vote (paid dues). Votes Required. The candidate is required to secure a majority of the votes cast by members present and voting in order to be declared elected. (A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions). All officers shall be elected by ballot once every two years at the annual conference. A majority of all votes cast shall be necessary to constitute an election.
2. In case a vacancy occurs among the officers the President shall appoint an officer to serve the unexpired term with the approval of the Executive Committee. A vacancy may be declared if an officer misses two consecutive meetings of the Executive Committee and/ or fails to carry out the designated responsibilities of the office.
3. The term in office of the President shall be two years. In the event of a vacancy of an elected officer occurs, the unexpired term of the President, the Vice President moves to that position for the remainder of that term.
4. The term of the Past-President on the Executive Committee shall be two years.

ARTICLE IV - DUTIES AND RESPONSIBILITIES OF OFFICERS

President

- A. Shall preside at all meetings of the TATDP and shall offer for consideration all motions properly made; shall call special meetings; shall administer an international or local programs; shall serve as the local chapter spokesperson; shall enforce the constitution and bylaws; shall appoint all appointed officers authorized by the bylaws; shall appoint all standing and special committee chairperson (with the exception of the nominating committee) necessary to achieve chapter objective; shall serve as an ex-officio member of all committees (with the exception of the nominating committee). Shall co-sign disbursements; shall chair the Board of Directors and appoint officers; shall perform such other duties as the office may require (conduct installation ceremony of all newly elected officers and the members of the Board of Directors during the annual conference).

The Past-President

1. Shall serve as chairman of the Board of Directors and preside at the meetings of the Board
2. Shall conduct the installation ceremony of all newly elected officers and the members of the Board of Directors during the Annual Conference.

Vice -President

1. Shall serve as membership chair. In the absence of the President, the Vice President shall preside at all meetings and other events or functions requiring the presence of the chapter and shall assist the President in the performance of his/her duties. If the president, is unable to perform the duties of his/her office for any reason, the vice president next in rank shall occupy his/her position.
2. Shall work closely with the President in the performance of the administrative to establish continuity with the change of office.

Recording Secretary

1. Shall take and keep accurate, detailed and authentic notes of the proceedings of the meetings as a basis for preparing the minutes; shall prepare and certify the correctness of the minutes and enter them into the official minutes book; the duty of the secretary shall maintain a current roster of membership in conjunction with the treasurer; compile the annual membership directory for the Association journal and shall keep records of the executive and board of directors meetings as well.
2. Shall preserve all record reports and official documents of the Association except those specifically assigned to the custody of others; shall keep the official roll of the Association; shall keep the official and active record of all members who attend the conferences and membership induction ceremonies; shall issue notices of meetings and conduct the general correspondence of the Association.
3. Shall update and order new stationary when required; shall maintain a current roster of the executive committee members and board of directors including names addresses and phone numbers and shall receive proposed amendments to the constitution and by-laws from the membership.

The Treasurer

1. Shall receive all monies collected and make immediate deposits to the approved bank by the Association. The treasurer shall keep an accurate record of all monies received and disbursed; shall make and give detailed written reports bi-annually as to the financial status of the Association.
2. Shall reimburse for expenditures made in the conduct of the Association business upon receiving a voucher and receipt for payment of expenditures; shall serve as a member of the board of directors and shall co-sign disbursements with the President and or Vice President in the absence of the president and perform other duties as the office may require; shall be responsible for implementation of membership billing, and dues collection on a monthly basis.
3. Shall make the disbursements for purchases authorized by the President within the Association guidelines.
4. Shall at the Annual Conference, submit to the Auditing Committee the financial records of the Association for audits and shall assist the Finance Committee in preparation and submission for a budget approval and obtain authorization through the executive committee.

Parliamentarian

1. Shall interpret the body's rules and advises the presiding officer.
2. Shall educate others concerning the proper way to conduct a meeting.
3. Shall be called upon to make a decision among conflicting interpretations of the rules governing the organization's meetings.

ARTICLE V - EXECUTIVE COMMITTEE

The Executive Committee

1. All officers shall be part of the executive committee and shall carry out the policies and programs of the Association as determined by the Board of Directors and membership.
2. Will conduct the business of the Association between Annual Business Meetings.
3. Will assign specific duties to the officers of the Association so that a judgment can be made as to the qualifications required for each office.

ARTICLE VI - DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

Board Members

1. Shall be regular active members in good standing.
2. Shall be charged with the responsibility of supporting and promoting the Association in Texas.
3. Shall be expected to attend the Annual Conference and actively participate in the Board of Directors meeting. If for some reason attendance is not possible, an alternate member is expected to be assigned by the elected member and so stated in writing.
4. Shall be expected to serve as panel members, participants, or recorders at Annual Conference sessions.
5. Shall work cooperatively to determine programs and policies for the Association.
6. Shall have general supervision of the affairs of this Association.
7. Shall cause the laws of this organization to be faithfully executed and administered.
8. Shall have full control and management of all matters as to dispute, discipline, funds or property of the Association other than funds or property of subordinate Associations and of all concerns of the Association except when otherwise provided by law or voted on by the general body.
9. Shall have full power and authority to interpret the laws of this Association consistent with the spirit thereof and the well being of this Association.
10. Shall have final determination on any trials or appeals allowed by law which must be submitted to the president twenty-four (24) hours prior to the annual meeting.
11. Shall promote membership.

ARTICLE VII - COMMITTEES

Standing Committees of the Association

Standing Committee

All members of Standing Committees must be in good standing and shall select a chair of the committee.

1. Auditing Committee

The committee shall consist of President, Treasurer, one Board of Directors member and up to 5 association members.

2. Legislative Committee

Monitor and inform the members at conferences and meetings of proposed legislative changes and public hearings. Advise and organize the membership as to their attendance at any legislative public hearings to reflect the strength of the Association. All association members are invited to attend the legislative hearing with a plan of action from the committee.

3. Constitution Committee

Shall be the interpretive body of the Association and shall study, recommend and draft amendments and recommend to the board of directors for presentation to members, and any proposed changes to the constitution and by-laws. This committee will be chaired by the Vice president, parliamentarian, and any members in good standing are invited to serve on the committee.

4. Conference Committee

This committee shall approve the program, the financial, and the physical arrangements for the Annual Conference as developed by the local conference committee. This conference committee will encourage local affiliates to initiate an official bid to host future conferences. This committee will be chaired by the President and will provide evaluation of all conferences. (All members of the Executive Board and the chairman of the present conference will serve as members of the committee).

5. Finance Committee

This committee shall prepare a budget for the upcoming fiscal year. This committee will be chaired by the Treasurer. All members are invited to attend any financial committee meetings.

6. Membership/Public Relations Committee

This committee shall work to maintain and to promote membership in the association. The committee will be co-chaired by the President and all Members are invited to serve on the committee. The committee will be co-chaired by the president and at least one member of the Board of Directors.

7. Nominating Committee

The committee will consists of six (6) members in addition to the chairman. Three (3) members shall be selected from the association

This committee shall be elected and function independently; and shall consist of an odd number of members with no less than seven (7) in number. This nominating committee shall study the qualifications and duties of each office and look at the eligibility of the membership to serve in such offices that are open for election and shall present a slate of officers at the meeting. The Board of Directors shall post this slate of officers at least twenty-four (24) hours prior to the annual business meeting. Nominating committee will be distributed on Election Day, collect and count the ballots and report the votes.

Additional nominations may come from the floor at the annual business meeting. The committee will consist of six (6) members in addition to the chairman. Three (3) members shall be selected.

ARTICLE VIII - AUTHORITY

The rules contained in the current edition of Robert's Rules of Order newly Revised, shall govern TATDP in all cases to which they are applicable and in which they are not inconsistent with these by-laws, and the constitution.

ARTICLE X - FISCAL YEAR

The fiscal year of the Association shall be October 1st to September 30th of each year.

ARTICLE XI - MEMBERSHIP YEAR

The membership year will begin September 1st and end August 31st, of the following year.