

Texas Community College Consortium for Teacher Education Programs (TC³TEP)

The Texas Community College Consortium for Teacher Education Programs shall contribute in every practical way to the development of a better human environment by working for the extension of full educational opportunities to all on an equitable basis qualitatively and by striving for the elimination of all forms of discrimination.

Goals

The TC³TEP goal is to promote the community college role in the recruitment, preparation, retention, and renewal of EC-12 educators and advocate on a state level advancing quality teacher education programs.

1. Advocate for and represent at the state level the interests of community colleges in educator preparation and training.
2. Promote programs, services, and activities to enhance the role and effectiveness of community college teacher education programs including professional development for pre-service and in-service EC-12 teachers, paraprofessionals, and community college teacher educators.
3. Provide connections among community college professionals and others interested in educator preparation and training.
4. Provide resources for models programs for community colleges involved in educator preparation and training.

There is no better time than now for community colleges to come together, share information, and speak with a common voice. Community colleges must be viewed as policy shapers and visionaries. The Texas Community College Consortium for Teacher Education Programs (TC³TEP) will solidify this leadership role. As a result, community colleges will be remembered and invited to participate when legislation and policy decisions are developed and implemented around these critical issues facing education.

Texas Community College Consortium for Teacher Education Programs (TC³TEP)

Bylaws March 2007

Article I – Name

The name of this organization shall be the Texas Community College Consortium for Teacher Education Programs (TC³TEP).

Article II – Purpose

The purpose of the Texas Community College Consortium for Teacher Education Programs (TC³TEP) is to promote the community and State technical college role in the recruitment, preparation, retention, and renewal of diverse EC-12 educators and to advance quality education programs in the community college.

Article III - Relationships with Other Organizations

TC³TEP will be affiliated with Texas Alternative Certification Association (TACA) and will encourage TC³TEP members to join TACA and promote attendance at TACA conferences.

Article IV – Membership

- A. **Categories:** The membership of the Board of Directors shall consist of a Chair, Chair Elect, Secretary, and SBEC representation.
- B. **Eligibility:** Any community or State technical college employee who is involved in or committed to teacher education and who qualified under Article IV (A) of these by-laws may become a member upon completion of the application.
- C. **Voting:** All current attending members are eligible to vote. The membership year shall begin September 1 of each year. Only current members of TC³TEP may hold office or serve on official committees.
- D. **Term:** Annual Membership shall coincide with the fiscal year, which shall be September 1 to August 31.
- E. **Dues:** Dues will not be collected.

Article V – Board of Directors

- A. **Members:** The membership of the Board of Directors shall consist of a Chair, Chair Elect, and Secretary.
- B. **Powers:** The Board of Directors is empowered to transact the business of TC³TEP.
- C. **Election Process:** Elections for the Board of Directors will be held in the spring. Officers will begin serving on September 1 following the election. Members will nominate candidates for vacant positions. Nominations for members will be made to the Chair or Chair Elect at any time. The slate of nominations will be presented to the membership for a vote via e-mail or mail ballot. The Chair Elect shall succeed the Chair at the end of the current term.
- D. **Terms of office:** The term of office is one-year.

- E. **Vacancies:** Any vacancy occurring in the Board of Directors for any reason may, unless otherwise provided in the bylaws, be filled by vote of the simple majority of the remaining members of the Board or an appointed committee if necessary.
- F. **Procedures:** Meeting procedures will use the current edition of *Roberts Rules*.
- G. **Quorum:** A majority of the Board of Directors shall constitute a quorum.
- H. **Meetings:** The Board will meet a minimum of twice yearly, can be held in conjunction with regular meetings.

Article VI – Duties of Officers

- A. The **Chair** shall:
 1. Preside at all meetings of TC³TEP
 2. Serve as Chair and voting member of the Board of Directors.
 3. Act as ex-officio member of all committees.
 4. Responsible for the meeting agenda.
 5. Responsible for the official correspondence of TC³TEP.
 6. Manage the business affairs of the TC³TEP.
 7. Perform all other duties that regularly pertain to the office.
 8. Serve as the official representative of TC³TEP.
- B. The **Chair Elect** shall:
 1. Serve as Chair of the Nominating Committee.
 2. Perform the duties of the Chair when the Chair cannot perform the duties.
 3. Serve as a voting member of the Board of Directors.
 4. Serve as a parliamentarian.
 5. Perform other duties as assigned by the Chair.
- D. The **Secretary** shall:
 1. Record the minutes of the meetings and report activities of the TC³TEP to the membership.
 2. Serve as a voting member of the Board of Directors.
 3. Manage a membership database.
 4. Maintain permanent records of the TC³TEP.

Article VII – Meetings

- A. **General Meetings:** General meetings will be held quarterly, possibly in conjunction with SBEC, CSOTTE, and other education conferences.
- B. **Special Meetings:** Special meetings of the membership may be called as needed.
- C. **Notice:** Members will be notified of the date, place and time of the meeting; results of the meeting will be disseminated.
- D. **Vote:** All matters shall be decided by a simple majority vote of TC³TEP members present.

Article VIII– Committees

Committees shall be nominated by the Chair and approved by the Board of Directors for the purpose of carrying out the board duties as assigned. Action taken by a committee for the expressed purpose by the Board of Directors will be advisory only. Committee findings shall be

submitted to the general membership for discussion and approval. Final decisions will be made by a simple majority vote of the membership.

Article IX – Finances

- A. **Membership Dues and Assessments:** The Board of Directors may propose any membership fees or other assessments to be imposed upon members of the organization. These proposals will be submitted to the general membership for discussion and approval. Final decisions will be made by a simple majority vote of the membership.
- B. **Fiscal Year:** The fiscal year of the **TC³TEP** will be from September 1 to August 31 of each year.

Article X – Amendments

Upon the recommendation of two-thirds (2/3) of the Board of Directors, proposed amendments to these bylaws shall be submitted to the general membership for approval. Written notice shall be given to the members prior to the general meetings at which the amendments will be considered. An affirmative vote of the simple majority of members voting on the bylaws is required for adoption.