

# **TECHNOLOGY EDUCATION COORDINATORS SPECIAL INTEREST GROUP BYLAWS**

## **ARTICLE I. NAME AND LOCATION**

The name of this organization shall be the Technology Education Coordinators Special Interest Group (TEC-SIG), a division of the Texas Computer Education Association (TCEA), which is a non-profit corporation, incorporated in the State of Texas. Hereinafter, the Special Interest Group will be referred to as TEC-SIG.

## **ARTICLE II. PURPOSE AND OBJECTIVES**

### **Section 1. Purpose**

The purpose of the TEC-SIG shall be consistent with those purposes outlined in the TCEA Bylaws, which are:

1. To encourage an active interest in the innovative and evolving use of technology tools and resources in elementary, secondary, and higher education throughout the state of Texas.
2. To provide an opportunity to keep abreast of trends in technology education.
3. To provide and improve pre-service and in-service in the area of technology education.
4. To provide professional cooperation and communication among educators toward the appropriate use of technology tools and resources.
5. To serve as a liaison among organizations and other interests involved in the use of the technology tools and resources in education.
6. To provide personal and professional services to members.

### **Section 2. Objectives**

The objectives of the TEC-SIG shall be as follows:

1. To interact with state agencies to establish appropriate guidelines for technology in education.
2. To promote equal opportunities for students within Texas to enjoy the benefits and enrichments of technology integrated instruction.
3. To encourage the establishment of guidelines for the effective use of technology in educational administration and in the total school curriculum.
4. To develop standards of technology proficiency for the educational community and recommend certification standards.
5. To encourage the establishment of technology specialists at all levels of education.
6. To encourage the implementation of effective mechanisms for sharing and disseminating information concerning technology.
7. To promote sound development directions for technology through ongoing program evaluation and research.

## **ARTICLE III. MEMBERSHIP**

### **Section 1. Qualification**

Membership in this SIG shall be composed primarily of persons employed by and who supervise the use of technology within a public or private school/district, library, higher education entity, or state education agency. This group may also include trainers or supervisors of technology as well as state agency personnel responsible for technology. Any person wishing to belong to TEC-SIG must also be a current member of TCEA.

## **ARTICLE IV. DUES**

### **Section 1. Establishment of Dues**

Dues shall be determined by majority vote of the TEC-SIG officers. All members of the SIG shall be notified within sixty (60) days of any change in the amount of dues.

### **Section 2. Membership Period**

The membership period shall be one (1) year from the date dues are received at the Association mailing address. The date the dues are received shall be recorded to establish each member's anniversary date for future renewals.

### **Section 3. Delinquency and Cancellation**

A procedure that provides for adequate notice of membership renewal and establishment of procedures for removal of delinquent membership shall be the responsibility of the Executive Director. Members may not be removed unless dues are delinquent for more than thirty (30) calendar days.

## **ARTICLE V. MEETING AND VOTING**

### **Section 1. Regular Meetings**

Meetings of TEC-SIG may be held when needed. Notice of any meeting of the TEC-SIG membership at which official business is to be transacted will be given to members not less than ten (10) days before the date of the meeting.

### **Section 2. Voting**

Proposals to be offered to members for a vote shall first be approved by the officers of the TEC-SIG. In any vote, a majority of those voting shall determine the action. Voting rights of a member shall not be delegated to another nor exercised by proxy.

### **Section 3. Cancellation of Meetings**

The officers may cancel any meeting for just cause.

### **Section 4. Rules of Order**

All meetings and proceedings of the TEC-SIG shall be regulated and controlled

according to the current edition of Robert's Rules of Order for parliamentary procedure, except as may be otherwise provided by these Bylaws.

## **ARTICLE VI. ORGANIZATION STRUCTURE**

### **Section 1. Officers**

TEC-SIG Officers will consist of:

1. President
2. Past President
3. Vice-President
4. Media Officer
5. Treasurer

The TEC-SIG officers shall be elected by an at-large membership of TEC-SIG.

### **Section 2. Qualifications for Office**

Any Regular TEC-SIG member, having been a member in good standing for a minimum of one (1) year, shall be eligible for nomination and election to any office of the TEC-SIG.

### **Section 3. Terms of Office**

1. The President shall hold the office for one year and serve for one (1) consecutive additional term as Past President.
2. The Vice-President shall be elected annually. The Vice-President shall serve in the office of vice-president for one (1) year, president for one (1) year, and past president for one (1) year.
3. The Media Officer shall be elected for a term of two (2) years.
4. The Treasurer shall be elected for a term of two (2) years.

Terms of office will begin April 1.

### **Section 4. Nomination and Election Procedures**

Notice that nominations are open shall be made available to the entire voting SIG membership. Nominations shall be in writing (electronic or written), signed by a SIG Member, and shall include a brief resume and a written consent of the nominee to be nominated and serve, if elected.

In order to be accepted, nominations must be received at the Association's or the Nomination Committee Chair's no later than the last Monday in February, by the end of the business day. If no nominations are received for any open position, candidates will be provided by the acting President of the SIG in accordance with these Bylaws.

Election ballots will be made available by the 2<sup>nd</sup> Monday in March. Ballots must be verifiable. Election results will be determined by a plurality of votes received by the deadline.

### **Section 5. Duties of the President**

The President shall be the chief elected officer of the TEC-SIG officers. The President shall preside at all regular and special meetings of the officers and the membership. The President shall make all required appointments of standing and special committees and trustees, and fill board vacancies as necessary.

### **Section 6. Duties of the Past President**

The Past President will assist all other officers in duties that the President determines.

### **Section 7. Duties of the Vice-President**

The Vice-President shall succeed to the Presidency. He/she shall perform the duties of the President in the event of the President's inability to be present. The Vice-President will serve as Program Chairperson for all meetings.

### **Section 8. Duties of the Media Officer**

The Media Officer will see that minutes are recorded for all business meetings, special meetings, and each officers meeting. Minutes will be shared with the TCEA office.

### **Section 9. Duties of the Treasurer**

The Treasurer shall report on the financial condition of the TEC-SIG at all meetings and at other times when called upon by the officers.

### **Section 10. Compensation**

Officers will not receive any compensation for their services.

## **ARTICLE VII. DISSOLUTION**

TEC-SIG shall use its assets only to accomplish the objectives and purposes specified in these Bylaws.

No part of said assets should be distributed to the members of TEC-SIG. Any assets remaining upon dissolution of the TEC-SIG shall become part of the assets of TCEA.

A majority vote of itself or the TCEA Board of Directors may dissolve TEC-SIG, if TEC-SIG is non-functioning, or operating in violation of these Bylaws.

## **ARTICLE VIII. FINANCE**

### **Section 1. Fiscal Period**

The fiscal year and the administrative year for this Association will be from April 1 to March 31.

**Section 2. Budget**

The officers shall submit an annual operating budget covering all activities of the SIG to the TCEA Board of Directors. A financial report of the fiscal year just completed is available upon request by any Regular Member.

**ARTICLE IX. AMENDMENTS**

These Bylaws may be amended or repealed by two-thirds vote of the Regular Members voting by a thirty (30) day mail ballot. Notice of such proposed changes must be sent, in writing, to the members thirty (30) days before the meeting. Amendments may be proposed by an officer of the SIG, or upon petition of a simple majority of the regular members, addressed to an officer of TEC-SIG. All such proposed amendments shall be presented by the officers of TEC-SIG.