

**CONSTITUTION AND BYLAWS  
OF THE EDUCATIONAL DIAGNOSTICIAN DIVISION  
OF THE DAL-METRO CHAPTER  
OF THE TEXAS EDUCATIONAL DIAGNOSTICIANS' ASSOCIATION**

**ARTICLE I  
Name**

The name of the organization shall be the Dal-Metro Chapter of the Texas Educational Diagnosticians' Association (TEDA). This chapter was formerly known as the DalWorth Chapter, TAED.

**ARTICLE II  
Purpose**

The purpose of this association is to promote the profession of educational diagnosticians through programs, through research, and through the establishment and maintenance of professional standards in order to better serve the educational needs of exceptional children and youth.

**ARTICLE III  
Membership**

1. Active membership shall be open to all educational diagnosticians certified by the Texas Education Agency. Active members are eligible for election of office and have full voting privileges.
2. Associate membership shall be open to those who are employed as educational diagnosticians and are working toward certification. Associate members are ineligible for election to office but have full voting privileges.
3. Professional affiliate membership shall be open to professionals working in related areas. Professional affiliates are not eligible for election to office and do not have voting privileges.
4. Student affiliate membership shall be open to students working toward certification as educational diagnosticians. Student affiliates are not eligible for election to office and do not have voting privileges.
5. Retired membership shall be open to all retired diagnosticians who held active membership in the past. Retired members are ineligible for election to office, but have full voting privileges.
6. The membership and fiscal year will run from August 1 to July 31.

**ARTICLE IV  
Organization**

The Dal-Metro Chapter is affiliated with the state organization of the Texas Educational Diagnosticians' Association. The local organization shall be composed of an Executive Board, Executive Committee, Committees, and members.

**ARTICLE V  
Dues**

The annual state dues shall be determined by TEDA. The fiscal year shall begin August 1 and end July 31. Additional local dues may be determined by the Dal-Metro Chapter.

**ARTICLE VI  
Officers**

**Section 1**

The officers of this organization shall consist of a President, a President-Elect, a Vice-President, Recording Secretary, a Corresponding Secretary, and a Treasurer.

**Section 2**

The President-Elect shall succeed to the office of President at the expiration of the President's term or when a vacancy occurs in the office of President.

**Section 3**

The Vice-President shall succeed to the office of President-Elect should a vacancy occur in the office of the President-Elect.

**Section 4**

A vacancy occurring in any office except that of President or President-Elect shall be filled by the Executive Board by appointment of a member to serve only until the end of the term or until replaced by a duly elected successor.

**ARTICLE VII  
Executive Board and Executive Committee**

The Executive Board shall consist of the officers of the organization and the immediate past President. The Executive Committee shall consist of officers of the organization, the immediate past President, and the Chairman of each standing committee. The Executive Committee may be polled by mail, email, fax, or telephone.

## **ARTICLE VIII Committees**

### **Section 1**

Standing committees shall be the Membership Committee, the Organizational Affairs Committee, the Audit Committee, and the Scholarship Committee.

### **Section 2**

Temporary committees may be established and their function assigned at the discretion of the President. Such establishment must clearly indicate the purpose and length of service of the committee.

### **Section 3**

The Nominating Committee shall consist of the immediate Past President as Chairman, two members appointed by the Executive Board, and two members elected from the floor.

## **ARTICLE IX Meetings**

### **Section 1**

There shall be at least one meeting of the Executive Committee annually, and a minimum of three meetings of the organization a year.

### **Section 2**

Special meetings may be called by the President with the consent of the Executive Board.

### **Section 3**

Those voting members present at a duly called general meeting will constitute a quorum at any meeting of the general membership, in order to conduct business for the organization.

### **Section 4**

A simple majority of the Executive Committee shall constitute a quorum at regular or special meetings of the committee.

## **ARTICLE X Amendments**

### **Section 1**

Any proposed amendment to this constitution and by-laws shall be submitted in writing to the Organizational Affairs Committee.

### **Section 2**

The Organizational Affairs Committee shall receive all proposed amendments to the constitution and the by-laws and refer them in writing, with recommendations, to the Executive Board/Executive Committee and general membership.

### **Section 3**

All proposed amendments presented to the Executive Board/Executive Committee shall be submitted in writing to the membership not less than (30) days before any constituted meeting of the general membership.

### **Section 4**

Any proposed amendment shall become a party of this constitution by a two-thirds majority of the votes cast at any legally constituted meeting of the general membership of this organization.

### **Section 5**

Any proposed amendment shall become a part of the by-laws by a simple majority vote at any legally constituted meeting of the general membership of this organization.

## **ARTICLE XI Dissolution**

In the event of the dissolution of this organization, the Executive Committee, after discharging all liabilities of the organization, shall donate the remaining assets to such non-profit, tax-exempt organizations organized and operated exclusively for charitable, education or scientific purposes, as shall be determined by the Executive Board.

**BY-LAWS**  
**ARTICLE I**  
**DUTIES OF THE OFFICERS OF LOCAL CHAPTER OF TEDA**

**OFFICERS:**  
**Section 1**

**OFFICE OF THE PRESIDENT:**

The president of a TEDA local chapter is its constituted leader.

The President shall:

1. Provide professional leadership to the chapter's planning and program.
2. Call and preside at meetings of the Executive Board and the Executive Committee.
3. Call and preside at meetings of general membership.
4. Serve as ex-officio member of all committees except nominating committee.
5. Recommend to the Executive Board the standing and temporary committees chairpersons.
6. Prepare an annual report to be distributed to all interested parties.
7. Appoint an audit committee consisting of three members from the chapter membership.
8. Set up a form of communication between the state officers, the local Executive Board, and the chapter membership. (Examples: President's Newsletter or a telephone chain committee to remind members of meetings.)
9. Give dates of deadlines for reports from committees.
10. Make sure all chapter by-laws and standing rules are up-to-date and are filed with the State Executive Board.
11. Attend or appoint another member to attend any meeting or workshops held by the State Executive Board including State Executive Committee meetings and General Assemblies. (TEDA Annual Spring Conference and Leadership Conference)
12. Encourage attendance to the State Annual Spring Conference.
13. Attend the Annual Summer Leadership Conference hosted by the State Board.
14. Schedule programs.
15. Keep records to pass from one administration to the next.
16. Serve a one-year term beginning in 1996.

**OFFICE OF THE PRESIDENT-ELECT:**

The President-Elect shall:

1. Serve in the absence of the President.
2. Serve as a member of the Executive Board
3. Serve as a delegate to TEDA Spring Conference and Leadership Conference or appoint an alternate delegate.
4. Assist the President in the execution of delegated responsibilities.
5. Shall fulfill any other duty assigned by the President.
6. Serve as chairperson of the Organizational Affairs Committee.
7. Serve as chairperson of the Membership Committee.
8. Compile and distribute the annual directory.
9. Keep records to pass from on administration to the next.
10. Serve a term of one year beginning in 1996.

**OFFICE OF VICE-PRESIDENT:**

The Vice-President shall:

1. Serve as chairperson of the Program Committee.
2. Make necessary arrangements for meeting sites and needed equipment.
3. Serve in the absence of the President-Elect.
4. Serve as member of Executive Board/Executive Committee.
5. Keep records to pass from one administration to the next.
6. Shall fulfill any other duties as assigned by the President.
7. Serve a one year term.

**OFFICE OF THE RECORDING SECRETARY:**

The Recording Secretary Shall:

1. Obtain records from previous secretary.
2. Keep careful records of all general and executive meetings.
3. Keep accurate rolls of membership and officers as well as committee chairpersons and members.
4. Serve as a member of the Executive Board/Executive Committee.
5. Have available copies of the constitution and by-laws as well as minutes at all official meetings.
6. Keep records to pass from one administration to the next.
7. Shall fulfill any other duty assigned by the President.
8. Serve a term of one year.

**OFFICE OF CORRESPONDING SECRETARY:**

The Corresponding Secretary shall:

1. Serve as a member of the Executive Board/Executive Committee.
2. Be responsible for communication between members and the Executive Board, including electronic communications.
3. Send newsletter to members prior to meetings.
4. Send chapter news to state publications and/or local newspapers.
5. Shall fulfill any other duties assigned by the President.
6. Shall encourage executive committee to submit information for newsletters.
7. Serve a term of one year.
8. Train incoming Corresponding Secretary regarding electronic submissions for email and newsletter template usage.

**OFFICE OF THE TREASURER:**

The Treasurer shall:

1. Serve as a member of the Executive Board/Executive Committee.
2. Serve as custodian of funds.
3. Shall serve as a member of the membership committee.
4. Disburse monies for expenses approved by Executive Board and on authorization of President.
5. Provide a financial statement for preparation of a budget.
6. Submit to the Audit Committee a record of all monies received and expended annually.
7. Shall prepare the federal income tax return at the end of each calendar year and filed with the IRS by March 15 of the following year. All records to be kept for at least five years.
8. Shall prepare financial reports.
9. Shall receive a monthly report of membership from the State Treasurer.
10. Shall distribute membership packets to new prospects.
11. Shall collect any additional dues for local chapter if local chapter has dues above the amount paid to the state.
12. Transfer all record and monies to the new treasurer.
13. Serve as official insurance representative to TEDA.
14. Shall fulfill any other duty assigned by the President.
15. Shall serve a term of two years.

## **OFFICE OF PAST PRESIDENT:**

The Past President:

1. Serve on Executive Board/Executive Committee.
2. Serve as chairperson of the Nominating Committee.
3. Present to membership the Nominating Committee's report in writing prior to the election.
4. Serve as Parliamentarian to all official meetings.
5. Serve as chairperson of the Scholarship Committee.
6. Serve a term of one year

### **Section 2**

Elections shall be held and officers installed at the meeting prior to the annual conference. Officers will meet for the purpose of officer training and planning for the coming year.

### **Section 3**

Nominees for officers shall be presented to the membership by the nominating committee in writing. Nominations also may be made from the floor with the consent of the nominee.

## **ARTICLE II**

### **EXECUTIVE BOARD**

The executive board shall consist of the President, President-Elect, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Past President. The Executive Committee shall consist of the Executive Board and the committee chairpersons.



## ARTICLE III

### COMMITTEES

#### Section 1

The President shall appoint the chairpersons and members of temporary committees as deemed necessary.

#### Section 2

Members of the standing committees shall be appointed by the chairperson subject to the approval of the President.

#### Section 3

A. The duties of the Membership Committee shall be to:

1. Maintain an active record of members and to provide all officers and committee chairpersons with such a list.
2. Maintain an active program for the recruitment of new members and solicit non-renewed members from previous years.
3. Maintain a current list of officers, membership and dues paid.

B. The duties of the By-laws Committee shall be to:

1. Receive all proposed amendments to the constitution and by-laws and refer them in writing with recommendations to the Executive Board.
2. Call to the attention of the Executive Board changes which may be needed in the constitution and by-laws.

C. The duties of the Nominating Committee shall be to:

1. Prepare a slate of candidates for offices.
2. Present the slate to the membership in writing before the election of officers.

D. The duties of the Program Committee shall be to plan programs according to the policies and directions of the Executive Board consistent with the guidelines of the state.

E. The duties of the Audit Committee shall be to conduct a review of the financial records of the organization by September 1 of the new fiscal year.

F. The scholarship committee shall consist of the Past President of Dal-Metro/TEDA; two members appointed by the current president of Dal-Metro/TEDA; and two volunteer members. The duties of the Scholarship committee shall be to:

1. Distribute applications for student scholarships.
2. Set criteria for selection. Applications which are not complete and do not meet the requirements will not be selected.

3. Meet to review all applications. (Applicant's names and current jobs are not required to be shared with committee members to prevent bias.)
4. Select scholarship recipients and mail letters to applicants selected and not selected within five working days of the meeting.
5. Report to the executive committee and general membership about scholarships awarded.
6. Award scholarships by May. Recipients will be invited to the Spring Dal-Metro TEDA meeting where they will be presented to the membership and rewarded a certificate.
7. Ensure that each scholarship recipient is given the guidelines for obtaining the scholarship funds.
8. Provide scholarships for professional growth and development for members as approved by the Executive Board.

## **ARTICLE IV**

### **GUIDELINES FOR SCHOLARSHIPS**

The following guidelines have been established for scholarships:

1. One professional scholarship of \$1000.00 and one student scholarship of \$1000.00 each (total \$2000.00) will be awarded yearly.
2. The scholarships must be retrieved within 6 months or by January of the following year.
3. If there are circumstances which prevent this, such as illness or service in the military, written documentation must be submitted to the chairperson of the scholarship committee within 6 months of the dated of the award for consideration for deferment.
4. Prior to receiving the scholarship funds, a transcript must be remitted to the Treasurer of Dal-Metro TEDA. The treasurer will then mail the check to the scholarship recipient.

## **ARTICLE V**

### **PARLIAMENTARY PROCEDURE**

The rules of parliamentary practice in *Robert's Rules of Order, Revised*, shall govern the proceedings of this chapter subject to any special rules which have been, or may be adopted. The immediate Past President shall serve as Parliamentarian.

## Log of Adopted Changes

1/23/2017 Changed scholarship amounts from \$500.00 to \$1000.00.