

# **CONSTITUTION AND BY LAWS OF THE REGION 7 INSTRUCTIONAL MATERIALS/TEXTBOOK COORDINATORS' ASSOCIATION**

## **ARTICLE I. NAME**

The name of this organization shall be the Region 7 Instructional Material/Textbook Coordinators' 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 and instructional material 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 and state 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 membership may set and change the amount of the annual dues. Dues shall be payable at the fall meeting or upon becoming a new member, and without proration.

## **ARTICLE IV. OFFICERS**

### **Section 1. Officers**

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

### **Section 2. Nomination**

Members desiring to serve in an office shall submit a letter of interest to the secretary-treasurer at least one week before the spring meeting. Nominations by any active member will be accepted from the floor, but the nominee's consent must be secured before the nomination is made.

### **Section 3. Election**

Officers shall be elected at the spring 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. The president and vice-president will serve a term of two (2) years. Neither president nor vice-president may serve in the same elected position for more than one (1) consecutive term. The secretary-treasurer will serve a term of four (4) years, and may continue to serve consecutive terms in this position by the vote of the membership.

#### **Section 5. Vacancy**

In the event of a vacancy in the office of president, the vice-president shall move into this office and shall serve to the end of the unexpired term as the acting president. In the event of a vacancy in the office of secretary-treasurer, the president and vice-president shall assume the duties of the position until the election of the spring meeting.

#### **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 membership. 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 Region 7 Instructional Materials/Textbooks Coordinators' Association meetings.

##### **Sub-section b. Vice-President**

The vice-president shall preside in the absence of the president.

##### **Sub-section c. Secretary-treasurer**

The secretary-treasurer shall keep an accurate written record of all meetings of the organization. The secretary-treasurer shall issue notices 3 weeks prior to all meetings and negotiate correspondence of the organization. The secretary-treasurer shall receive all monies of the organization, and shall keep an accurate record of receipts and expenditures and shall pay out funds as authorized by the organization. The secretary-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 fall, winter, and spring at a time and place determined by the president. The Order of business shall include the following: Call to order, reading of minutes and report of the secretary-treasurer, unfinished business, new business and adjournment.

#### **Section 2. Special**

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

### **ARTICLE VI. WEB SITE**

Region 7 Instructional Materials/Textbook Coordinators' Association shall own and operate the official organization website. Day-to-day operations are delegated to the officer team, which shall add news and information relevant to instructional materials and textbooks regarding Region 7, IMCAT, TEA, and state governing bodies (such as state legislation).

**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.

<http://www.rulesonline.com/rror--00.htm>

**ARTICLE VIII. AMENDMENTS**

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