

TACTP BYLAWS

ARTICLE I

NAME AND PURPOSE

Section 1. The name of this organization shall be the Texas Association of Collegiate Testing Personnel. The designated and recognized abbreviation for the organization is TACTP.

Section 2. This non-profit organization is founded exclusively for scientific and educational purposes.

Its purposes shall include:

- a. To provide an Association for individuals who have an interest in or responsibility for administration of educational and psychological testing and assessment programs at Texas colleges and universities
- b. To promote, implement, and evaluate standards for professional practice
- c. To disseminate information relevant to professional concerns of test administrators and personnel through conferences, workshops, printed material, and other media
- d. To promote the application of high standards in the development, selection, evaluation, administration, and utilization of tests
- e. To promote continuing education in testing and assessment topics that will extend the knowledge and competency of members of the Association
- f. To foster public understanding of the value, role, limitations of testing and assessment programs as they are applied in Texas colleges and universities

ARTICLE II

MEMBERSHIP

Section 1. The Association shall have the following classes of memberships: active, emeritus, affiliate, and student.

Section 2. An **active** member must:

- a. Be engaged in some type of educational or psychological testing or assessment activity at the collegiate level.
- b. Desire to promote the purposes of the Association
- c. Pay dues as prescribed by the Association, for the following categories:

Individual (open to any person involved in testing or related activities at a post-secondary institution); included emeritus members; has voting privileges

Institutional (available to colleges and universities wishing to take advantage of reduced membership fees, or that wish to provide additional financial support to the Association), up to ten individuals per institution (each individual has voting privileges)

Corporate (open to any company involved in testing or related enterprises), unlimited number of individuals; one vote per corporate membership

Section 3. An **emeritus** member must:

- a. Either have been a founding member or have been an active member of the association for at least ten years.
- b. Be at least 60 years of age
- c. Desire to promote the purposed of the Association
- d. Pay dues as prescribed by the Association

Section 4. An **affiliate** member must:

- a. Desire to promote the purposes of the Association
- b. Pay dues as prescribed by the Association, except that the Association may award dues-exempt affiliate membership to persons it wishes to honor.

Section 5. A **student** member must

- a. Be a graduate student in a field that involves some type of educational or psychological testing or assessment activity
- b. Be endorsed for membership by an active or emeritus member of the Association
- c. Desire to promote the purposes of the Association
- d. Pay dues as prescribed by the Association, except that a person cannot be a student member for more than five year

Section 6. Only active and emeritus members shall be eligible to vote and to hold elective office in the Association.

Section 7. Membership in the Association shall be immediately terminated by:

- a. A written resignation submitted to the Treasurer of the Association
 - b. Non-payment of dues
 - c. A vote of two-thirds of the voting members present at an official Business Meeting of the Association, as the culmination of procedures prescribed by the Board of Directors for the termination of a membership in this manner.
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ARTICLE III

OFFICERS

Section 1. The officers of the Association shall be:

- a. Immediate Past President
- b. President
- c. President Elect
- d. Secretary
- e. Treasurer
- f. Parliamentarian
- g. Historian

Section 2. The Immediate Past President shall serve for one year and shall:

- a. Serve as a member of the Board of Directors
- b. Serve as chair of the Nominations and Elections Committee

Section 3. The President shall serve for one year and shall:

- a. Serve as chair of the Board of Directors
- b. Preside at all meetings
- c. Call special meetings
- d. Appoint committees, with the advice and consent of the Board of Directors
- e. Function as a clearinghouse for information coming to the Association. For this reason, the address of the president shall be the official address of the Association
- f. Succeed automatically to the office of Immediate Past President upon completion of the term of office as President

- g. Serve as chair of the financial Oversight Committee which shall conduct an annual validation and certification of income and expenditures.

Section 4. The President Elect shall serve for one year and shall:

- a. Serve as a member of the Board of Directors
- b. Preside at all meeting sin the absence of the President
- c. Serve as chair of the Program Committee to develop the programs for conferences
- d. Succeed automatically to the office of President upon completion of the term of office of President Elect

Section 5. The Secretary shall serve for two years and shall:

- a. Serve as the Secretary of the Board of Directors
- b. Prepare and distribute to the members written minutes of all meetings
- c. Prepare and distribute to the members written record of actions pursuant to decisions made by the Board of Directors and by the membership
- d. Has the responsibility for correspondence as directed by the President
- e. Serve as chair of the Communications Committee, including the printing and distribution of the newsletter

Section 6. The Treasurer shall serve for two years and shall:

- a. Serve as a member of the Board of Directors
- b. Process all receipts of the Association
- c. Pay all financial obligations of the Association and sign all checks, except those that the President is authorized to sign in the event of an emergency
- d. Maintain complete records of all receipts and disbursements, and make those records available for the annual audit

- e. Maintain up-to-date membership records
- f. Serve as chair of the Budget and Finance Committee

Section 7. The Parliamentarian shall serve for two years and shall:

- a. Serve as a member of the Board of Directors
- b. Advise the President and other officers on matters of parliamentary procedure
- c. Serve as chair of the Membership Committee
- d. Annually coordinate, publish, and distribute the membership directory
- e. Serve as a member of the Communications Committee

Section 8. The Historian shall serve for two years and shall:

- a. Serve as member of the Board of Directors
- b. Maintain and keep up-to-date written, photographic, and other records that constitute the archives of the Association
- c. Serve as a member of the Communications Committee
- d. Serve as chair of the Technology Oversight Committee

Section 9. All members of the Board of Directors shall be entitled to vote.

Section 10. The term for Officers shall begin at the conclusion of the annual business meeting of the Association. An exception is that Officers shall continue to serve until their successors have been selected in accordance with the procedures set forth in these Bylaws.

Section 11. All Officers except the Immediate Past President, the President and the President Elect shall be eligible for re-election for consecutive terms.

Section 12. If the President becomes unable to complete the term of office, the President Elect shall succeed automatically to the office and shall complete the term.

Section 13. If a current officer, other than the President, is unable to complete the term of office, the Board of Directors shall appoint an individual to fill the vacancy for the remaining portion of the term of office. The appointment shall be made by majority vote of the Board of Directors.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. The legal representative of the Association shall be the Board of Directors, which shall be empowered to have, hold, and administer all of the property, funds and affairs of the Association.

Section 2. The voting members of the Board of Directors shall consist of the Officers of the Association, plus other members selected and appointed by the Board itself. The non-voting members of the Board of Directors shall consist of all former Presidents of the Association.

Section 3. The voting members of the Board of Directors shall hold at least two meetings annually and may hold additional meetings on reasonable notice upon the call of the President or upon the written request of any three Board members.

Section 4. A majority of the Board of Directors shall constitute a quorum unless herein otherwise provided.

Section 5. The President shall have full power to act for the Board of Directors between meetings of the Board except as herein otherwise provided.

Section 6. The Board of Directors, by resolution adopted by a majority of the Board, may appoint or employ persons and committees who, to the extent provided in said resolution, shall have and exercise the authority of the Board.

Section 7. Members of the Board of Directors are authorized to use mails, telephone, and other communication services to conduct the business of the Association.

Section 8. Persons appointed to the Board of Directors shall serve two-year terms that coincide with the two-year terms of Officers of the Association. Such persons are eligible for reappointment.

- Section 9. The Board of Directors shall arrange for and conduct at least one conference of the Association each year. During each conference the Board of Directors shall conduct a formal Business Meeting of members of the Association.
- Section 10. If the Association ever ceases to exist, then the Board of Directors shall dispose of any assets that remain by donating the assets to a non-profit entity that will use them for the purposes for which the Association was founded.

ARTICLE V

NOMINATIONS AND ELECTIONS

- Section 1. Each year, on or before a date designated by the Board of Directors, the President shall appoint a Nominations and Elections Committee of not less than three voting members. The Immediate Past President will be the chair of the Committee.
- Section 2. An election for the office of President-Elect shall occur every year.
- Section 3. Elections for the offices of Treasurer and Historian shall occur during the election cycle for one year, and elections for the offices of Secretary and Parliamentarian shall occur during the election cycle the following year.
- Section 4. The Nominations and Elections Committee shall invite members to suggest nominees for each of the offices for which an election is to be held. After allowing at least two weeks for suggestions to be received, the Committee shall nominate at least one voting member for each office. The Committee may not nominate any its own members and may not nominate a member for more than one office. To maximize diversity on the Board, there shall be only one nomination from a particular institution or organization. Attempts will be made to balance representation on the Board from two-year and four-year institutions. The Nominations and Elections committee, after having ascertained the availability of each nominee, shall reports its nominations to the President on or before a date designated by the Board of Directors.
- Section 5. The Board of Directors shall designate the method of voting for the election, as well as the dates when voting will begin and end. No matter what method of voting is designated, there will always be an option for write-in candidates for all offices being voted on. The Nominations and

Elections Committee will ensure that all voting members are notified of the method by which votes shall be cast, and of the beginning and ending dates for voting. Only votes received by the designated ending date, and submitted by the designated method, shall be counted.

- Section 6. The Nominations and Elections Committee will tabulate the votes and will certify the results to the Board of Directors. The Board of Directors will then report the results of the election to the membership by whatever method it chooses. A plurality of the votes cast shall constitute an election. In cases of a tie, the matter will be resolved by the Board of Directors.

ARTICLE VI

INDEMNIFICATION

The Association may indemnify any Director or Officer, former Director or Officer, or any agency or employee of the Association against expenses actually and necessarily incurred in connection with the defense of any action, suit or proceeding in which the Officer or Director is made a party by reason of being or having been such Director or Officer.

ARTICLE VII

FINANCES

- Section 1. The Board of Directors shall have the power to allocate the funds of the Association for carrying out the purposes of the Association.
- Section 2. The Board of Directors shall have the power to establish the fiscal and membership years of the association.
- Section 3. Dues of all classes of membership shall be established by mailed ballots of the voting members.
- Section 4. All receipts and disbursements shall be made only through accounts authorized by the Association.

- Section 5. All persons entrusted with financial transactions will be bonded, with premiums on the fidelity bonds paid by the Association.
- Section 6. The financial records of the Association shall be audited annually by a committee of the Board of Directors appointed by the President. Results of the annual audit will be reported to the Board of Directors.

ARTICLE VIII

PUBLICATIONS

One means by which the Association accomplishes its purposes is through publications. The Association, therefore, shall engage in the preparation, production, distribution, and financing of such occasional and regular publications as the Board of Directors shall determine.

ARTICLE IX

AMENDMENTS

- Section 1. Amendments to these Bylaws may be initiated in either of the following ways:
- a. The Board of Directors may formulate amendments and submit them, with any arguments it chooses, to the voting members of the Association for action by ballot.
 - b. Any ten percent of the voting members, as sponsors, may submit to the Board of Directors a proper amendment or amendments in writing signed by the sponsors. The Board of Directors shall then submit the proper amendment(s), with any arguments and recommendations for or against, to the voting members of the Association for action by ballot.
- Section 2. The text of the proposed amendment(s), with explanations and arguments, a ballot, and a request for a mailed vote shall be sent to the voting members of the Association. At least 30 days must elapse between the

date on which the proposal is mailed and the date on which the vote is counted.

- Section 3. An affirmative vote by two-thirds of the voting members returning ballots within 30 days shall be sufficient for acceptance of an amendment. The Bylaws Committee shall supervise the count and certify the results to the Board of Directors. The results of the vote shall be reported to the membership.
- Section 4. An amendment to the Bylaws becomes effective upon acceptance unless otherwise specified on the ballot.

ARTICLE X

PARLIAMENTARY AUTHORITY

Except as otherwise specified in these bylaws, the rules contained in the latest edition of *Robert's Rules of Order* shall govern the conduct of the meetings of the Board of Directors and the meetings of the membership. The rules may be suspended by an affirmative vote of two-thirds of the member eligible to vote at a meeting of the Board of Directors or at a meeting of the membership at large.

ARTICLE XI

STANDING COMMITTEES

- Section 1. The Board of Directors may designate standing committees whose functions continue from one year to the next. Each year a listing of the standing committees will be posted in various places available to the membership (such as the website, the annual directory, etc.).
- Section 2. In addition to the officers who serve on committees as part of their duties, other committee members are appointed by the Board of Directors.
- Section 3. The length of term for a committee appointee shall be at least one year, the actual length for each appointee to be mutually agreed upon by the appointee and the Board of Directors. However, no appointed member may serve more than three years on a specific committee.