

TEXAS OUTDOOR EDUCATION ASSOCIATION

CONSTITUTION

ARTICLES OF ASSOCIATION

To further common purposes, the numbers agree to organize under these Articles of Association.

ARTICLE 1. Name

The name of this association shall be the Texas Outdoor Education Association.

ARTICLE 2. Purpose

The TOEA shall be an organization of individuals and groups with a common interest in outdoor education working toward the attainment of an appreciation, understanding and wise use of the total environment by all people. Outdoor education encompasses both formal and informal learning experiences taking place in the out-of-doors to increase the quality of life of the individual. The TOEA will involve itself in the development of educational services and procedures through a multidisciplinary and interdisciplinary approach to achieve these goals.

ARTICLE 3. Membership

A. Membership.

1. Professional. Anyone is eligible to become a member of the Association. Upon payment of dues, full voting and other privileges are granted.
2. Student. Student membership will be granted for persons currently enrolled full time in a degree granting institution.

B. Voting. Each member shall be entitled to one vote in the affairs of the Association. C. Term of membership. The membership year is from October 1 to September 30 of the following year.

ARTICLE. 4 Dues

The annual dues required for membership in the Association shall be determined by the Executive Board.

ARTICLE 5. Meetings

- A. Annual meeting. There shall be a business meeting of the Association at each state workshop unless otherwise ordered by the Executive Board. Meetings shall be open to active members.
- B. The Executive Board shall meet as needed. A meeting may be called by the President or by 4 members of the Executive Board.
- C. Committees of the Association shall meet as needed. A meeting may be called by the committee or by the President.

ARTICLE 6. Executive Board, Officers, and Committees

- A. Executive Board. The members of the Executive Board shall be the Past President, President, President-Elect, Vice President for Finance, Vice President for Membership, Vice President for Public Relations, and Recording Secretary.
- B. Elected Officers. The elected officers of the Association shall be the President, President-Elect, Vice President for Finance, Vice President for Membership, Vice President for Public Relations, and the Recording Secretary.
- C. Qualifications to be an Officer. An individual must be a member of TOEA in order to be nominated for or to run for an office.
- D. Terms in Office. An individual can serve two consecutive terms in the same office. An individual can serve in a previously held office if they have rotated off the Executive Board or held a different office in the mean time.
- E. Vacancy on the Executive Board. In the event of a vacancy occurring on the Executive Board, the officers of the Executive Board will appoint, by majority vote, an individual to fill the remainder of that term. An individual who is appointed to a position by the Executive Board and has served for a year or less will be eligible to run for a full term in that office.
- F. Removal of an Officer of the Association. When an officer's repeated failure to perform their duties compromises the program and overall functions of TOEA the Executive Board has the authority to request the resignation of that officer and/or immediately remove that officer by a vote of 2/3 (two-thirds) of the remaining Executive Board officers.
- G. Committees. Committees are to be appointed by the President.

ARTICLE 7. Amendments

A proposed amendment to the Constitution may originate in the Executive Board or shall be presented in writing to the Executive Board by members of the Association.

Proposed amendment will be acted on by the Executive Board within one month of receipt ; if the proposed amendment is approved by a simple majority of the Executive Board, the proposed amendment (or as revised) shall be presented to the membership within one month of the approval by the Executive Board. The amendment shall become effective upon adoption by two-thirds of those casting ballots.

BYLAWS OF THE TEXAS OUTDOOR EDUCATION ASSOCIATION

BYLAW 1. The Executive Board

The association shall be governed by an Executive Board of seven (7) members consisting of the elected officers of the organization and the Past President.

BYLAW 2. Officers and Committees

The officers of the Association shall be the President, President-Elect, Vice President for Finance, Vice President for Membership, Vice President for Public Relations, and Recording Secretary.

A. President

1. The president shall:
 - a. Act as the executive officer and shall preside over all meetings of the Association and Executive Board.
 - b. Appoint all committees of the Association.
 - c. Exercise general supervision over all of the affairs of the Association.
 - d. Be an ex-officio member of the committees.
 - e. Serve as the Workshop Director.
2. The term of office of the President shall be one year.

B. President-Elect

1. The President-Elect shall:
 - a. Assume and perform the duties of the President in the absence of the President.
 - b. Serve as a member of the Executive Board.
 - c. Fulfill such duties as are assigned by the Executive Board.
2. Should the office of the President become vacant, the President-elect shall become

- the president immediately and shall serve the unexpired portion of the President's term.
3. The term of the President-Elect shall be one year.

C. Vice President for Finance

1. The Vice President for Finance shall:
 - a. Administer the funds of the Association.
 - b. Keep books and accounts.
 - c. Sign checks for disbursement of funds.
 - d. Publish a financial statement at the end of each fiscal year in the TOEA Newsletter.
 - e. Submit all financial records to the Executive Board at the end of each fiscal year and at any time requested.
 - f. Be responsible for all money taken in at TOEA workshops.
 - g. Work with the Workshop Director in preregistration financial matters.
 - h. Serve as a member of the Executive Board.
2. All of the above transactions and activities shall be in keeping with procedures specified by the Executive Board.
3. The term of the office of the Vice President for Finance shall be two years.

D. Vice President for Membership

1. The Vice President for Membership shall:
 - a. Maintain a file of current membership.
 - b. Keep addresses, email addresses, and phone numbers updated.
 - c. Receive and process new membership applications.
 - d. Send membership renewal notices.
 - e. Be responsible for recruitment of new members.
 - f. Be responsible for on-site registration at TOEA workshops.
 - g. Serve as a member of the Executive Board.
2. The term of office for the Vice President for Membership shall be two years.

E. Vice President for Public Relations

1. The Vice President for Public Relations shall:
 - a. Be responsible for soliciting content for editing, publishing and distributing the TOEA Newsletter.
 - b. Assist the Vice President for Membership in the recruitment of new members.

- c. Publicize and enhance relations with individuals and organizations.
 - d. Build computer compatible mailing lists of individuals, schools, organizations, etc.
 - e. Maintain a TOEA Web/Home page on the internet.
 - f. Post TOEA information and workshop announcements to the appropriate internet sites and bulletin boards.
 - g. Serve as a member of the Executive Board.
2. The term of office of Vice President for Public Relations shall be two years.

F. Recording Secretary

1. The Recording Secretary shall:
 - a. Keep a complete record of all proceedings and correspondence of the Association. (The recording Secretary shall be sent a copy of all TOEA letters, correspondence, and reports.)
 - b. Record all business and happenings at general meetings and meetings of the Executive Board, and furnish a copy of such minutes to all members of the Executive Board.
 - c. Keep a permanent book of all minutes.
 - d. Keep items concerning activities of the Association which may provide information or be of historical value in the future.
 - e. Serve as a member of the Executive Board.
2. The term of office of the Recording Secretary shall be two years.

G. Committees

1. Committees of the Association shall be appointed by the President as needed.
2. The President shall be notified in advance of all committee meetings and shall be provided with minutes of all committee meetings within two weeks.
3. Committee members' terms of office run concurrently with the President who appoints them.
4. Minutes shall be kept of all committee activities.
5. Summary reports are to be submitted to the Executive Board at the end of the year and as requested by the president.

BYLAW 3. Election of Officers

The President shall appoint a Nomination Committee for the purpose of presenting a slate of officers to the membership. The Past President will be the Chairperson of the committee.

- A. The duties of the committee will be:

1. Nominate at least two members for each position.
 2. Present the slate of officers to the President along with a biographical sketch and picture of each candidate by March 1.
 3. The slate of officers shall be published in the Newsletter. Voting will take place electronically during the week of the Annual Conference. The Chairperson shall promptly provide, by email to the nominees and the Executive Board, the results of the election. In addition, the results of the election will be announced at the Annual Conference's Saturday night general members meeting.
- B. Members are encouraged to submit the names of qualified persons, including themselves, to the Nominating Committee.
- C. Newly elected officers will assume office immediately following the last fall state workshop or on the date of the originally scheduled Fall Workshop in the event the Workshop is postponed. The outgoing VP of Finance will continue to work with the incoming VP of Finance until the first of the year and will assist in filing required tax documents and preparing the annual budget report but will no longer be a voting member. Outgoing and incoming officers will work together through the transition period.

BYLAW 4. Fiscal Year

For accounting purposes, the TOEA fiscal year begins January 1 and ends December 31 of the same year.

BYLAW 5. Parliamentary Authority

- A. Robert's Rules of Order shall be the parliamentary authority governing the Texas Outdoor Education Association.
- B. The President shall appoint a Parliamentarian.

BYLAW 6. Executive Secretary

The executive Board may contract with an individual, individuals or firm to provide the services of an Executive Secretary for the association. The contract shall be reviewed annually at the winter board meeting and may be renewed, amended or terminated following each review. The scope of services to be provided and the fee to be paid for these services shall be included in the annual contract. The executive Board shall reserve the right to terminate any such contract with or without cause and without prejudice at any time during the contract.

BYLAW 7. Amendments

A proposed amendment to the Bylaws may originate in the Executive Board or shall be presented in writing to the Executive Board by members of the Association.

Proposed amendment will be acted on by the Executive Board within one month of receipt; if the proposed amendment is approved by a simple majority of the Executive Board, the proposed amendment (or as revised) shall be presented to the membership within one month of the approval by the Executive Board. The amendment shall become effective upon adoption by two-thirds of those casting ballots.