

Bylaws of the Texas Chapter of the College Reading and Learning Association

Article I: Name

The name of this organization will be the Texas Chapter of the College Reading and Learning Association, hereinafter referred to as TxCRLA.

Article II: Objective

In accordance with the policies and programs of the College Reading and Learning Association (hereinafter referred to as CRLA), the objective of this Chapter is to advance the knowledge and interest of post-secondary educators working in learning assistance, developmental education, tutorial services, and other programs of academic support and assistance.

Article III: Membership & Dues

- Section 1. Payment of annual chapter dues of \$10.00 per year is required to be a member in good standing. Members will be strongly encouraged to maintain membership in CRLA.
- Section 2. Dues become payable annually during the fall College Academic Skills Programs (CASP) conference and become delinquent after January 1. Any member whose dues have not been paid will be dropped from membership.
- Section 3. The Membership Coordinator will contact members prior to the expiration date to encourage them to pay dues. Reinstatement within the fiscal year may be granted upon payment of annual TxCRLA dues.

Article IV: Leadership

- Section 1. The officers of TxCRLA are the President, President-elect, Secretary, Treasurer, Membership Coordinator, and Past President. These officers comprise the Executive Board.
- Section 2. Only members in good standing with TxCRLA and CRLA are eligible to serve on the Executive Board.
- Section 3. Two members of the Executive Board, by priority of offices held and availability, will represent TxCRLA at the annual CRLA conference and

Leadership Workshop with basic registration and conference expenses reimbursed by TxCRLA.

Section 4. The duties of the members of the Executive Board are as follows:

A. President

- chairs the Executive Board meetings and general membership meetings;
- appoints ad hoc committees as needed;
- serves as ex-officio member of all committees except the Nominating Committee;
- appoints auditor of the financial records of TxCRLA and reports audit results to the general membership at the annual conference;
- appoints a member in good standing to serve as Membership Chair;
- provides annual reports of TxCRLA news and business to the CRLA newsletter editor;
- serves as liaison between CRLA and TxCRLA; and
- breaks tie votes in Executive Board meetings as needed.

B. President-Elect

- serves as Program Chair for the annual CASP conference;
- chairs the Executive Board and general membership meetings in the absence of the President; and
- assists the President in administration of Chapter business.

C. Secretary

- records and reports minutes of the Executive Board meetings and all general membership meetings; and
- keeps records of minutes and TxCRLA correspondence.

D. Treasurer

- pays all bills substantiated by a receipt;
- keeps accurate financial records of TxCRLA funds;
- provides detailed financial reports at the annual general membership meeting; and
- prepares books for audit each fiscal year (January 1 thru December 31).

E. Past President

- chairs the Nominating Committee; and
- assists the President in administration of Chapter business.

F. Membership Coordinator

- maintains a database of members in good standing of TxCRLA;
- serves as liaison between CRLA Membership Coordinator and TxCRLA;
- distributes membership cards and brochures;
- supplies mailing labels as requested by other members of the Executive Committee and/or CRLA; and
- reports on membership to the Executive Board and general membership.

Section 5. The President, President-elect, and Past President serve terms of one administrative year, while the Secretary and Treasurer serve a term of two administrative years, elected in different years. The Membership Coordinator is appointed by the President. The officers' terms of office begin after induction at the conclusion of the annual CASP conference.

Section 6. No elected officer is eligible to serve more than two consecutive terms in the same office but may return to a previously held office after two years.

Section 7. Vacancies

- A. A vacancy in the office of President will be filled by the President-elect.
- B. A vacancy in the office of President-elect, Secretary, or Treasurer will be filled by appointment of the President with the approval of the Executive Board. Such appointed officers will serve until their successors are elected in the next scheduled election.
- C. If a vacancy occurs in the office of Membership Coordinator, the replacement will be appointed by the President with the approval of the Executive Board. The appointee will serve at the discretion of the Executive Board or until the office is resigned.

Section 8. These officers will perform the duties as described by these bylaws, by the parliamentary authority adopted by TxCRLA, and by the directives of CRLA.

Article V: Meetings

Section 1. Executive Board Meetings

- A. The Executive Board can be convened at the request of any officer.
- B. Conference calls or email may be utilized for Executive Board meetings when time and distance necessitate such actions.
- C. A majority of the Executive Board constitutes a quorum.

Section 2. General Membership Meetings

- A. The general membership of TxCRLA will convene at the annual CASP conference.
- B. A quorum consists of 10 percent of the TxCRLA membership.
- C. The President or Executive Board, by a majority vote, may cancel or postpone any meeting when such action is deemed necessary.

Section 3. In general, rational minds and common courtesy will govern the meeting and administration of TxCRLA. When requested or deemed necessary by more than one member present, *Robert's Rules of Order* will serve as the parliamentary authority.

Article VI: Nominations & Elections

- Section 1. The Nominating Committee is chaired by the Past President and includes two members in good standing appointed by the President.
- Section 2. The Nominating Committee reports its nominations for officers in the spring and/or fall newsletter of CASP. All nominees will be considered for office only with their consent.
- Section 3. The officers will be elected by written and/or electronic ballot. Mode of balloting will be determined annually by the Executive Committee.
- Section 4. Officers will be elected by simple majority vote. If there is only one candidate for an office, the President will declare the nominee elected.
- Section 5. Election results will be published in the spring newsletter of CASP.

Article VII: Administration

- Section 1. The administration of the affairs of TxCRLA is vested in the Executive Board, which is responsible for carrying out the directives of the membership with regard to any duties prescribed in these bylaws.
- Section 2. The administrative year of TxCRLA begins at the conclusion of the annual CASP conference.

Article VIII: Amendments

- Section 1. These bylaws may be amended at the general membership meeting of TxCRLA by a two-thirds vote of members present, provided those present constitute a quorum of the TxCRLA membership.
- Section 2. When amendments to CRLA bylaws affect the bylaws of TxCRLA, such amendments will automatically become effective for TxCRLA. Notice of such automatic amendment, written and electronic, will be sent to the membership.

Article IX: Dissolution

- Section 1. TxCRLA will be dissolved if its active membership drops below 25 members. It can also be dissolved by a two-thirds vote of the members present and voting at the annual CASP conference general membership

meeting and a majority vote of the Executive Committee at the same meeting. Notice of such a vote must be submitted to each TxCRLA member in writing at least thirty days in advance.

Section 2. Within thirty days from the date TxCRLA is declared inactive by its members and Executive Committee, the President will notify CRLA.

Section 3. In the event of dissolution of this TxCRLA, any remaining funds will be surrendered to CRLA within 30 days of dissolution.

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