

STANDING RULES
OF THE
TEXAS EDUCATIONAL DIAGNOSTICIANS' ASSOCIATION

SECTION I: OFFICERS

Any Educational Diagnostician wishing to be nominated for a state board position must be:

- Certified by the State of Texas as an Educational Diagnostician
- Currently performing, or have performed the duties of an Educational Diagnostician
- A currently paid member of TEDA for at least the last three (3) years
- Active in TEDA (local or state level) for at least the last 3 years. Active will be defined as actively serving on a committee or as an officer.

The Board meets in accordance with the Bylaws in conjunction with the TEDA Annual Conference. Executive Board members are expected to attend the duration of all scheduled board meetings. In case of any absence, circumstances and/or extenuating situations will be formally addressed by the Executive Board. Failure to comply may lead to a recall per Section VII of the Standing Rules.

A. The PRESIDENT shall:

1. Serve as chief executive of the Association with the powers and duties belonging to the office.
2. Give professional leadership to the Association.
3. Call and preside at meetings of the Executive Board.
4. Call and preside at meetings of the general membership.
5. Serve as an ex-officio member of all committees except the nominating committee.
6. Recommend to the Executive Board the standing and temporary committee chairpersons.
7. Prepare an annual report to be distributed to all interested parties.
8. Be the official representative to other organizations and serve as a non-voting ex-officio member of the Texas Professional Educational Diagnosticians' Board of Registry.
9. Coordinate the presentation/recognition (verbal and/or certificate) of Executive Board members (outgoing/incoming) and Standing Committee Chairperson/Liaison as determined by the Executive Board. An award will be presented to the Hall of Honor recipient(s) as determined by the Executive Board. (Reference the Hall of Honor Guidance documents.)
10. Coordinate the Executive Board submission of names to the Board of Registry for the appropriate positions.

11. Make necessary arrangements for housing, meeting places, times, and other necessities for TEDA meetings.
12. Coordinate/Facilitate the transfer of documents and transition of information/timelines from outgoing to incoming Executive Board officers.
13. Maintain communication in a timely manner (respond to phone and email messages) within 2 business days.
14. Serve a term of one year.

B. The PRESIDENT-ELECT SHALL:

1. Serve as a member of the Executive Board.
2. Serve in the place and with the authority of the President in his/her absence.
3. Communicate with the President for agenda development.
4. Coordinate the implementation of Leadership Training for local chapter officers. (See Leadership Training Guidance document.)
5. Prepare the annual budget in conjunction with the Treasurer for presentation to the Executive Board.
6. Maintain communication in a timely manner (respond to phone and email messages) within 2 business.
7. Serve a term of one year.

C. The SECRETARY shall:

1. Serve as a member of the Executive Board.
2. Keep a careful record of the proceedings of all official meetings, including reports.
 - a. Minutes of each TEDA Executive Board meeting shall be transcribed and available to all Board members, advisors, and chairpersons within thirty days after the Board meeting.
 - b. Online motions and votes to be noted in the minutes of the next Executive Board meeting.
3. Assume custody of all records not specifically assigned to others.
4. Keep accurate records of the Executive Board, Standing Committees, and Temporary Committees.
5. Maintain communication in a timely manner (respond to phone and email messages) within 2 business days.
6. Serve a term of two years.

D. The MEMBERSHIP SECRETARY shall:

1. Serve as a member of the Executive Board.
2. Collect and maintain an active record of members. Membership will be defined as beginning when the Membership Secretary verifies the receipt of payment for organizational dues (may be received electronically) and that the funds are verified.
3. Submit written records to the Executive Board as needed.
4. Obtain and maintain a copy of current chapter officers.

5. Serve as the official insurance representative for TEDA. The new insurance list shall be sent to the company per the insurance company's time line.
6. Maintain communication in a timely manner (respond to phone and email messages) within 2 business days.
7. Prepare the membership application and present to the Board for approval at the Executive Board meeting held prior to the end of the current fiscal year.
8. Serve a term of two years.

E. The TREASURER shall:

1. Serve as a member of the Executive Board.
2. Serve as custodian of the funds of the Association.
3. Disperse monies for expenses approved by the Executive Board and on the authorization of the President.
 - a. Use a second authorization signature on each TEDA bank account. The second authorization person must be an elected TEDA Executive Board member.
4. Prepare the annual budget in conjunction with the President-Elect.
5. Transfer all records and monies to the incoming Treasurer.
6. Maintain communication in a timely manner (respond to phone and email messages) within 2 business days.
7. Serve a term of two years.

F. The IMMEDIATE PAST PRESIDENT shall:

1. Serve as a member of the Executive Board.
2. Serve as the Board's primary contact with contracted entity (entities).
3. Supervise/Monitor the management of the TEDA website. (See TEDA Website Guidance Document.)
4. Oversee the professional journal publication (*DiaLog*) and coordinate with the *DiaLog* Editor.
5. Serve as Chairperson of the Nominating Committee.
6. Present the Nominating Committee's report to the Executive Board at least sixty (60) days prior to the election.
7. Coordinate the Hall of Honor recognition process. (See Hall of Honor Guidance Document.)
8. Coordinate/Collaborate with the Annual Conference Committee Chairperson.
9. Maintain a file of the current Bylaws and Standing Rules and serve as the Organizational Affairs representative in the absence of the Chairperson.
10. Serve as parliamentarian. (The rules contained in the current edition of ***Robert's Rules of Order*** shall govern TEDA in all cases to which they are applicable and in which they are not inconsistent with TEDA's Bylaws and Standing Rules.)
11. Maintain communication in a timely manner (respond to phone and email messages) within 2 business days.

12. Serve a term of one year.

SECTION II: EXECUTIVE BOARD

The duties of the Executive Board shall be:

- A. Conduct meetings in closed sessions. Any other person requesting to speak to the Board, upon approval of the Board, will be given a specific time allotment (3-5 minutes) outside of the convened Board meeting.
- B. Recommend policies to the membership.
- C. Act upon such official recommendations and petitions as may be received.
- D. Recommend activities and projects.
- E. Approve advisors.
- F. Assume and discharge such other duties and responsibilities as shall be assigned through the Bylaws and/or Standing Rules or by mandate of the membership.
- G. Revise or amend Standing Rules by majority vote of the Executive Board.
- H. Approve committee appointments.
 - I. An elected TEDA Executive Board member and a Board appointed person can attend a legislative session when an issue (i.e., bill, State Board of Education, and State Board of Educational Certification) that impacts special education and/or educational diagnostician issues is presented.

SECTION III: COMMITTEES

- A. The President with the prior approval of the Executive Board shall approve and/or appoint the following:
 - 1. Annual Conference Committee Chairperson
 - 2. Governmental Awareness Chairperson
 - 3. Organizational Affairs Chairperson
 - 4. Scholarship Chairperson
- B. The Standing Committee Chairpersons/Liaison/Editor may attend TEDA Executive Board meetings.

- C. The Standing Committee Chairpersons/Liaison (with the exception of the Nominating Committee Chairperson) will submit a written report to the president-elect who will communicate with the president for agenda development.
- D. The President shall also appoint the chairpersons and members of such temporary committees as deemed necessary with the prior approval of the Executive Board.

SECTION IV: STANDING COMMITTEE DUTIES

- A. The Annual Conference Committee Chairperson shall:
 - 1. Coordinate activities related to hosting an Annual Conference. (See Annual Conference Guidance document.)
 - 2. Coordinate and provide notice regarding TEDA CPE credits (per President and/or Board designation).
 - 3. Submit a written report to TEDA Past President for Executive Board meetings.
 - 4. Monitor the finances and budget of the Annual Conference in coordination with the Treasurer and the Past President.
 - 5. Prepare a final Annual Conference financial statement.
- B. The Governmental Awareness Chairperson shall:
 - 1. Gather and disseminate information pertinent to national and state legislative programs to TEDA members.
 - 2. Submit a written report to TEDA's President-Elect for Executive Board meetings.
- C. The Organizational Affairs Chairperson shall:
 - 1. Receive all proposed amendments to the Bylaws 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 Bylaws.
 - 3. Submit a written report to TEDA's President-Elect for Executive Board meetings.
- D. The Scholarship Chairperson shall:
 - 1. Oversee the posting of the scholarship application on the TEDA website.
 - 2. Send the scholarship application to Texas universities.
 - 3. Oversee the scholarship committee receiving all applications by the Summer TEDA Executive Board meeting.
 - 4. Notify recipients and give them information regarding signing up for the annual TEDA conference.

5. Facilitate posting recipients' names on the TEDA website, TEDA social media, and in the *DiaLog*.
 6. Provide the TEDA treasurer with the recipients' names and addresses for scholarship payment.
 7. Submit a written report to TEDA's Past President for Executive Board meetings.
- E. The Nominating Committee shall:
1. Prepare annually a slate of candidates for the offices to be vacated.
 2. Present the slate to the Executive Board at least sixty (60) days prior to the election.

SECTION V: ADVISORY BOARD

The purposes and duties of the Advisory Board shall be to:

- A. Maintain an active, paid membership.
- B. Promote and support the Texas Educational Diagnosticians' Association and to advise the Executive Board on matters of major concern and/or critical issues.
- C. Attend a minimum of one meeting per year and sit with the Executive Board in an advisory capacity.
- D. Serve as a member of the Professional Journal (e.g. *DiaLog*) Review Board.
- E. Respond to specific inquiries from the Executive Board.
- F. Submit areas of concern to the Executive Board for its consideration.
- G. Encourage students in the Educational Diagnostician programs to affiliate with TEDA as members of their regional chapters or as members-at-large, if applicable.
- H. Relinquish his/her Advisory Board membership if he/she becomes a State Officer.

Advisors are renewed on a three-year basis by invitation of the Executive Board. An Advisor may be removed for non-performance or criteria as set forth by the Executive Board. A TEDA Executive Board designated Advisor Emeritus will be granted a TEDA lifetime membership.

SECTION VI: ADMINISTRATIVE ASSISTANT

The purposes and duties of the Administrative Assistant shall be to:

A. Membership Renewals

1. Receive, deposit/send to treasurer and record renewal payments via check or money order;
2. Track and record payments via Credit Card/PayPal (including copy of membership form);
3. Transfer payment information from hard copies of membership form to member pages including updating as paid and renewed through July 31 of given year;
4. Assist members in correctly updating their member page;
5. Assist members in the process of renewing and paying for renewals;
6. Invoice districts sending POs for membership (membership is not renewed until payment is received—PO is not payment);
7. Maintain hard copies of paperwork or scan to electronic file;
8. Generate a quarterly insurance report.

B. *DiaLog*

1. Provide a list of all current and, when possible, previous year's membership with mailing addresses to the *DiaLog* editor twice a year when editor requests the list.

C. Annual Conference

1. Receive, deposit, and record registration fees via check or money order.
2. Track and record registration fees via Credit Card/PayPal (obtain registration form if not received).
3. Track and record registration via PO:
Invoice when PO is received,
Resend invoice for those POs not paid at time of conference.
4. Assist those attempting to register with the process.
5. Send electronic confirmation for conference registration.
6. Generate a monthly registration list and send to the conference chair(s) as appropriate.
7. Prepare the following registration materials for the conference registration:
List of those registered (one by name and one by district) including membership status;
List of those registered that includes membership status and space for signatures, divided/separated by registration procedure (ex: A-F, G-L, M-R, and S-Z);
List (blank) for onsite registration sign in.
8. Work the registration table the night before the conference and the first morning of the conference (room and travel costs covered by TEDA).

D. General

1. Notify and work with webmaster and assigned TEDA officer for all website issues.
2. Maintain TEDA phone and respond to calls and texts.
3. Forward messages as appropriate to the TEDA officer/chair indicated.
4. Monitor and respond to emails at tedahelp@gmail.com and forward as appropriate.
5. The goal is to respond to calls, texts, and emails within approximately 24 hours on weekdays/business days (with exceptions for personal travel/needs. Notify the TEDA president of unavailability for extended periods.
6. At Board request, attend non-TEDA events to staff the TEDA table for an additional compensation.

E. Salary

1. The TEDA Board shall approve the Administrative Assistant's salary annually.

SECTION VII: *DIALOG* EDITOR

A. The *DiaLog* Editor shall:

1. Maintain ongoing communication with the TEDA Past President.
2. Collaborate with the Past President regarding editing and updating information such as the TEDA Board contact information.
3. Maintain/Keep current articles posted on TEDA home page on a new tab accessible to anyone and maintain/keep other articles from *DiaLog* posted on the members only side of website.
4. Develop editorial policy regarding:
 - a. establishment and maintenance of an editorial review board
 - b. submission of articles for publication
 - c. advertisement in the *DiaLog*.The editorial policy is subject to approval of the Executive Board.
5. Solicit and receive articles for submission.
6. Solicit articles from TEDA's attorney as appropriate for publication.
7. Send articles submitted for publication to the review board for review. A minimum of three reviewers should review each article.
8. Receive and compile the reviews from the reviewers. Write a summary and/or compile the reviews to be sent to the author of the articles.
 - a. Create a blind copy of all submissions to be sent to the review board (maintain submission).
 - b. Send articles that meet submission guidelines to review board members (review process).
 - c. Read and record all reviews from the review board.
 - d. Send authors a review of their submission with the edits and

- comments of the review board.
- e. Read and review all re-submissions.
 - f. If needed, send re-submissions through the review process again.
 - g. Send authors a final decision to publish or decline to publish.
9. Send authors (who submit articles) the reviews and a rejection notice indicating to please revise and resubmit or send an acceptance letter.
 10. Receive all other letters, ads, or other information for publication.
 11. Send the items for publication to the publisher.
 12. Review and revise drafts for publication.
 13. Establish deadlines for submission and publication.
 14. Notify the Past President of deadlines for submissions and publication.
 15. Collaborate with the Membership Secretary or Administrative Assistant regarding providing the publisher with the most current membership list for mailing.
 16. Verify the publication and distribution of the *DiaLog* within 6 weeks after publication.
 17. Gather additional information for publication: list of board members--elected and appointed; edited letter from the president; conference flyer for back cover; exam dates; information from NCED and TPED; and chapter news (if available). The Disclaimer **must** be included in all issues.
 18. Respond to any questions or concerns of the publisher.
 19. Perform edits of the current issue in conjunction with the editor.
 20. Check to be sure all edits have been completed with the editor prior to approving for publication.
 21. Provide the publisher with the addresses of authors.
 22. Have 50 extra copies of the *DiaLog* sent to the Administrative Assistant or the editor.
 23. Send invoices for advertisements to the appropriate entities.
 24. Receive and forward invoices to the Treasurer (including publication Invoices).
 25. Respond to correspondence concerning the journal.
 26. Perform other tasks necessary for the publication.
 27. Maintain all documentation relating to the *DiaLog* transactions and publication.
 28. Submit a written report to TEDA's Past President for Executive Board meetings.
 29. The *DiaLog* Editor publishes the journal twice a year.

B. Additional Responsibilities of the Editor are:

1. Process the invoice from the publisher to the Treasurer for payment.
2. The Editor, Past President, or Administrative Assistant will provide TEDA Board members with hard copies of the *DiaLog* for recruiting (provided when new members join; not to prospective members).
3. The Editor, Past President, or Administrative Assistant will take copies (current and past) of the *DiaLog* to face to face conferences for display (display only copies, not for distribution).

4. A copy of the *DiaLog* may be mailed to a member who is current but whose address was not on the mailing list (an error on TEDA's part) or a wrong address. (Missing *DiaLogs* are not replaced without extenuating circumstances.
5. The Editor shall prepare a report for board meetings and the general assembly meeting.
6. The TEDA Board shall approve the *DiaLog* Editor's salary annually.

SECTION VIII: RECALL OF OFFICERS

- A. If a state officer fails to perform the assigned job duties, the Executive Board will take action to remove the officer.
- B. If a state officer fails to pay the annual dues by September 1 of the current membership year, that position may be declared vacant by the Board.
- C. If a Board member is absent from three successive scheduled Board meetings, that position will be declared vacant by the Board. The President is responsible for notifying any Board member who has been absent from two successive scheduled meetings of the Board. Because awareness of personal attendance and all requirements of membership on the Board are the responsibility of the Board member, failure of the President to give such notice shall not constitute grounds for waiving the provisions of this paragraph.

In the event of a vacancy, procedures in the Bylaws addressing vacancies in the Executive Board will be followed.

- D. The officer being considered for removal shall be provided with the results of the Executive Board action in writing within seven (7) days.
- E. Upon receipt of written notification of removal, the officer concerned shall have fifteen (15) days to submit to the President (or President-Elect) written notice of appeal.
- F. Within seven (7) days following receipt of a valid written notice of appeal, the President (or President-Elect) shall call, in writing, a meeting of an Appeal Board. The Appeal Board shall consist of the members of the Executive Board of TEDA and shall meet in a central location within thirty (30) days following receipt of the notice of appeal. The President (or President-Elect) shall serve as a non-voting chairperson of the Appeal Board.
- G. At the meeting of the Appeal Board, an opportunity shall be made available to all interested parties to present any relevant evidence. A two-third (2/3) majority vote of the members present is necessary to overrule the Executive Board's

decision and reinstate the removed officer. Reinstatement is effective immediately.

- H. The officer whose appeal has been considered shall be provided with the results of the Appeal Board action in writing within seven (7) days.

SECTION IX: DUES

- A. The annual dues of active, associate, affiliate, retired and student members shall be:
1. Active, affiliate, and associate members will pay dues of eighty dollars (\$80.00) per year. The Association will retain sixty-five dollars (\$65.00) and fifteen dollars (\$15.00) will be remitted to the local chapter.
 2. Student Educational Diagnosticians will pay dues of twenty-five dollars (\$25.00) per year. The Association will retain twenty dollars (\$20.00) and five dollars (\$5.00) will be remitted to the local chapter.
 3. Retired Educational Diagnosticians will pay dues of thirty dollars (\$30.00) per year. The Association will retain twenty-five dollars (\$25.00) and five dollars (\$5.00) will be remitted to the local chapter.
 4. Members-at-large will pay dues consistent with their membership status. All monies will be retained by the Association.
- B. Collection:
1. The Membership Secretary shall:
 - i. Provide membership forms to each member and to each local chapter (may be in electronic format via website).
 - ii. Oversee the collection of all membership dues and insurance fees.
 - a. The insurance year begins August 1, the same as the membership year.
 - b. The effective coverage date of insurance shall be defined as the date when payment for dues is received by a state TEDA Board member or designee as documented on the membership application and providing funds clear.
 - iii. Oversee the collection and deposit of monies collected in the designated banking institution.
 2. The Treasurer shall remit to local chapters on September 30, January 31, and May 31 their portion of the dues as well as a copy of the current membership roster collected after all local chapter officers have paid their TEDA dues for the current year. If local chapter officers have not paid their dues by December 31 of the current year, the local chapter's portion of the dues will be forfeited to the State organization.

SECTION X: CHAPTERS

- A. Existing chapters shall:
1. Send a list of officers to the TEDA Membership Secretary no later than September 15.
 2. Send a current copy of the Chapter Bylaws and Standing Rules to the TEDA Past President each time amended.

SECTION XI: EXPENDITURES

- A. Schedule of Expenses
1. The Association shall pay any officer on the TEDA Executive Board the current state mileage rate and/or the officer's airfare, whichever is less costly with regard to time and expense, to attend a TEDA function.
 2. The Association shall pay the officer(s) expense(s) incurred for a designated room while attending a TEDA function. Officers will be required to share a room or pay the additional expenses incurred for a private room. The negotiated hotel rate will be followed.
 3. The Association shall pay a flat rate for meals as determined by the executive board not to exceed the state rate.
 4. The Association shall pay the Annual Conference registration for officers on the TEDA Executive Board (excluding the ex-officio member – Chairperson of the Texas Professional Educational Diagnostician's Board of Registry).
- B. Exclusionary clause: There will be no duplication between this Association and any other organization with regard to reimbursement for incurred expenses.
- C. Eligibility for Reimbursement: Members of the TEDA Executive Board eligible for reimbursement will include the President, President-Elect, Secretary, Treasurer, Membership Secretary, Immediate Past President, TEDA Advisors, TEDA Standing Committee Chairpersons/Liaison/Editor, and the Chairperson of the Texas Professional Educational Diagnosticians' Board of Registry (excluded from A.4.).
- D. In Travel and In Attendance clarification:
1. While in travel to attend any TEDA function, the Association shall reimburse at the above rate (X.A.1.)
 2. While in attendance at any TEDA function, reimbursement for meals will not exceed the current state rate.
- E. The incurred expenses (other than those specified in C and D) of the Committee Chairperson/Liaison/Editor may be paid, if prior approval has been received from

the President and/or the Executive Board. Payment of any such additional expenses must be accompanied by a receipt.

- F. The definition of a TEDA function/activity shall be:
1. Any meeting called by the President to include the Executive Board, and/or general membership. The annual meeting of the general membership shall be held at the Annual Conference.
 2. Any other professional organization's board meeting, per invitation, with the prior approval of the Executive Board. The President or an appointed designee will serve as the TEDA representative.
 3. Any other TEDA Board activity, with the prior approval of the Executive Board.

SECTION XII: MAINTENANCE OF RECORDS

- A. All TEDA officers shall maintain the appropriate records, and those records shall be transferred to the appropriate incoming officer prior to the new fiscal year for the Association.
- B. Within ninety (90) days from the beginning of the new fiscal year for the Association, the Treasurer will transfer all records to the incoming Treasurer including an exit audit.
- C. Membership records or other personally identifiable information shall not be released to entities other than the TEDA Board/Agents and the member's individual chapter.
- D. All records shall be maintained by the Association for ten (10) years.

SECTION XIII: GUIDELINES FOR USE OF TEDA'S CONTINUING PROFESSIONAL EDUCATION (CPE) PROVIDED NUMBER

The Texas Educational Diagnosticians' Association has been approved as a provider of Continuing Professional Education (CPE) credits. The TEDA Conferences and local chapters may use the number when complying with the following guidelines:

- Trainings shall enhance professional growth and job skills.
- Participants must sign in and a roster shall be maintained by the local chapter secretary.
- Chapters will be responsible for awarding certificates for training provided.
- TEDA will provide CPE credits in accordance with the State Board for Educator Certification Board (SBEC) and the Texas Administrative Code (TAC).