

TSDC Bylaws

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ARTICLE I – Name and Location

SECTION 1.1 **Name:** This organization shall be incorporated under the state laws of Texas as TSDC, Inc., also known as Texas Staff Development Council, and for purposes of these bylaws, known as TSDC.

SECTION 1.2 **Location:** The office location of TSDC shall be 33 Sandia Court, in Odessa, Ector County, Texas.

ARTICLE II- Purpose and Character

SECTION 2:1 **Purpose:** The purpose of TSDC shall be set forth in the Articles of Incorporation. The mission of TSDC is to support and inspire those who impact students. TSDC is passionate about adults who learn so students can learn.

SECTION 2:2 **Character:** TSDC shall be a non-profit association of voluntary members and shall have no capital stock. No part of the net earnings shall ever inure to the benefit of any member, private shareholder or individual.

SECTION 2:3. **Limitations of Methods:** TSDC shall be non-political, non-partisan and non-sectarian in its activities.

ARTICLE III – Board of Directors

SECTION 3:1 **Authority:** The business affairs of TSDC, the establishment of its policies, the direction of its work and the control of its funds and property shall be vested in the Board of Directors, subject to the Texas Non-Profit Corporation Act, the Articles of Incorporation as amended on April 12, 2005, and these bylaws. The Board of Directors, by general resolution, shall delegate to committees of their own number, or to officers of the Corporation, such powers as they deem necessary.

SECTION 3:2 **Qualifications:** Directorships shall not be denied to any person on the basis of race, creed, sex, religion or national origin. Staff members of the Corporation are ineligible to serve on the Board of Directors. Directors must be members of TSDC and shall become a member of NSDC if not already affiliated.

SECTION 3:3 **Duties of Individual Directors:**

- Attend Board of Directors meetings
- Assume travel expenses to attend TSDC meetings and events
- Establish policies for TSDC
- Review and approve the annual budget
- Approve conference sites and dates
- Promote membership and council services to members
- Contact non-renewing and prospective members upon request
- Represent TSDC in the community, state and nation
- Serve on strategic, standing or other action committees
- Maintain current membership status in TSDC and NSDC
- Support local, state and national conferences as well as other learning events of TSDC and NSDC
- Actively serve in the achievement of the TSDC mission, vision and goals.
- Perform other duties as directed by the Board of Directors

SECTION 3:4 **Number of Directors:** The Board of Directors shall be composed of not less than 20 and not more than 25 directors unless increased or decreased by action of the Board of Directors. Appointments of ex-officio or special advisory members do not affect the total number of Directors.

SECTION 3:5 **Term of Office:** The term of office for Board of Directors shall be three (3) years, extending from the last meeting of the fiscal year in which they are elected to the last meeting in the fiscal year three years after. Each director is limited to two consecutive three-year terms. After a one-year absence from the Board of Directors, a Director may be re-elected through the election process.

SECTION 3:6 **Board of Directors Vacancy:** The office of a Director shall become vacant if the member dies or resigns. The Board of Directors shall have the power to fill all vacancies on the Board of Directors, and Directors so appointed shall serve out the unexpired term of the person they succeed with opportunity to be re-elected at the next regular election through the election process to serve his/her own three-year term.

SECTION 3:7 **Removal or Forfeiture of Office:** Any officer or Director may be removed from office by the affirmative vote of two-thirds of all the Directors at any regular meeting or special meeting called for that purpose, for conduct detrimental to the interests of the corporation, for lack of sympathy with its objectives or for refusal to render reasonable assistance in carrying out its purposes. Any Director proposed to be removed shall be entitled to at least five (5) days notice in writing by mail of the meeting of the Board of Directors at which such removal is to be voted upon and shall be entitled to appear before, and be heard by, the Board of Directors at such meeting. If any member of the Board of

Directors is absent three (3) times in succession from any regular meeting of the Board of Directors, the Director will be subject to removal at any subsequent meeting upon a majority vote of the Directors at such meeting.

ARTICLE IV – Board of Directors Elections

SECTION 4:1 **Nominations:** The Executive Director and/or President are authorized to appoint a Nominating Committee. The Nominating Committee shall consist of at least three Board of Directors members with the immediate Past-President serving as Chairperson. If a member of the Nominating Committee is nominated for a second term for the Board of Directors, that said member shall abstain from the nominating procedure. Nominations for new Board of Directors members are solicited from the entire TSDC membership. Nominations may also include two (2) ex-officio positions appointed by the Executive Committee and approved by the Board of Directors. Prior to, or at the first meeting of a new calendar year, the Nominating Committee shall submit to the Board of Directors the proposed slate of new Board of Directors candidates.

SECTION 4:2 **Election Process - Board of Directors:**
Whether the slate contains more nominees than vacancies or the slate contains the exact number of nominees as vacancies, each candidate shall be voted on individually requiring a majority of votes cast for each candidate to be elected.

Election Process - Ex-officio Advisory Member:

By a majority of votes cast, the Board of Directors shall approve the Executive Committee's appointment of ex-officio or one-year term Advisory member/members. The one-year term appointment shall be reviewed and approved annually.

SECTION 4:3 **Election Date:** The annual Board of Directors election shall be held at the same time the Nominating Committee presents the slate of nominations at the first meeting of a new calendar year. The Nominating Committee shall provide copies of all candidate profiles to the Board of Directors before the voting process. Newly elected Directors shall audit the annual Board of Directors spring/summer meeting as non-voting participants and assume their official duties at the conclusion of the meeting.

ARTICLE V- Officers

SECTION 5:1 **Officers:** The officers of TSDC shall be President, President-Elect and Past-President. The officers shall serve as the Executive Committee. The President, President-Elect and Past-President shall serve for one year unless a longer term is approved by the Board of Directors. They may not serve for more than two years in succession for any one position. The Executive Director and the Member-at-Large shall serve as ex-officio, non-voting members of the Executive Committee. The Executive Committee shall be active members of TSDC and NSDC.

SECTION 5:2 **Executive Director:** The Executive Director shall be the chief executive officer of the Corporation and shall have the responsibility for the execution and accomplishment of all orders and resolutions of the Board of Directors. The Executive Director shall be primarily responsible for the accomplishment of the purposes and discharges of the duties and responsibilities imposed upon the Board of Directors as outlined in the TSDC Board of Directors Handbook, specifically:

- The Executive Director will serve on the Executive Committee as ex-officio but will not be a voting member of the Board of Directors.
- The Executive Director will be responsible for the appointment and hiring of all staff members with Board of Directors approval.
- The Executive Director shall also execute, with prior approval of the Board of Directors, all conveyances of land, bonds, mortgages, notes, securities and other documents, except where required by law or otherwise to be signed and executed by all members of the Board of Directors, and except in instances where signing and execution thereof are expressly delegated by the Board of Directors or some other officer agent of the Board of Directors.
- The Executive Director shall be custodian of all funds and properties of the Corporation and of all books and records pertaining to such funds and properties.
- The Executive Director may be, pursuant to a vote of the Board of Directors, required to give bond for the faithful performance of the duties, in such amount and in such form and with such surety as shall be determined by the Board of Directors.
- The Executive Director shall prepare and present a financial report at each meeting of the Board of Directors relating to the fiscal affairs of the Corporation, in such form and containing such information as may be directed by the Board of Directors.
- The Executive Director shall sign all checks disbursing funds belonging to the Corporation which will be audited by the Board of Directors at each Board of Directors meeting.

- The Executive Director may, in the event of his/her absence or incapacity, give authority to a designee to sign checks provided the designee has been approved by the Board of Directors.
- The Executive Director shall keep and retain all funds and properties of the corporation in such depositories as may be approved by the Board of Directors.
- The Executive Director will be responsible for annual reporting to the State of Texas or United States Government any taxes or other obligations due as a result of doing business as a non-profit organization.
- The Executive Director will submit to an annual performance evaluation conducted by the Board of Directors.
- The Executive Director will serve as liaison between TSDC and the National Staff Development Council (NSDC).

SECTION 5:3 **President:** The President shall preside at all meetings of the Board of Directors, shall serve on the Executive Committee and shall serve as ex-officio of all standing and special committees. The President, together with the Executive Director and the President-Elect, shall represent TSDC at NSDC Affiliate events. The President shall perform the duties as outlined in the TSDC Board of Directors Handbook and perform other duties as prescribed by the Board of Directors.

SECTION 5:4 **Past-President:** The Past-President or his/her designee shall keep minutes of meetings of the Board of Directors, shall serve on the Executive Committee, shall serve as the Chair of the Nominating Committee and shall serve as Chair of the Learning Teams.

SECTION 5:5 **President-Elect:** The President-Elect shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall serve on the Executive Committee. The President-Elect, together with the Executive Director and the President, shall represent TSDC at NSDC Affiliate events. The President-Elect shall serve as the Parliamentarian of the Board of Directors and shall perform duties as outlined in the TSDC Board of Directors Handbook and perform other duties as prescribed by the Board of Directors.

SECTION 5.6 **Member-at-Large:** The Member-at-Large position shall be elected by the Board and shall serve one year on the Executive Committee as an ex-officio, non-voting member. To be nominated for this position, one must have served on the Board at least one year prior to nomination. Board members may nominate themselves or others. The Member-at-Large shall serve as group memory by assisting the Past-President in taking Executive Board and Board of Directors minutes during meetings. The purpose of the position is to build capacity on the Board and not intended to lead to an officer position.

ARTICLE VI – Officer Election

- SECTION 6:1 **Nominations:** Prior to, or at the first meeting of a new calendar year, the duly appointed Nominating Committee shall submit to the Board of Directors the proposed officer nomination for President-Elect.
- SECTION 6:2 **Election Process:** The Board of Directors shall vote on President-Elect with a majority vote for approval while the offices of President and Past-President will assume their offices by succession.
- SECTION 6:3 **Election Date:** The annual officer election shall be held at the first meeting of a new calendar year. Newly elected officers shall assume their official duties at the conclusion of the annual spring/summer Board of Directors meeting.
- SECTION 6:4 **Vacancies:** In the event any office of the Corporation becomes vacant by death, resignation, retirement, disqualification or any other cause, the majority of the Board of Directors present at the regular, or called meeting, may elect an officer to fill such vacancy, and the officer so elected shall hold office and serve until the next slate proposed by the Nominating Committee is approved.

ARTICLE VII – Standing Committees

- SECTION 7:1 **General:** The only continuing standing committee of the Board of Directors shall be the Executive Committee. All other standing committees shall be appointed by the Executive Director and/or President of the Board of Directors and shall serve during the ensuing calendar year and until their duties are completed or until successors are appointed. Such appointment shall be approved by the Board of Directors. Each Committee shall elect a chairperson with the exception of the Nominating Committee which will be chaired by the Past-President and the Awards Committee, which will be chaired by the President-Elect. All chairpersons shall be members of the Board of Directors.
- SECTION 7:2. **Executive Committee:** The Executive Committee shall consist of the officers of the corporation along with the ex-officio Executive Director and Member-at Large. The President shall serve as Chairperson. The Executive Committee shall have the power and authority to carry out the ordinary business and operations of the Board of Directors during the time that the Board of Directors is not in session.

SECTION 7:3 **Other Committees:** The Executive Director and/or President shall appoint committees as needed. All committees shall function under the general supervision of the Board of Directors.

ARTICLE VIII – General Provisions

SECTION 8:1 **Board of Directors Action:** Any action required by the statutes, Articles of Incorporation, these bylaws or any action of the Board of Directors may be conducted without a regular meeting if a majority of the Board of Directors gives consent either in writing or by email.

SECTION 8:2 **Meetings:** The Board of Directors shall meet at least twice each year at such place, date and hour as may be fixed by the Board of Directors or by the Executive Committee.

SECTION 8:3 **Quorum:** A simple majority of the voting members of the Board of Directors constitutes a quorum.

SECTION 8:4 **Indemnification of Officers and Directors:**
The Corporation shall indemnify any Director, officer or employee or any former Director, officer or employee of the Corporation against expenses actually and necessarily incurred by him/her and any amount paid in satisfaction of judgments in connection with any action, suit or proceeding, whether civil or criminal in nature, in which he/she is made a party by reason of being or having been such a Director, officer or employee (whether or not a Director, officer or employee at the time such costs or expenses are incurred by or imposed upon him) except in relation to matters as to which he/she shall be adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of duty. The corporation may also reimburse any Director, officer or employee the reasonable costs of settlement of any action, suit or proceeding if it shall be found by a majority of the Directors not involved in the matter in controversy, whether or not a quorum, that it was in the interest of the Corporation that such settlement is made and that such Director, officer or employee was not guilty of gross negligence or willful misconduct. Such rights of indemnification and reimbursement shall be deemed exclusive to any other rights which such Director, officer or employee may be entitled by law or under any bylaw, agreement or otherwise.

SECTION 8:5 **Prohibition Against Sharing in Corporate Earnings:** No member of the Board of Directors, officer, or employee of, or member of a committee, or person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit, except for the payment to any such person of such

reasonable compensation for services rendered to or for the Corporation in affecting any of its purposes as shall be fixed by the Board of Directors, and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Corporation. Upon such dissolution of the affairs of the Corporation and after all debts have been satisfied, the remaining assets of TSDC shall be distributed, transferred, conveyed, delivered and paid over to any other non-profit, tax-exempt, charitable organization as may be determined by the Board of Directors.

SECTION 8:6 **Personal Conflict of Interest:** Any member of the Board of Directors who may be involved in a TSDC business transaction in which there is a possible conflict of interest shall promptly notify the President or the Executive Director. The Director shall not vote on any transaction, participate in deliberations concerning it or use personal influence in any way in the matter. The Director's presence may not be counted in determining the quorum for any vote with respect to a TSDC business transaction in which he or she has a possible conflict of interest. Furthermore, the Director or the President, or the Executive Director in the Director's absence, shall disclose a possible conflict of interest to the other members of the Board of Directors before any vote on a TSDC business transaction and such disclosure shall be recorded in the Board of Directors minutes of the meeting at which it is made. Any business transaction conducted by TSDC which involves a potential conflict of interest with a member of the Board of Directors shall have terms which are at least as fair and reasonable to TSDC as those which would otherwise be available to TSDC if it were dealing with an unrelated party.

SECTION 8:7 **Corporate Conflict of Interest:** As an educational consulting service, TSDC shall be required by law to submit a Conflict of Interest Questionnaire to all potential clients and customers not later than the seventh business day after contractual agreements or proposals for bids.

ARTICLE IX – Operations

SECTION 9:1 **Fiscal Year:** The fiscal year for TSDC shall be from September 1 through August 31 for tax and accounting purposes.

SECTION 9:2 **Budget Adoption:** An operating budget shall be adopted by the Board of Directors at the annual spring/summer meeting.

SECTION 9:3 **Budget Modifications:** At the discretion of the Executive Director, budget modifications up to \$500 may be made on any line item without approval of the Executive Committee or the Board of Directors. Line item modifications in excess of \$500, but not more than \$1,000, shall

require approval of the Executive Committee. Line item modifications exceeding \$1,000 must be approved by the Board of Directors.

ARTICLE X - Amendments

SECTION 10:1 **Amendments**: These bylaws may be amended, modified, supplemented or replaced in whole, or in part, by a two-thirds vote at any legally constituted meeting of the Board of Directors, providing that written notice of any such amendment, modification, supplement or replacement shall be sent to each member of the Board of Directors not less than seven (7) days prior to the meeting at which the same are to be considered or not less than seven days following a Board of Directors meeting where any such amendment, modification, supplement or replacement was proposed and discussed. In this instance, a two-thirds vote may be conducted by electronic or mail ballot.

APPROVED and ADOPTED this _____ day of _____ 2007.

Charle Scott, TSDC Executive Director

Attest:

Pam Smith, President 2006-2007

Diana Ely, President-Elect 2006-2007

Membership

Types of Membership

Charter Members – To encourage membership during 1989, the first year of the organization, a person became a charter member. This meant that the person received a five-dollar reduction in dues for the first three years they belonged to the organization (until 1992). In addition, charter members retained their original gold member number each year they renewed. To date, some members maintain their original number.

Regular Members – Membership in TSDC is open to any person interested in high quality staff development.

Lifetime Achievement Members – Recipients of the *TSDC Lifetime Achievement Award* receive complimentary dues.

Membership Year

The Board of Directors shall determine the term of membership. The current membership year is designated as September 1 to August 31.

Dues

Dues will be set by the Board of Directors and are assessed annually.

Dues Notification

- Renewal notices will be sent to all current members in September of each year.
- Members who do not renew their memberships will be contacted by the Executive Director by phone or in writing to encourage the member to renew.
- Special mailings will be sent annually to target potential membership in selected groups in order to broaden the base of members.

Membership Procedures

- Members will mail membership form and/or check to the Executive Director or can renew membership by following on-line directions on the TSDC website at www.tsd.org.
- The Executive Director maintains a database of all current members.
- The Executive Director sends a welcome letter, certificate and membership card to all newly recruited members.

Board of Directors

TSDC Board of Directors

The business of the TSDC, Inc., the establishment of its policies, the direction of its work and the control of its funds and property shall be vested in the Board of Directors. The Board shall be composed of not less than 20 and not more than 25 persons unless increased or decreased by action of the Board of Directors.

Board members shall:

- Serve for a term of three (3) years
- Attend Board of Directors meetings (minimum of two per year) and TSDC annual conference
- Assume travel expenses to attend TSDC meetings and events
- Establish policies for TSDC
- Review and approve the annual budget
- Approve conference sites and dates
- Promote membership and council services to members
- Contact non-renewing and prospective members at the request of the President/Executive Director
- Represent TSDC at the request of the President/Executive Director
- Serve on strategic, standing or other action committees
- Maintain current membership status in TSDC and NSDC
- Support local, state and national conferences as well as other activities of TSDC and NSDC
- Perform other duties as requested by the President/Executive Director
- Actively serve in the achievement of the TSDC mission and strategic goals

Term of Office

The term of office shall be three (3) years, extending from the last meeting of the fiscal year in which they are elected to the last meeting in the fiscal year three (3) years after. Each Director is limited to two (2) consecutive three-year terms. After a one-year absence from the Board of Directors, a Director may be re-elected through the election process.

The first official meeting for all newly elected Board of Directors members shall be the spring or summer retreat where they will assume their duties at the conclusion of the meeting.

Terms of Office

For Officers and Board Members

- The President, President-Elect and Past-President shall serve for one year unless a longer term is approved by the Board of Directors. Each officer may not serve for more than two years in any one position. A Member-at-Large shall be elected and limited to a one-year term. The Member-at-Large may be elected to serve as President-Elect or President but is not obligated to a position in the leadership track.
- The office of a Director shall become vacant if the member dies or resigns. The Board of Directors shall have the power to fill all vacancies on the Board of Directors, and Directors so appointed shall serve out the unexpired term of the person they succeed with opportunity to be re-elected at the next regular election through the election process to serve his/her own three-year term.
- The term of office shall be three (3) years. Each Director is limited to two (2) consecutive three-year terms. After a one-year absence from the Board of Directors, a Director may be re-elected through the election process.
- The members of the Board of Directors shall be elected each year by the process outlined below.

Election Process

- Candidates must meet the qualifications for Board of Directors. A potential candidate must be a member of TSDC and shall become a member of NSDC.
- The TSDC Nominating Committee will accept nominations for Directors from the entire membership which includes the current Board of Directors.
- Nominations may also include two (2) ex-officio positions appointed by the Executive Committee and approved by the Board of Directors to serve a one-year term. The one-year term appointment shall be reviewed and approved annually.
- Prior to, or at the first meeting of a new calendar year, the Nominating Committee shall submit to the Board of Directors the proposed slate of new Board of Directors candidates.
- Each candidate shall be voted on individually requiring a majority of votes cast for each candidate to be elected.
- Newly elected Directors shall audit the annual Board of Directors spring/summer meeting as non-voting participants and assume their official duties at the conclusion of the meeting.

Executive Committee

The Executive Committee is composed of the TSDC officers, the Executive Director and a Member-at-Large. The officers include President, President-Elect and Past-President. The Member-at-Large is a one-year member of the Executive Committee. Both the Executive Director and the Member-at-Large are advisory to the decision-making process. Each shall be an active member of TSDC and NSDC. General responsibilities of the Executive Committee include leading the organization, conducting the business of the Board, planning Board meeting agendas, serving as advisors to strategic committees and learning events, writing appropriate correspondence and updating the Board of Directors Handbook.

Members of the Executive Committee whose TSDC expenses are not fully funded by an educational institution will be compensated up to \$350 for un-reimbursed expenses.

Term of Office

President, President-Elect and Past-President serve for one year unless a longer term is approved by the Board. They may not serve for more than two (2) years in any one position.

Executive Committee – Executive Director

Roles and Responsibilities of the Executive Director

- Serve on the Executive Committee
- Set Board meeting agendas with the Executive Committee
- Arrange Executive Committee meetings with the President
- Edit and disseminate minutes of Board meetings in collaboration with the President
- Maintain membership database
- Coordinate annual membership drive (September)
- Write appropriate correspondence
 - ✓ Provide communication to Executive Committee regarding business of the Board
 - ✓ Send letters of congratulations to award recipients and their supervisors
 - ✓ Communicate with new members (letter, certificate, card)
 - ✓ Communicate with renewing members (letter, card)
 - ✓ Write thank you letters as appropriate
- Serve as contact/liaison to external organizations/agencies
- Complete NSDC reports with the President
- Attend affiliate meetings in the summer and at the national conference
- Facilitate updates of the Board of Directors Handbook with the Executive Committee
- Assure compliance with TSDC Bylaws
- Promote advocacy for powerful professional development

- Prepare and present sessions on behalf of TSDC
- Develop annual budgets with the Executive Committee
- Secure professional services when appropriate
- Develop business procedures
- Serve as ad hoc to chairs of Standing Committees
- Write articles for publication
- Collaborate with national and state organizations
- Provide Leadership and Operational Reports at Board meetings
- Articulate TSDC's mission, vision and beliefs
- Promote and reinforce strategic goals and objectives
- Supervise and monitor all learning event management, including expenditures
- Communicate with TSDC members
- Assist with the design and development of new products and services
- Supervise and monitor business managers and/or staff
- Approve and sign all investment and contract documents; coordinate and file all

Executive Committee – President

Roles and Responsibilities of the President

- Serve as chair of the Executive Committee
- Arrange Executive Committee meetings in coordination with Executive Director
- Set Board of Directors meeting agendas with the Executive Committee
- Preside over all Board of Directors and Council meetings
- Appoint all members of standing committees and any other committees unless provided for in the TSDC Bylaws
- Serve as ad hoc member of all committees
- Prepare reports for the National Staff Development Council (NSDC) in coordination with the Executive Director
- Host the NSDC Texas Affiliate reception during the national conference and promote the upcoming TSDC conference and/or other learning events
- Attend the affiliate meeting at the national conference and the Affiliate Leaders Conference during the summer
- Edit and disseminate minutes of Board of Directors meetings in collaboration with the Executive Committee
- Write appropriate correspondence
 - ✓ Provide communication to the Board of Directors regarding business of the Board
 - ✓ Collaborate with Executive Director to create and disseminate the agenda for Board meetings
 - ✓ Write thank you letters as appropriate
 - ✓ Notify newly elected Board members of their selection
- Coordinate the monthly Advisory Council conference calls

Executive Committee – President-Elect

Roles and Responsibilities of the President-Elect

- Serve on the Executive Committee
- Set Board meeting agendas with the Executive Committee
- Preside over meetings in the absence of the President
- Assume office of President if office is vacated before expiration of the term
- Succeed to the office of President at expiration of the term
- Attend the summer NSDC Affiliate Leaders Conference in the summer
- Conduct the New Board Member Orientation and select and coordinate mentors for new Board members
- Write appropriate correspondence
 - ✓ Send communication to new Board members regarding New Board Member Orientation
 - ✓ Write thank you letters as appropriate
- Serve as Parliamentarian for Board of Directors and Executive Committee meetings
- Coordinate the planning of the TSDC Affiliate Reception for the annual NSDC Conference
- Chair the Awards Committee

Executive Committee – Past-President

Roles and Responsibilities of the Past-President

- Serve on the Executive Committee
- Set Board meeting agendas with the Executive Committee
- Chair Nominating Committee for election of new Board members, President-Elect and the Member-at-Large
- Assume any duties and responsibilities deemed necessary by the President
- Write appropriate correspondence
 - ✓ Write thank you letters as appropriate
- Coordinate Learning Teams

Executive Committee – Member-at-Large

Roles and Responsibilities of the Member-at-Large

- Serve on the Executive Committee
- Assist with the group memory during meetings

Representation of TSDC

External

When an official statement is required, only the Executive Director and/or the President may publicly represent positions of the Board of Directors or the Council.

In the event policy statements or position are prepared for publication in writing, the Board of Directors must approve such statements or papers before the official statement is released by the Executive Director or the President.

Define Advisory Council

The Advisory Council will convene through conference calls once monthly to update and collaborate concerning all committee work. The Advisory Council members are the chairs of each of the Standing Committees and will be led by the President.

TSDC/NSDC Timelines

NSDC

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| January | Conference Program Proposals Due |
| February | Academy Applications/Nominations Due |
| February Newsletters | Award Information & Board of Trustee Advertisement |
| March | Board of Trustee Application Due |
| April | Award Applications Due |
| May | Board of Trustees Ballots Sent to Membership |
| May | Conference Proposal Submissions Notified |
| July | Conference Program Materials Distributed |
| July | Board of Trustees Ballots Due |
| July | Affiliate Leaders Forum/Summer Conference |
| October | Early Discount Registration Due |
| Weekend after Thanksgiving | Annual Affiliate Report Due |
| November Newsletters | Call for Conference Program Proposals (for next annual conference) |
| December | NSDC Annual Conference/Affiliate Report Due |

TSDC

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| January | Board of Directors Meeting |
| February | TSDC Annual Conference |
| May | Executive Committee plans for June Retreat |
| June | Board of Directors Retreat |
| July | Affiliate Leaders Forum |
| August | Executive Committee prepares annual budget |
| September | Board of Directors Meeting/Budget approval |
| November | Obtain List of Texas Delegates to NSDC |
| | Mail Invitations for Affiliate Reception |
| December | NSDC Annual Conference |
| | Annual Affiliate Report Due |
| | Texas Affiliate Reception |
| | Affiliate Leaders Meeting |