ASSOCIATION FOR COMPENSATORY EDUCATORS OF TEXAS

CONSTITUTION

(Approved Spring 2026)

ACET MISSION

ACET provides members with high-quality learning experiences and networking opportunities to ensure that all students achieve success.

ACET VISION

ACET proudly provides a platform to strongly advocate for improving educational opportunities for all students and empowers educators to effectively meet students' future needs.

ARTICLE I NAME

The name of the non-profit organization shall be The Association for Compensatory Educators of Texas hereinafter referred to as the Association or ACET.

ARTICLE II PURPOSE

The purposes for which ACET is organized are exclusively religious, charitable, scientific, literary and educational within the meaning of section 501(c) (3) of the Internal Revenue Code of 1986, or corresponding provision of any future United States Internal Revenue law.

ARTICLE III MEMBERSHIP

Voting members shall be professional and nonprofessional employees of public or non-public schools, agencies, or institutions who function as administrators, teachers, supervisors, or coordinators of compensatory education programs; or non-Voting members in good standing, who support compensatory education programs through training or other means. All members are required to pay annual dues as determined by the Executive Council.

ARTICLE IV MEETINGS

This Association shall hold one regular conference in the spring. Additional meetings may be held at the discretion of the Executive Council.

ARTICLE V OFFICERS

Section 1 Elected Officials

The elected officers & representatives of the Association shall be chosen from the voting membership and shall include the following:

a. President-Elect - The President-Elect shall be elected for a one-year term, shall serve as President the next year, and then serve as the Immediate Past President the following year.

b. Vice-President for Membership - The Vice-President for Membership shall be elected for two-year terms in even-numbered years.

c. Vice President for Virtual Academies - The Vice-President for Virtual Academies shall be elected for a two-year term in odd-numbered years.

d. Secretary - The Secretary shall be elected for two-year terms in even-numbered years.

e. Treasurer - The Treasurer shall be elected for two-year terms in odd numbered years.

f. Twenty (20) Regional Directors -

Regional Directors of even-numbered regions shall be elected in even-numbered years.

Regional Directors of odd-numbered regions shall be elected in odd-numbered years.

g. Parliamentarian - The Parliamentarian shall be elected for two-year terms in odd numbered years. The Parliamentarian must have a good working knowledge of the ACET organization by having served on the Executive Council for a minimum of two years.

h. Two (2) National Association of Federal Education Program Administrators (NAFEPA) representatives - The NAFEPA Representatives are elected officers on the Executive Council with voting rights. Each NAFEPA Representative shall serve a three-year term, with staggered election years.

Section 2 Executive Council

The Executive Council shall consist of the Officers, the Immediate Past President, Regional Directors, the NAFEPA Representatives, and the Parliamentarian.

Section 3 Vacancies

Should a vacancy occur during an officer's term, the Past Presidents' Advisory Committee will make a recommendation to the Executive Council, who has the power to fill the office of

President-Elect, Vice-President for Membership, Secretary, Treasurer and NAFEPA Representatives. Should the President not be able to fulfill his/ her duties, the President-Elect will also assume the duties of President.

Regional Director vacancies shall be filled by the Alternate, who was elected at the same time as the Regional Director. Should that person not be available to serve, the President shall appoint a member from that region to serve as the interim Regional Director until the next election.

ARTICLE VI EXECUTIVE DIRECTOR

An Executive Director shall be employed by the Association at a salary commensurate with work performed.

In the event a vacancy occurs in the position of Executive Director, the Past Presidents' Advisory Committee shall interview candidates for that position and make recommendations to the Executive Council to fill the vacancy.

ARTICLE VII AMENDMENTS

This constitution may be amended at the spring conference for the transaction of official business by vote of two-thirds of the members attending in-person or virtually, provided in either case notice (notice may include, but is not limited to the following methods: a posting on the ACET website, conference app, social media platforms, an email sent to membership, and/or during an ACET conference, etc.) has been given ten (10) calendar days prior to the time of voting. In the event of an emergency and/or a critical event, the notification period may be shortened, suspended and/or changed on the recommendation of the Executive Director with approval by the Executive Council, by a vote of two-thirds of the members replying. The Executive Council shall have the responsibility and authority to make any necessary adjustments in the Constitution and By-Laws for compliance with the chartering laws of the State of Texas and the regulations of the Internal Revenue Service.

ARTICLE VIII QUORUM

A majority of the voting members present at the Executive Council meeting shall constitute a quorum of the Executive Council.

ARTICLE IX COMMITTEES

Section 1

The President shall appoint such committees, with concurrence of the Executive Council, as he/she may deem advisable for carrying on the work of the organization. b. Standing committees of the Association may include:

Committee Chairpersons, Directors, and Working Groups, who will serve for one year (1) (or the conclusion of the next Fall conference) except for the Finance Committee which is a four-year (4) term:

- Finance Committee (also serves as Internal Audit Committee as needed);
- Scholarship Committee;
- Director of Awards & Recognitions;
- Director of Nominations & Elections;
- Director of Registration;
- Historian;
- TEA Focus Group;
- Technical Advisory Working Group;
- Climate & Culture Working Group; and
- Past President's Advisory Committee, whose membership shall consist of all Past Presidents serving without term limitation.

Section 2

The President shall be an ex-officio member of all committees except the Nomination/Elections Committee and will work with all Directors of Publicity & Historical, Director of Awards & Recognitions and Director of Nominations and Elections.

ARTICLE X EXPENDITURES

The funds of the Association shall be disbursed only in accordance with the annual budget adopted by the Executive Council that shall have power to transfer unused balances from one item in the budget to another. The Treasurer shall work cooperatively with the Executive Director in the receiving and disbursement of the funds of the Association, and with the Executive Council shall make an annual accounting to the Association during the Spring conference.

The ACET President shall create an ad hoc Review Committee which will conduct an annual internal review of ACET expenditures. The Review Committee will make any necessary recommendations to the Executive Council for a vote.

The association will maintain a minimum fund balance of 300,000. Should unforeseen circumstances occur and the balance falls below this figure, it will be unacceptable for the fund balance to drop below $285,000, which is 5% of the $300,000.00. Reasons for the shortfall must be reported to the Executive Council and the membership.

ARTICLE XI RULES OF ORDER

Except where contrary to mandates specified in the Constitution and By-Laws, Robert's Rules of Order (revised) shall govern all meetings of the Executive Council and of the Association.

ARTICLE XII DISPENSATION OF FUNDS

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction, in the county in which the principal office of the organization is then located, exclusively for such purposes.

ARTICLE XIII AFFILIATION OF LOCAL REGIONAL UNIT

Section 1

Local regional units whose purposes and policies are consistent with those of ACET may, upon written application, become affiliated with the state association upon the approval of the Executive Council. This written application shall include a statement of the local regional unit's purposes and policies.

Section 2

Affiliated local regional units shall submit to ACET any changes in purposes and policies within sixty (60) days of such action.

Section 3

Affiliation of local regional units may be terminated upon request by the local regional unit or by the ACET Executive Council when the local regional unit's purposes and policies are not consistent with those of ACET.

ASSOCIATION FOR COMPENSATORY EDUCATORS OF TEXAS

BY-LAWS

(As of April 2024)

ARTICLE I MEMBERSHIP

Section 1

All qualified persons shall be eligible for membership obtained by paying ACET dues.

Section 2

A procedure for pre-registration for each conference shall be established. The amount of the pre-registration fee and the registration fee at the conference shall be determined by the Executive Council.

ARTICLE II CONFERENCES

The Association shall hold at least one spring in-person conference and one fall virtual academy annually. Elections will be held in the fall.

ARTICLE III EXECUTIVE COUNCIL MEETINGS

The Association shall hold at least one fall and one spring meeting of the Executive Council each year. Special meetings may be called by the President.

ARTICLE IV ELECTIONS

Officers shall be elected as follows:

Section 1

The Director of Nomination/Elections shall prepare a list of candidates for each position of President Elect, Vice President for Virtual Academies, Vice President for Membership, Secretary, Treasurer, Parliamentarian and NAFEPA Representatives. The President-Elect shall be elected for a one-year term, shall serve as President the next year, and then serve as the

Immediate Past President the following year. The permission of each candidate must be secured prior to his/her name being nominated. To run for Vice-President, Secretary, or

Treasurer or Parliamentarian a person must have been a member of the Association for at least two years.

In order to run for the position of President-Elect, the member must have served for at least two years in one or more of the following positions: Regional Director, Vice President of Membership, Secretary, Treasurer, Parliamentarian as a committee Chairperson, Director or have served on the Program Planning Committee. In order to serve as a NAFEPA Representative, the person must have served as President.

Regional Directors shall be elected by the respective regional members. Alternate Directors shall be elected by the respective regional members. If during the election process there is a tie vote, the regional members will take another vote via secret ballot. If that vote

results in a tie, then the candidates tied for the position will draw for the position. The person who is not selected as the representative will become the alternate regional director.

Section 2

Provision shall be made for nominations from the floor for the positions of President-Elect, Vice President for Virtual Academies, Vice President for Membership, Secretary, Treasurer, Parliamentarian and NAFEPA Representatives, provided prior permission is secured from the person nominated.

Section 3

Candidates receiving the greatest number of votes shall be declared elected. If the vote results in a tie, then the candidates tied for the position will draw for the position. In the event only one candidate is placed in nomination for an office, that candidate may be elected by voice vote of the assembly (VIVA VOCE).

Section 4

The newly elected officers shall assume their duties immediately after the fall conference at which they are elected.

Section 5

In the event that the President-Elect, Vice President for Virtual Academies, Vice President for Membership, Secretary, Treasurer, Parliamentarian or NAFEPA Representatives cannot complete his/her term, the Past Presidents' Advisory Committee will make a recommendation

to the Executive Council who shall vote on a qualified member to serve the remainder of the term, if it is beyond one month of when that office would be elected.

In the event that a Regional Director cannot attend an Executive Council meeting, the Alternate will attend the meeting, with voting rights, to represent the voice of the region. Regional Director vacancies shall be filled by the Alternate, who was elected at the same time as the Regional Director. Should that person not be available to serve, the President shall appoint a member from that region to serve as the interim Regional Director until the next election.

ARTICLE V DUTIES OF OFFICERS

The Past Presidents' Advisory Committee will serve as mentors to all Officers of the Association. The Immediate Past President, President, and President-Elect are charged with completing an annual evaluation of the Executive Director before the Fall Executive Council meeting, taking recommendations of contract or salary changes to the Past President's Committee and then to the Executive Council for final approval. The Immediate Past President will complete a formal written evaluation report with any changes approved by the Executive Council and provide it to the Executive Director by the last day of December.

Section 1

President. The President shall preside at all regular and called meetings of the Association and otherwise discharge the duties incumbent upon this office, including those duties elsewhere stated in this Constitution and By-Laws. He/she shall appoint the Chairpersons for standing committees, Directors & Working Groups for his/her term of office and serve as an ex-officio member of all committees.

The President will assure that (1) the Executive Director, Treasurer, and President positions are bonded; (2) a financial review of the Association's finances is completed, and the results are duly reported to the membership.

Section 2

President-Elect. The President-Elect shall preside in the absence of the President at all meetings of the Association or the Executive Council and shall perform such duties as may be delegated by the President and the

Executive Council. The President-Elect shall have the primary responsibility for planning, coordinating, and implementing conferences, workshops and programs for the Association with the approval of the Executive Council.

In case the President is unable to serve his/her term, the President-Elect will assume all duties of the President in addition to his/her duties as President-Elect.

Section 3

Vice President for Virtual Academies. Vice-President of Virtual Academies will be responsible for planning, coordinating and implementing the virtual academies. Additionally, they shall be responsible for securing facilitators and for virtual session evaluations.

Section 4

Vice-President for Membership. The Vice-President for Membership shall be responsible for recruiting new members, promoting the retention of current members and disseminating a list of the membership to the officers. Additionally, the Vice-President for Membership shall be responsible for securing facilitators for conference sessions and for conference evaluations and will be responsible for overseeing the Mini Grant Applications.

Section 5

Secretary. The Secretary shall keep accurate written records of the proceeding of all business meetings of the Association and the Executive Council. These records shall include but are not limited to the minutes, agendas, and correspondence. After approval by the members of the Executive Council, all records will be filed with the Executive Director for inclusion in the permanent files of the organization. Copies of minutes must be provided to the President within two weeks after the meeting. The Secretary will be responsible for overseeing Mini Grant Applications.

Section 6

Treasurer. The Treasurer shall work cooperatively with the Executive Director in the receiving and disbursing of all monies, keeping an accurate accounting of Association's funds, and filing all necessary documents with the Internal Revenue Service.

In addition, the Treasurer will monitor the Association's fund balance to ensure that it does not fall below $300,000. With the assistance of the Executive Director, he/she shall assure that an annual review of the organization's finances is conducted and that the results of the audit are presented to the membership by October of each year. The Treasurer is also responsible for overseeing the Mini Grant Applications working with the VP for Membership and the Secretary.

Section 7

Parliamentarian. The Parliamentarian provides guidance on *Robert's Rules of Order* during ACET Executive meetings. The Parliamentarian also:

1. Provides historical information to the ACET Executive Council regarding past actions (and the reasons behind those actions if known).
2. Ensures a quorum is present in the ACET Executive Council meeting before allowing the meeting to proceed.
3. The Parliamentarian may attend a course on parliamentary procedure if necessary to provide training for the office,
4. Trains the Council on *Roberts Rules of Order,* as needed,
5. Posts helpful videos on Parliamentarian ACET Executive Council page,
6. Advises the Council on points of order when needed,
7. Calls for order in meetings,
8. If needed, presents amendments to the constitution, by-laws, or other additions to the workings of ACET at general meeting session for a vote during in-person or virtual meetings and/or via electronic vote
9. If needed, ensures that changes to the Constitution and By-laws are posted 10 days in advance of the meeting,
10. Answers questions on points of order or history; if required, know the Constitution and By-Laws well enough to answer questions,
11. Serves as a voting member of the ACET Executive Council, and
12. Serves as a member of the Program Planning committee

Section 8

NAFEPA Representatives The focus of NAFEPA Representatives will be to provide continuity with the NAFEPA Board and to help build capacity for our organization on the NAFEPA Board. These positions will fill ACET's designated seats on the NAFEPA Board. The representatives elected must have served as an ACET President. The NAFEPA representatives shall serve staggered three-year terms.

Section 9

Executive Council. The Executive Council shall approve or amend the budget of the Association, approve the dates and places of all conferences, virtual academies and workshops, authorize the appointment of special committees as necessary, and in general attend to the business of the Association.

Section 10

Executive Director. The Executive Director shall be responsible for fiscal operations; conference and workshop planning including registration, facilities, exhibitors, and printing; communications; web-site maintenance; and other duties as designated by the President and the Executive Council.

Section 11

Dereliction of Duties. Officers (President, President-Elect, Vice-President, Secretary, Treasurer, NAFEPA Representatives, and Parliamentarian) and Regional Directors who fail to fulfill their duties may be considered to be derelict in his/her duties and may be removed from office. Dereliction of duties may include any one of the following:

1. Failure to attend meetings.
2. Failure to file the required reports within two weeks of a meeting.
3. Failure to reply to directions from the President and/or President-Elect within one week of receiving a request. 4. Failure to provide Financial Reports or any other report requested by the President and/or President-Elect.

The Past Presidents' Advisory Committee will recommend a replacement for the removed officer to the Executive Council unless it occurs within one month of the next election for that position. The general membership shall be notified a replacement has been named to fulfill the term of that office.

ARTICLE VI REGIONAL DIRECTORS & ALTERNATES

Section 1

Duties of Regional Directors The Twenty Regional Directors will serve as part of the Executive Council and shall make every effort to be at each meeting of the council. If they cannot be present, they shall make arrangements for an alternate to attend the meeting. Regional Directors may not serve any other elected office in the organization to give their full attention to the region that they serve and provide opportunities for members to become leaders in the organization. The duties of the Regional Directors may include, but are not limited to:

1. Assuring that the membership in their region receives timely notification of any meetings/conferences of the organization
2. Assuring that members receive materials and information that further the mission of the organization.

3. Recruiting membership for ACET from their region.
4. Working on committees when asked, working at registration, serving as a facilitator during the conference.
5. Facilitating the dissemination, collection, evaluation and forwarding of scholarship information.
6. Conduct regional meetings at the ACET Conference.
7. Disseminate, collect, and oversee the selection of the ACET scholarship finalists for their regions and submit the required documents to the ACET scholarship Chair in a timely way.
8. Submit Mini Grant Applications on behalf of their region to provide funding for membership recruitment and support ACET regional group meetings.

Section 2

Duties of Alternate Regional Directors. Alternate Regional Directors serve as the ACET liaison to members of his/her region. Responsible for disseminating information to members of the Region, leading regional meetings at the ACET conferences, and supervising scholarship procedures for regional members. The twenty Regional Directors will serve as part of the Executive Council and shall make every effort to be at each meeting of the council. If they cannot be present, they shall plan for an alternate to attend the meeting. The duties of the Regional Directors may include but are not limited to:

1. Disseminating ACET information to members of their region through regular, ongoing, and timely communication.
2. Assuring those members receive materials and information that further the mission of the organization.
3. Actively recruit membership for ACET from their region.
4. Working on committees when asked, working at registration, serving as a facilitator during the conference.
5. Lead regional meetings at the ACET Conferences.
6. Provide timely communication regarding the scholarship opportunities with their regional members, and supervise scholarship entries for the region, and ensure ACET Scholarship procedures are followed.
7. Serve on the Executive Council
8. Disseminate, collect, and oversee the selection of the ACET Scholarship finalists for their regions and submit the required documents to the ACET Scholarship Chair in a timely manner. (If the Regional Director is unable, provide) timely communication regarding the scholarship opportunities with their regional members, and supervising scholarship entries for the region, and ensuring ACET Scholarship procedures are followed.

9. Serving on the Executive Council to substitute for the Regional Director in their absence or (if they resign their position.)

ARTICLE VII REIMBURSEMENT FOR EXPENSES

Section 1

Covered Expenditures: The Officers, Regional Directors, Committee Chairpersons, and Committee Members will be reimbursed for limited expenses that are not covered by their districts/employers. The items and amount of reimbursement will be as follows:

1. All expenses for special meetings utilizing the fee structure found in the following Section 2 of this section, and which are not covered by their districts or employers.
2. All expenses involved in providing information to regional members and potential members as specified in the ACET Policies and Procedures Manual.
3. All expenses involved in hosting regional meetings which are not covered by the district and or employer as specified in the ACET Procedures Manual.

Section 2

Fee Reimbursement Structure Officers, Regional Directors, Committee Chairpersons, Directors, Working Groups, NAFEPA Representatives, and Committee Members should first try to pay for their expenses utilizing any district/employer funds that they may have available. If no district/employer funds are available or are limited, the committee members will be reimbursed utilizing the fee structure specified in the ACET Policies and Procedures Manual.