

**Constitution and Bylaws
Of the
University of Dubuque
Teacher Education Student Organization**

PREAMBLE

We, the members of the Teacher Education Student Organization, in order to develop a greater understanding of the practice and theory of education, do hereby establish this constitution.

ARTICLE I – NAME

The name of this organization shall be Teacher Education Student Organization, hereafter referred to as TESO.

ARTICLE II – PURPOSE

The purpose of this organization shall be to promote the study of Teacher Education in social, educational, and professional settings and promote the interests of Teacher Education students at the University of Dubuque. As a result of participating in the various activities of TESO, a member will:

- A. Experience and broaden instructional skills;
- B. Relate theory to practice by associating with practicing educators;
- C. Increase understanding of learning events and practices;
- D. Investigate realistic career expectations within education;
- E. Form networks within the University of Dubuque community and the Dubuque Community School District;
- F. Provide service to our community.

ARTICLE III – MEMBERSHIP

- A. Membership in TESO is open to full or part-time undergraduate University of Dubuque Teacher Education students.
- B. U.D. alumni may participate as honorary members.

Section II – Terms of Membership

- A. The term of membership is from September 1 through August 31.
- B. In order to be eligible for membership, a student must be a declared Education major. Members in good standing are members who have completed a membership form and have paid any required due.
- C. The membership fee is to be reviewed annually by TESO. Prospective members and renewing members shall tender all required yearly dues and required fees with their membership application.
- D. Members who wish to tender their resignation will be expected to submit their resignation in writing to the TESO secretary. No refunds of membership fees will be allowed unless 75% of the eligible voting members agree.
- E. The Executive Committee, by affirmative vote of 2/3 of all the members, may suspend or expel any member for cause after an investigation and appropriate hearing by the Executive Committee and the Faculty Advisor. The decision of the Committee shall be final. Justifiable Cause for termination of membership shall be based on serious or repeated blatant infraction(s) and/or violation(s) of current By-Laws and/or rules.

ARTICLE IV – MEETINGS

Section I – General Business Meeting

General business meetings shall be conducted a minimum of once a month during the fall and spring semesters and dates shall be determined by the Executive Committee. An agenda will be posted in a designated area prior to the meeting. Members will be notified (in writing) not less than one calendar week preceding the meeting. The Executive Committee will meet as needed.

Section II – Special Meetings

Special meetings of the members may be called by the President or by a majority of the Executive Committee. The purpose of the meeting must be presented in writing to the membership in advance of the proposed meeting date.

Section III – Quorum

A quorum shall consist of a simple majority of members present at regular meetings.

Section IV – Rules of Order

Meetings will be conducted according to Robert's Rules of Parliamentary Procedure.

ARTICLE V – OFFICERS

Section I – Executive Committee

The Executive Committee will consist of the President, Vice President, Secretary, and Treasurer, Public Relations Officer, two (2) TESO Representatives, and Advisors. The term for all elected positions will be for one (1) year.

A. President

The President's duties shall consist of the following:

1. Preside as Chair of the Executive Committee.
2. Work with the Advisors and other elected officers to develop policies for an effective organization.
3. Keep Faculty Advisors and Director of Student Activities informed of all meetings and activities.
4. Determine, with the aid of others, the objectives, programs, and action plans for TESO.
5. Preside at all general business meetings and perform duties in accordance with the organization's objectives and basic policies.
6. Call special meetings of the Executive Committee and/or the general membership as deemed necessary.
7. Appoint committees.

B. Vice President

The Vice President's duties shall consist of the following:

1. Work in conjunction with the President of the organization.
2. Preside at all meetings in the absence of the President and take office should the President resign or be removed.
3. Provide ruling on any questions of by-law interpretation.

C. Secretary

The Secretary's duties shall consist of the following:

1. Maintain accurate and thorough records of all official TESO proceedings, including attendance and minutes.
2. Distribute copies of the minutes to all members three days after each meeting by posting them on the TESO website. Read previous meeting minutes at the beginning of each meeting.
3. Keep accurate records of all official correspondence, carry on necessary TESO correspondence, and keep accurate records of all official correspondence.

D. Treasurer

The Treasurer's duties shall consist of the following:

1. Maintain accurate records of membership and all necessary financial reports and checking account, dues, all assets and liabilities, income and expenses.
 2. Report on the current financial status at each business meeting, if requested by the organization.
 3. Collect all income, fees and dues and deposit in the organization's checking account. Pay all bills that have been presented to and approved by the general membership at the regular general business meeting.
- E. Public Relations and Social Activities Officer
The Public Relations Officer's duties shall consist of the following:
1. Notify the membership and alumni of all events connected with TESO.
 2. Promote TESO activities on campus and within the community when appropriate.
 3. Represent TESO at speaking engagements on and off campus including press releases to UD and the public media as well as dialogue with off-campus agencies concerning our organization
- G. Executive Committee
The Executive Committee's duties shall consist of the following:
1. Ensure the proper conduct of affairs of the organization and of the duties of the officers and compliance with the by-laws.
 2. Create committees and approve their plans of action as deemed necessary.
 3. Transact necessary business of the organization in the event of an emergency.
 4. Encourage effective communication between all members, Faculty Advisors, and Vice President of Student Life.

ARTICLE VI – ELECTIONS

Section I – Terms of Office

Terms of office shall be for one (1) year, beginning on the 1st of September and will run until the 30th of August. Officers may not hold any one office for more than two (2) consecutive terms.

Section II – Qualifications

- A. All TESO members in good standing are eligible for any office in the succeeding year.
- B. Office positions must be held by University of Dubuque students in good academic standing.

Section III – Methods of Election

- A. Nominations will be held at the March general business meeting.
- B. A Nomination Committee consisting of three people (one faculty representative, one officer, and one member of TESO) will consider requirements of the elected positions, eligibility of the candidate, ability of candidate to complete term, when considering a balanced slate of perspective officers.
- C. The prospective slate of officers will be presented by the Nomination Committee and voted on the at the April general business meeting. A member in good standing is eligible to vote. Votes will then be counted and results announced.
- D. Should there be a vacancy during the semester; the nominating committee will reconvene to nominate a candidate for the vacant position. The presentation of the nominee and election should be held ASAP.

Section IV – Duties of Officers

All officers shall perform duties outlined in these by-laws and those assigned from time to time. They shall deliver all official materials to their successors or the President no later than twenty-one (21) days after the election results are announced, and deliver a written report of duties performed in office not later than twenty one (21) days following the elections of their successors.

Section V – Vacancies

A vacancy in any office, except the office of the President, because of death, resignation, termination, disqualification or otherwise, may be filled by appointment of the Executive Committee for the unexpired portion of the terms.

ARTICLE VII – AMENDMENT OF THE BYLAWS

- A. The by-laws may be amended from time to time by a 2/3 affirmative vote of the voting membership. Balloting may take place at a regular or special meeting of the membership, or may be managed electronically.